

Setting up your NWAL Meet in Swimtopia

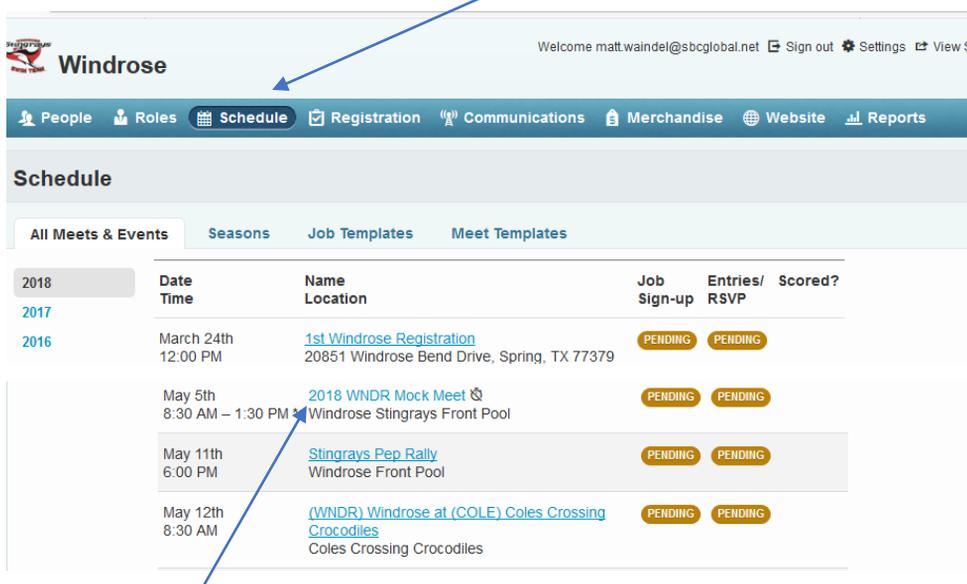
Log into your Swimtopia Site and you know you are logged in when you see your name here:



When you are logged in hover over your name and this Drop down should show up and if you have the proper Rights click on Manage Team.



Once you see this screen click on the Schedule link:



Now click on The Meet you want to do Entries for.

Once you see this screen click on the Entries Tab:

Windrose
Welcome matt.waindel@sbcglobal.net Sign out Settings View Site

People Roles Schedule Registration Communications Merchandise Website Reports

2018 WNDR Mock Meet Edit Copy Remove
May 5th, 2018 SC YARDS
8:30 AM - 1:30 PM (estimated)
Job Sign-up PENDING
Athlete Sign-up PENDING

Status Meet Setup **Entries** Results Jobs Files

Individual Entries Relay Entries Reports Export

Girls 6 & Under Previous Girls 6 & Under Next Edit Entries

Group by status

Athlete name	Age	# 1 Girls 10 & Under 50 Free	# 7 100 Free Relay	# 9 Girls 8 & Under 100 Medley Relay	# 19 25 Free	# 31 Girls 8 & Under 25 Breast	# 41 25 Back	# 43 Girls 10 & Under 100 IM	# 61 Girls 8 & Under 25 Fly	Swim-up events
Benson, Hailey	6	--	--	--	--	--	--	--	--	--

Entries By Individual Swimmer Click on Pencil next to Swimmer

Status Meet Setup **Entries** Results Jobs Files

Individual Entries Relay Entries Reports Export

Girls 6 & Under Previous Girls 6 & Under Next Edit Entries

Group by status

Athlete name	Age	# 1 Girls 10 & Under 50 Free	# 7 100 Free Relay	# 9 Girls 8 & Under 100 Medley Relay	# 19 25 Free	# 31 Girls 8 & Under 25 Breast	# 41 25 Back	# 43 Girls 10 & Under 100 IM	# 61 Girls 8 & Under 25 Fly	Swim-up events
Benson, Hailey	6	--	--	--	--	--	--	--	--	--
Canahuati, Victoria	6	--	--	--	36.16	--	39.87	--	--	--
Eaves, Isabella	6	--	--	--	32.21	--	39.22	--	--	--
Horak, Haley	6	--	--	--	26.67	--	30.18	--	--	--
Houlne, Meredith	5	--	--	--	--	--	--	--	--	--
Izzi, Reagan	5	--	--	--	--	--	--	--	--	--
Jureski, Callie	5	--	--	--	50.00	--	54.06	--	--	--
Kellogg, Corinne	5	--	--	--	--	--	--	--	--	--
McMahon, Teagan	5	--	--	--	51.66	--	1:20.68	--	--	--

Group you want to work on by age.

