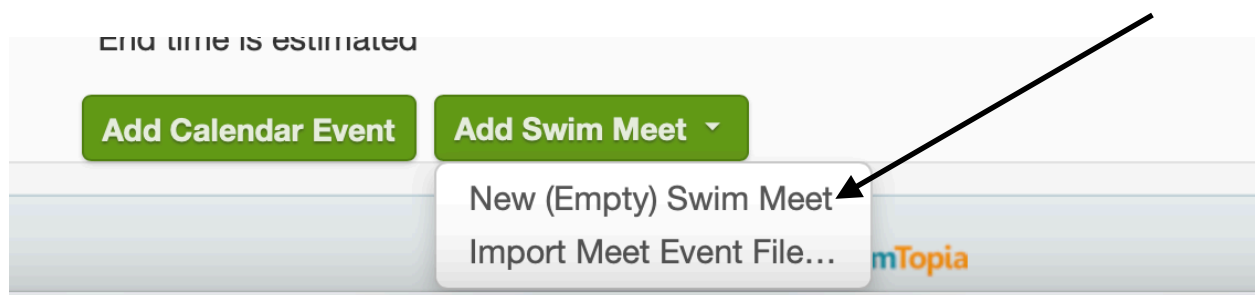Here are some instructions to setup the meet. Please note that this meet is setup as a SINGLE meet in Swimtopia with two sessions. This is the only easy way to allow swim-ups from the younger group into the older group if anyone would like to do it. Please watch for this carefully so people are in the expected session.

The events for the older kids have had 100 added to the numbers to allow job shift assignments to be separated between the two sessions. You will need to watch the job selections carefully to make sure people are selecting the correct sessions.

Here are the basic steps to create the All Star Meet -

1. Create Meet

On Schedule Page, Add Swim Meet -> **New (Empty) Swim Meet**

This will bring up the meet setup page

Name: 2021 Westwood All Star Invitational
Start Time - June 21, 2021 @ 8:00am
End Time - June 21, 2021 @ 8:00pm
Warm Up - your team time (or leave blank because it will depend on A or B session.

Description (Your choice, this is what I am putting) -
 Invitational meet, qualifying times required.
 Meet "A" Schedule and warm up-*10&under swimmers*
 General warm-up will start at 7:00am. Warm-up assignments are as follows,
 subject to change based on actual entries:
 7:00-7:20am warm up – Westwood Country Club, Barton Creek West,
 7:20-7:40am warm up – Lakehills, Barton Creek Country Club, Rollingwood
 7:40-8:00am warm up – Austin Country Club, Riverplace Country Club,
 Lakepointe
 Meet "A" begins at 8:00am sharp.

 Meet "B" Schedule and warm up-*11&up swimmers*
 General warm-up will start at 3:30pm. Warm-up assignments are as follows,
 subject to change based on actual entries:
 3:30-3:50pm warm up – Westwood Country Club, Barton Creek West,
 3:50-4:10pm warm up – Lakehills, Barton Creek Country Club, Rollingwood

4:10-4:30pm warm up – Austin Country Club, Riverplace Country Club, Lakepointe

Meet "B" begins at 4:30pm sharp.

Course: S - Short Course Meters
Entry Time Coversions - Select "Convert Entry Times"

Click "Save"

2. Team Preferences

The next page that pops up is the team preferences. This page is your team choice. For all stars, I typically change it to Ask whether athletes <u>will be available for the meet </u>rather than <u>will be attending the meet</u>. As an indication for relay entries w/o committing.

I also typically do not allow parents to directly select events. I have them "buy" events in our team store and I add them manually. This, again, is totally up to each team on how to manage.

We have swimmers pay for their individual events and the team pays for the relays. Again, your choice.
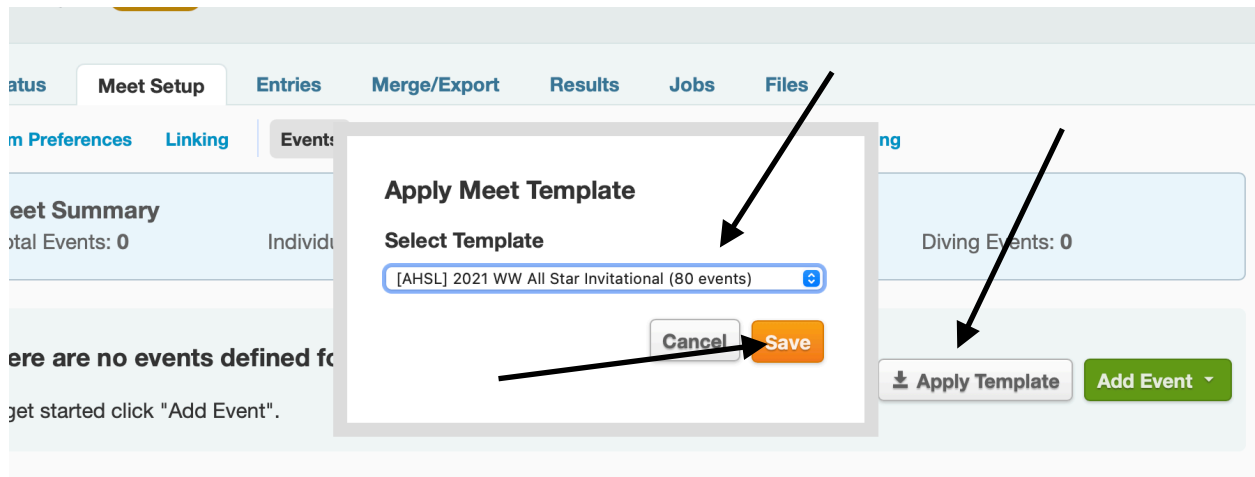
Put whatever entry instructions you provide your team.

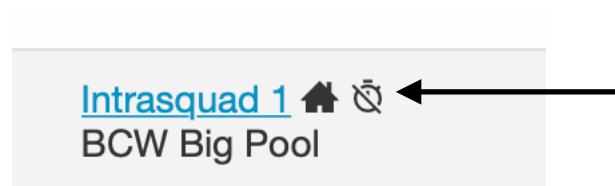Click "Save" if you changed anything on this page.

Continued next page…

3. Go To - Entry -> Events

Select "Apply Template"
Then select "2021 WW All Star Invitational (80 events)"
And "save".

NOTE: Please make sure all of your intrasquad meets are tagged as "unofficial". They should have a stopwatch with a slash through them in your schedule page.

4. Go To - Meet Setup -> Linking

Enter the code "XXXXX" in the Link to Host Meet box and click "Save".

5. How to find out who has qualified?

In the meet in swimtopia schedule tab. Then go to Entries -> Reports -> Qualifiers