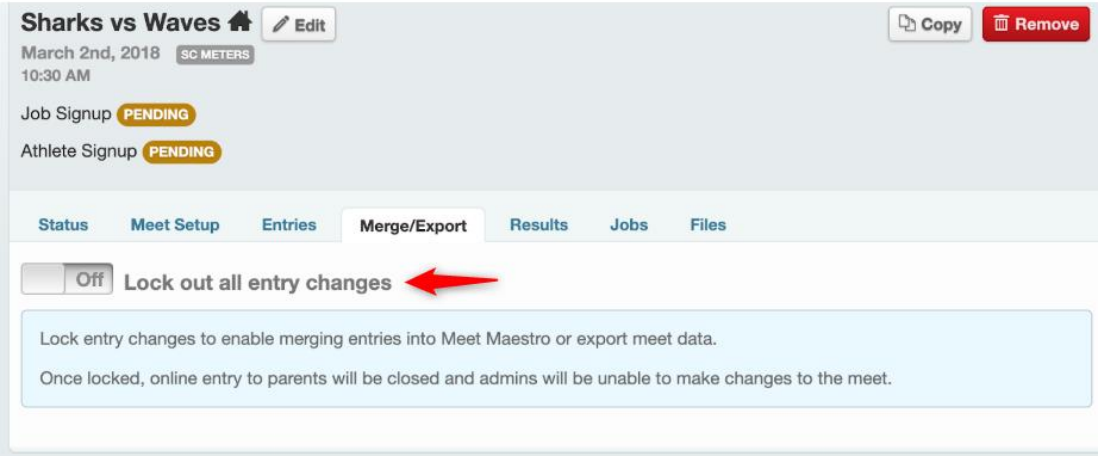
SwimTopia Meet Entries – Ready to Merge

Step 1: Lock Entries

After all meet entries are completed and the meet is linked between the home/visitor teams, it's time to lock entries down and signal that you're ready to merge to seed the meet.

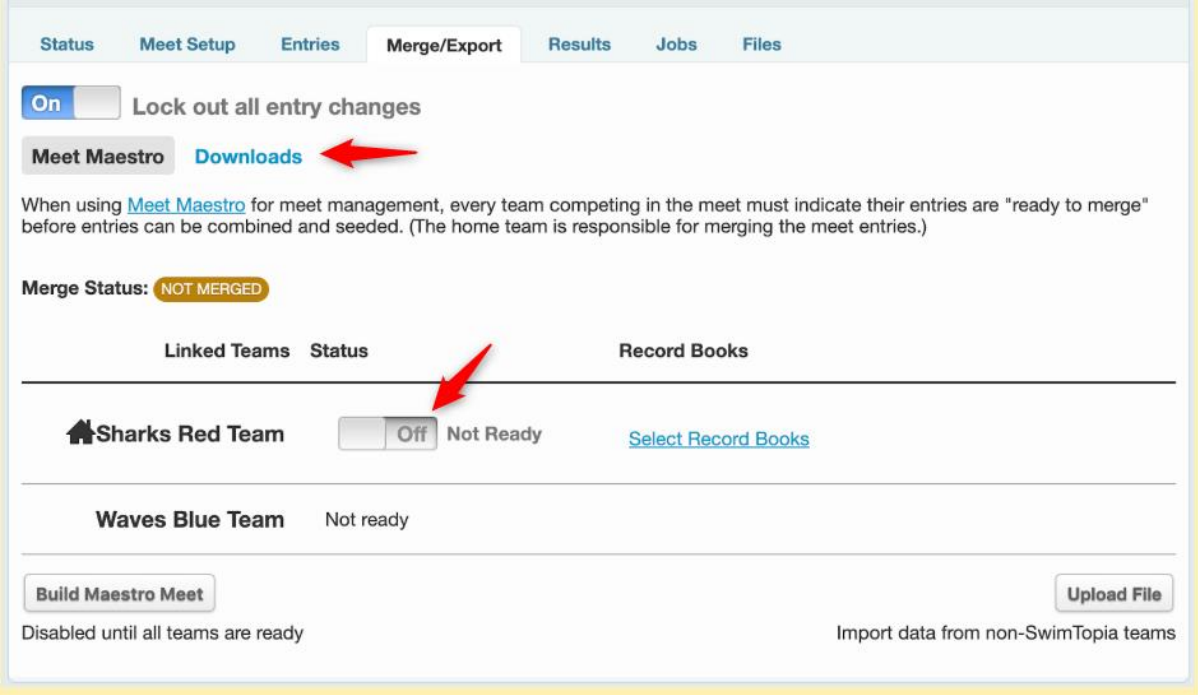
Go to the **Merge/Export** tab and set "Lock out all entry changes" to **On**.