Check the box next to the events you want the Swimmer to swim: (Remember on Mock Meets/Time Trials there are no limits to the events.)

Victoria Canahuati (undeclared)

Please select up to individual events.

Check to enter	H/L	Event	Best Time	Custom Time
<input type="checkbox"/>		#1 50 Free Girls 10 & Under	--	
<input type="checkbox"/>		#19 25 Free Girls 6 & Under	36.16	
<input type="checkbox"/>		#31 25 Breast Girls 8 & Under	--	
<input type="checkbox"/>		#41 25 Back Girls 6 & Under	39.87	
<input type="checkbox"/>		#43 100 IM Girls 10 & Under	--	
<input type="checkbox"/>		#61 25 Fly Girls 8 & Under	--	

Show swim-up events: Entered | Limited | All

Save Cancel

Click Save once you have chosen events.

Entries By Groups of swimmers

Click on Edit Entries

Status Meet Setup **Entries** Results Jobs Files

Individual Entries Relay Entries Reports Export

Girls 6 & Under « Previous Girls 6 & Under Next » [Edit Entries](#)

Group by status

Athlete name	Age	# 1 Girls 10 & Under 50 Free	# 7 100 Free Relay	# 9 Girls 8 & Under 100 Medley Relay	# 19 25 Free	# 31 Girls 8 & Under 25 Breast	# 41 25 Back	# 43 Girls 10 & Under 100 IM	# 61 Girls 8 & Under 25 Fly	Swim-up events
Benson, Hailey	6	--	--	--	--	--	--	--	--	
Canahuati, Victoria	6	--	--	--	36.16	--	39.87	--	--	
Eaves, Isabella	6	--	--	--	32.21	--	39.22	--	--	
Horak, Haley	6	--	--	--	26.67	--	30.18	--	--	
Houline, Meredith	5	--	--	--	--	--	--	--	--	
Izzi, Reagan	5	--	--	--	--	--	--	--	--	
Jureski, Callie	5	--	--	--	50.00	--	54.06	--	--	
Kellogg, Corinne	5	--	--	--	--	--	--	--	--	
McMahon, Teagan	5	--	--	--	51.66	--	1:20.68	--	--	

Status Meet Setup **Entries** Results Jobs Files

Individual Entries Relay Entries Reports Export

Girls 6 & Under « Previous Girls 6 & Under Go Next » [Show Entries](#)

Age group to work on

Check here puts all of the swimmers into the event.

Is the swimmer coming or not to the Meet

Athlete name	Age	#1 50 Free	#19 25 Free	#31 25 Breast	#41 25 Back	#43 100 IM	#61 25 Fly	Availability
		<input type="checkbox"/> Select All						
Benson, Hailey	6	<input type="checkbox"/> NT	(undeclared)					
Canahuati, Victoria	6	<input type="checkbox"/> NT	<input type="checkbox"/> 36.16	<input type="checkbox"/> NT	<input type="checkbox"/> 39.87	<input type="checkbox"/> NT	<input type="checkbox"/> NT	(undeclared) Not attending
Eaves, Isabella	6	<input type="checkbox"/> NT	<input type="checkbox"/> 32.21	<input type="checkbox"/> NT	<input type="checkbox"/> 39.22	<input type="checkbox"/> NT	<input type="checkbox"/> NT	Attending
Horak, Haley	6	<input type="checkbox"/> NT	<input type="checkbox"/> 26.67	<input type="checkbox"/> NT	<input type="checkbox"/> 30.18	<input type="checkbox"/> NT	<input type="checkbox"/> NT	Attending, no EARLY relays
Houline, Meredith	5	<input type="checkbox"/> NT	Attending, no LATE relays (undeclared)					
Izzi, Reagan	5	<input type="checkbox"/> NT	(undeclared)					
Jureski, Callie	5	<input type="checkbox"/> NT	<input type="checkbox"/> 50.00	<input type="checkbox"/> NT	<input type="checkbox"/> 54.06	<input type="checkbox"/> NT	<input type="checkbox"/> NT	(undeclared)
Kellogg, Corinne	5	<input type="checkbox"/> NT	(undeclared)					
McMahon, Teagan	5	<input type="checkbox"/> NT	<input type="checkbox"/> 51.66	<input type="checkbox"/> NT	<input type="checkbox"/> 1:20.68	<input type="checkbox"/> NT	<input type="checkbox"/> NT	(undeclared)
Owrey, Tatum	6	<input type="checkbox"/> NT	<input type="checkbox"/> 35.91	<input type="checkbox"/> NT	<input type="checkbox"/> 41.46	<input type="checkbox"/> NT	<input type="checkbox"/> NT	(undeclared)
Palmisano, Gianna	6	<input type="checkbox"/> NT	(undeclared)					
Perez, Alannys	5	<input type="checkbox"/> NT	(undeclared)					
Perkins, Allison	6	<input type="checkbox"/> NT	(undeclared)					
Perkins, Caroline	6	<input type="checkbox"/> NT	(undeclared)					
Reed, Ryleigh	5	<input type="checkbox"/> NT	(undeclared)					
Stewart, Austyn	6	<input type="checkbox"/> NT	(undeclared)					
Van Arsdol, Aubrey	6	<input type="checkbox"/> NT	<input type="checkbox"/> 33.56	<input type="checkbox"/> NT	<input type="checkbox"/> 33.31	<input type="checkbox"/> NT	<input type="checkbox"/> NT	(undeclared)
Yang, Chloe	6	<input type="checkbox"/> NT	<input type="checkbox"/> 27.38	<input type="checkbox"/> NT	<input type="checkbox"/> 29.86	<input type="checkbox"/> NT	<input type="checkbox"/> NT	(undeclared)