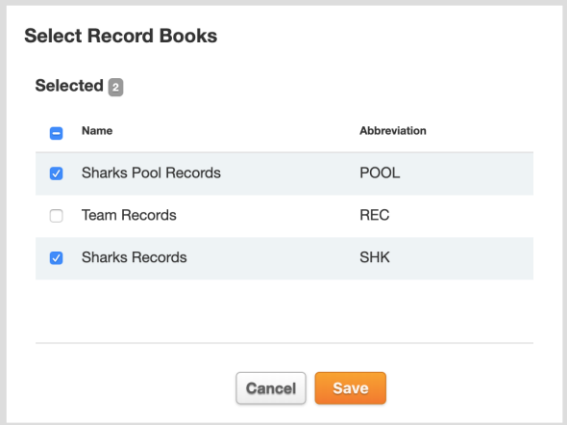
Step 2: Designate Readiness to Merge Entries

When using **Meet Maestro** for meet management, each team competing in the meet must indicate their entries are "Ready for Merge" before the **Build in Meet Maestro** button is enabled and entries can be combined and seeded.

After locking entries, you will see two tabs with the **Meet Maestro** tab selected by default. From this screen, slide the status bar next to your team name to the 'On' Ready position to designate you are ready to merge.

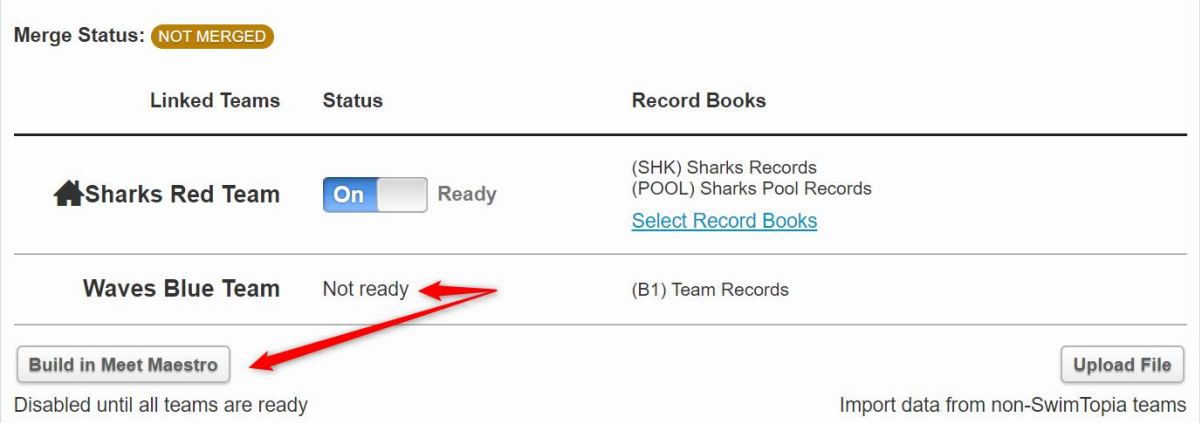


Next, select which **Record Books** (if any) you would like to include for your team in the meet:



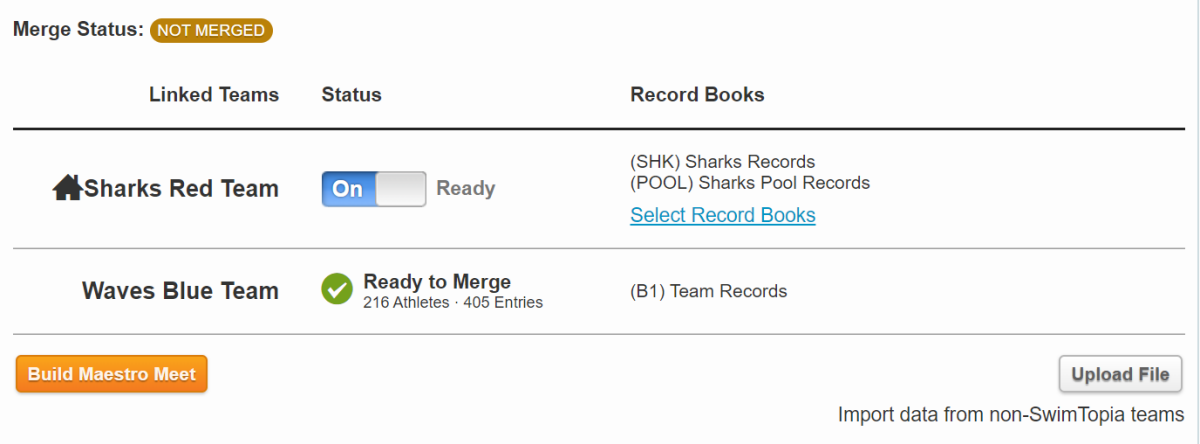
- Home Team View - Visitor Not Ready for Merge

In the view below, the visiting team has not indicated they are ready to merge, so they display as "Not ready" on the home team site and the **Build in Meet Maestro** button will be disabled until both teams are designated as **Ready to Merge**.



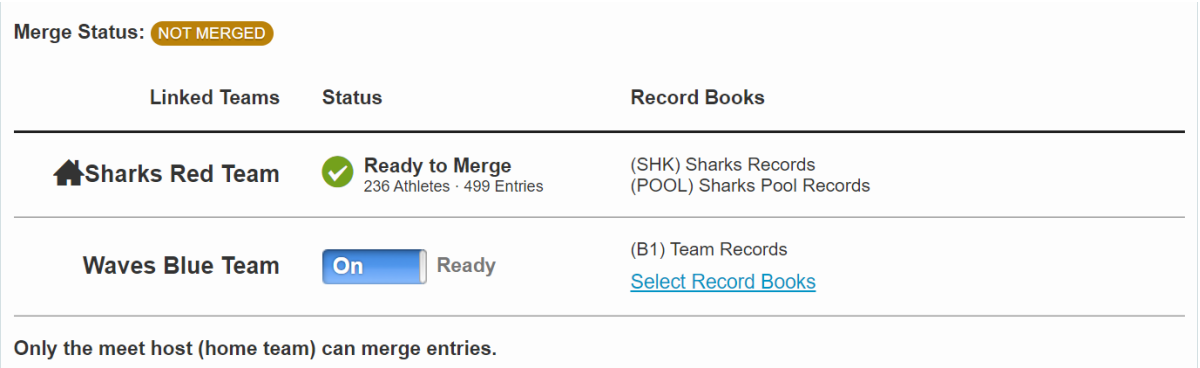
Home Team View - Visitor Ready for Merge

In this view from the home team site, both teams have indicated "Ready to Merge," so the **Build Maestro Meet** button is enabled.



*>>**Note:** The home team is responsible for merging the meet entries, so the "Build Maestro Meet" button will only display for the Home team.*

Visiting Team View (SwimTopia Customer)



Uploading Entries Files

(your own or from a non-SwimTopia team)

Competing against a non-SwimTopia team or using another system for your entries? No problem! SwimTopia supports the upload of a **Meet Entries File or Merge Entries File**, so you can use Meet Maestro to run your meet. Of course, we would love for entries to be managed in SwimTopia, but offer this flexibility to meet your needs.

What are the supported formats?

.hy3 (Hy-Tek), .sd3 (SDIF), or .zip file (containing a .hy3 or .sd3)

*>>**Note:** Hy-Tek meet entry files from Team Manager only include athletes entered in events, so non-SwimTopia visiting teams cannot do deck entries when these files are uploaded. SwimTopia customers **are** able to do deck entries however, since the full roster is available in Meet Maestro.*

Who can upload files?

Either team (home/visitor) with access to the SwimTopia meet can upload files. The team that merges the meet (typically designated as home) will import into Meet Maestro -

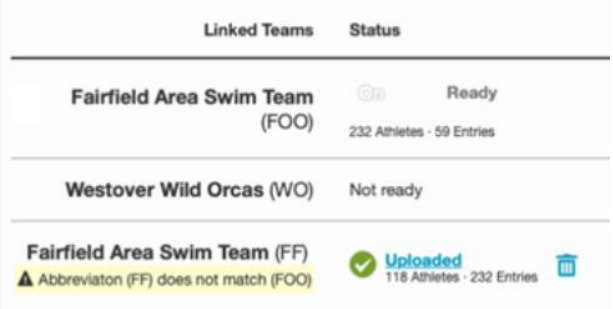
- All entries from meets created in a SwimTopia site linked to their meet
- Any uploaded files for teams that do not have entries created in a SwimTopia account

Entries from Competing Teams

Entries from Teams Without a SwimTopia or Meet Maestro Account
Teams without a SwimTopia or Meet Maestro account who are invited to a regular swim meet will submit their meet entries to the meet host via entry file. For virtual meets, both teams must have an account.

Entries from Teams With a SwimTopia or Meet Maestro Account
How entries are managed for the teams that are not merging the meet (typically visiting teams), relates to whether they have used the SwimTopia/Meet Maestro entries feature or not. If a linked team has meet entries in their SwimTopia/Meet Maestro account those entries will be merged into the meet. If those teams want to use an entries file instead, they should ensure there are no entries in their meet interface, and that the team abbreviation in the uploaded file matches the abbreviation on their account.

*>>**Note:** If a team that is not merging the meet uploads a file with entries (whether for one team or multiple teams), all the teams show up but any team with an abbreviation that does not match the visiting team show up with a warning indicating the non-matching uploads are being ignored, as seen here:*



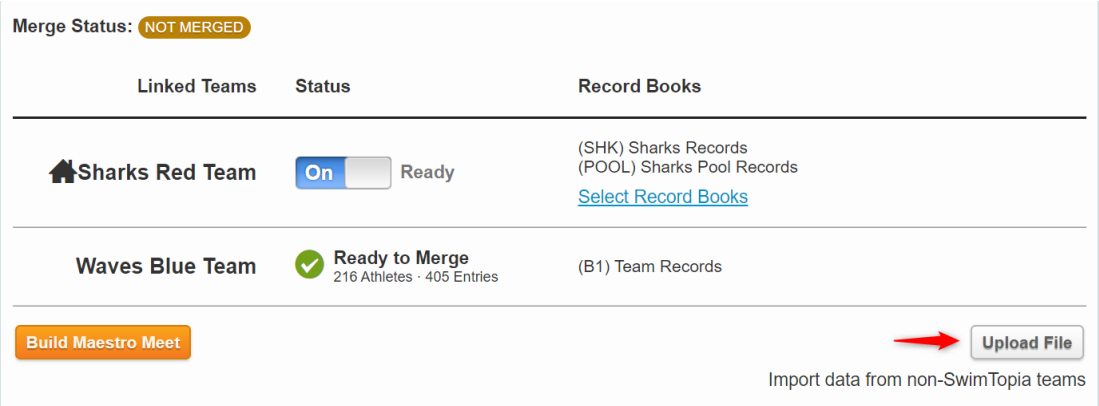
When can files be uploaded?

Once the meet is locked on the Merge/Export screen.