Save Entries **Important:** click this button to save your entries!
Cancel

When you are done checking boxes you must click save.

You can see by clicking select all and save it added all in That age group to the event.

Girls 6 & Under [Show Entries](#)

Athlete name	Age	#1 50 Free	#19 25 Free	#31 25 Breast	#41 25 Back	#43 100 IM	#61 25 Fly	Availability
		<input type="checkbox"/> Select All	<input checked="" type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input checked="" type="checkbox"/> Select All	<input type="checkbox"/> Select All	<input type="checkbox"/> Select All	
Benson, Hailey	6	<input type="checkbox"/> NT	<input checked="" type="checkbox"/> NT	<input type="checkbox"/> NT	<input checked="" type="checkbox"/> NT	<input type="checkbox"/> NT	<input type="checkbox"/> NT	(undeclared)
Canahuati, Victoria	6	<input type="checkbox"/> NT	<input checked="" type="checkbox"/> 36.16	<input type="checkbox"/> NT	<input checked="" type="checkbox"/> 39.87	<input type="checkbox"/> NT	<input type="checkbox"/> NT	(undeclared)
Eaves, Isabella	6	<input type="checkbox"/> NT	<input checked="" type="checkbox"/> 32.21	<input type="checkbox"/> NT	<input checked="" type="checkbox"/> 39.22	<input type="checkbox"/> NT	<input type="checkbox"/> NT	(undeclared)
Horak, Haley	6	<input type="checkbox"/> NT	<input checked="" type="checkbox"/> 26.67	<input type="checkbox"/> NT	<input checked="" type="checkbox"/> 30.18	<input type="checkbox"/> NT	<input type="checkbox"/> NT	(undeclared)
Houlne, Meredith	5	<input type="checkbox"/> NT	<input checked="" type="checkbox"/> NT	<input type="checkbox"/> NT	<input checked="" type="checkbox"/> NT	<input type="checkbox"/> NT	<input type="checkbox"/> NT	(undeclared)
Izzi, Reagan	5	<input type="checkbox"/> NT	<input checked="" type="checkbox"/> NT	<input type="checkbox"/> NT	<input checked="" type="checkbox"/> NT	<input type="checkbox"/> NT	<input type="checkbox"/> NT	(undeclared)
Jureski, Callie	5	<input type="checkbox"/> NT	<input checked="" type="checkbox"/> 50.00	<input type="checkbox"/> NT	<input checked="" type="checkbox"/> 54.06	<input type="checkbox"/> NT	<input type="checkbox"/> NT	(undeclared)
Kellogg, Corinne	5	<input type="checkbox"/> NT	<input checked="" type="checkbox"/> NT	<input type="checkbox"/> NT	<input checked="" type="checkbox"/> NT	<input type="checkbox"/> NT	<input type="checkbox"/> NT	(undeclared)
McMahon, Teagan	5	<input type="checkbox"/> NT	<input checked="" type="checkbox"/> 51.66	<input type="checkbox"/> NT	<input checked="" type="checkbox"/> 1:20.68	<input type="checkbox"/> NT	<input type="checkbox"/> NT	(undeclared)
Owrey, Tatum	6	<input type="checkbox"/> NT	<input checked="" type="checkbox"/> 35.91	<input type="checkbox"/> NT	<input checked="" type="checkbox"/> 41.46	<input type="checkbox"/> NT	<input type="checkbox"/> NT	(undeclared)
Palmisano, Gianna	6	<input type="checkbox"/> NT	<input checked="" type="checkbox"/> NT	<input type="checkbox"/> NT	<input checked="" type="checkbox"/> NT	<input type="checkbox"/> NT	<input type="checkbox"/> NT	(undeclared)

Adding Relays to your Meet Click on Relay Entries:

Status Meet Setup **Entries** Results Jobs Files

Individual Entries **Relay Entries** Reports Export

Generate Relay Teams Compose Email

Relay teams are **locked** if they are created or edited by hand. Locked relays **will not** be modified when generating relays.

Relay Generation Preferences [Edit](#)

- Freestyle relay order: **Traditional (2,4,3,1)**
- Swim-up relay entries not allowed in this meet

7 — Girls 6 & Under 100 Freestyle Relay

Add Relay Team

This will AUTO Generate your relays

Then Click on Add Relay Team Manual Entries

Manually add Swimmers by Drag and dropping swimmers to the relay

Girls 6 & Under 100 Freestyle Relay **Free**

Name	Age	Time
Horak, Haley	6	26.67
Yang, Chloe	6	27.38
Eaves, Isabella	6	32.21
Van Arsdol, Aubrey	6	33.56
Owrey, Tatum	6	35.91
Canahuati, Victoria	6	36.16
Jureski, Callie	5	50.00
McMahon, Teagan	5	51.66
Benson, Hailey	6	--
Houlne, Meredith	5	--
Izzi, Reagan	5	--

Relay team

Name	Age	Est.	Split
1 Free:			
2 Free:			
3 Free:			
4 Free:			
5 Alt:			
6 Alt:			
7 Alt:			
8 Alt:			

Age Sum: 0 Est. Seed Time H/L
 Exhibition entry

Save **Cancel**

When you are done checking boxes you must click save.

Girls 6 & Under 100 Freestyle Relay

Free

Name	Age	Time
Horak, Haley	6	26.67
Yang, Chloe	6	27.38
Eaves, Isabella	6	32.21
Van Arsdol, Aubrey	6	33.56
Owrey, Tatum	6	35.91
Canahuati, Victoria	6	36.16
Jureski, Callie	5	50.00
McMahon, Teagan	5	51.66
Benson, Hailey	6	--
Houlne, Meredith	5	--
Izzi, Reagan	6	--

A Relay team

Name	Age	Est. Split
1 Free: Horak, Haley	6	26.67 X
2 Free: Yang, Chloe	6	27.38 X
3 Free: Eaves, Isabella	6	32.21 X
4 Free: Van Arsdol, Aubrey	6	33.56 X
5 Alt:		
6 Alt:		
7 Alt:		
8 Alt:		

Age Sum: 24 Est. Seed Time H/L
 Exhibition entry 1:59.82

Save Cancel

Now you want to check your reports of you Meet
 Click on Reports:

Status Meet Setup **Entries** Results Jobs Files

Individual Entries Relay Entries **Reports** Export

Participants Missing Entries First Time Entrants Absences Coach Notes

Participants Compose Email

Total Count: 125

Swimmer	Age Group
Alcaraz, Chris (10)	Boys 9-10

Participant is a list of swimmers in the meet.

Status Meet Setup **Entries** Results Jobs Files

Individual Entries Relay Entries **Reports** Export

Participants **Missing Entries** First Time Entrants Absences Coach Notes

Missing Entries Compose Email

Total Count: 125

Swimmer	Age Group
Alcaraz, Chris (10)	Boys 9-10
Alcaraz, D (13)	Boys 13-14
Beery, Daniela (10)	Girls 9-10
Beery, Rebecca (8)	Girls 7-8

Swimmers missing
 Entries for the Meet Report.
 Great way to check for
 Swimmers that may have
 been overlooked

This Compose Email button will
 Allow you to email the report that you are
 Currently looking at.