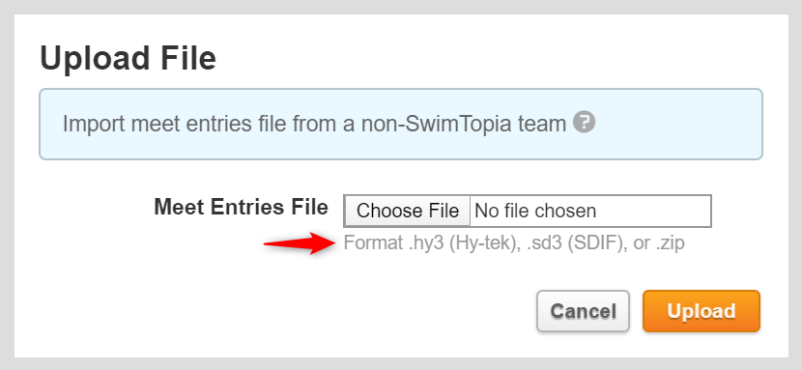
>>Note: the **Upload Files** button is disabled if any entries are present in the **Meet Setup > Entries**.

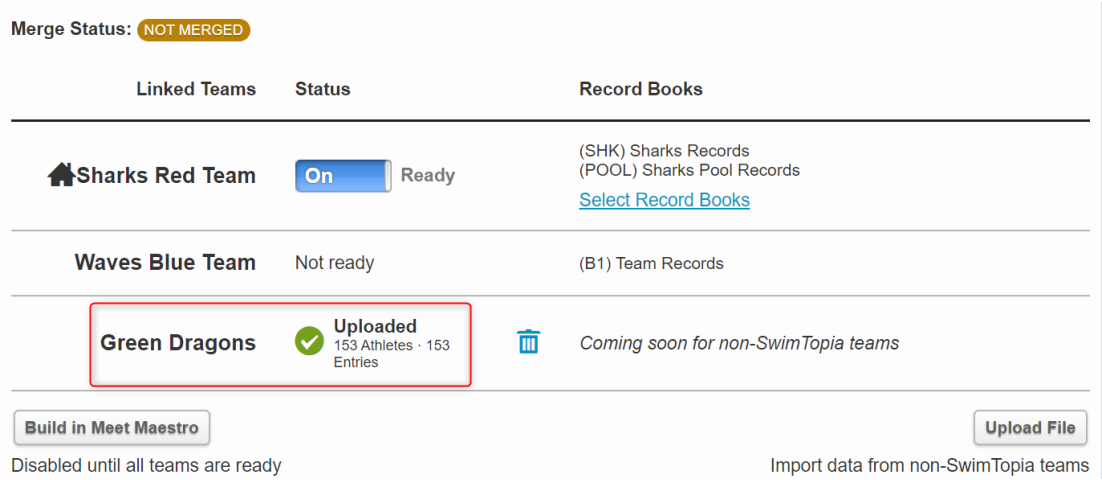
How to upload files

Click the **Upload File** button (bottom right).



Choose the file to upload.

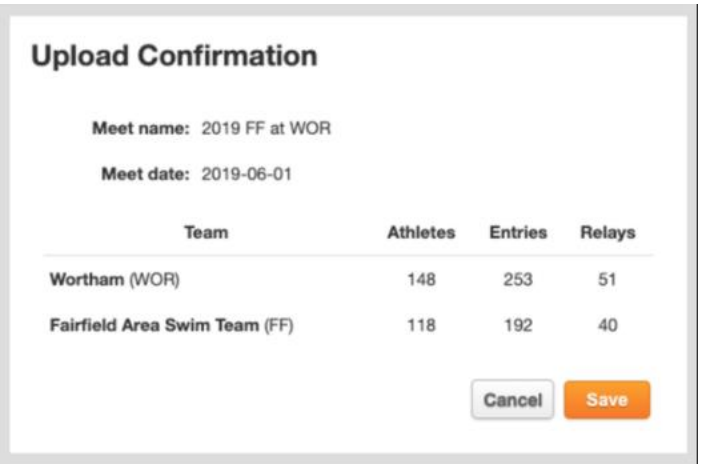




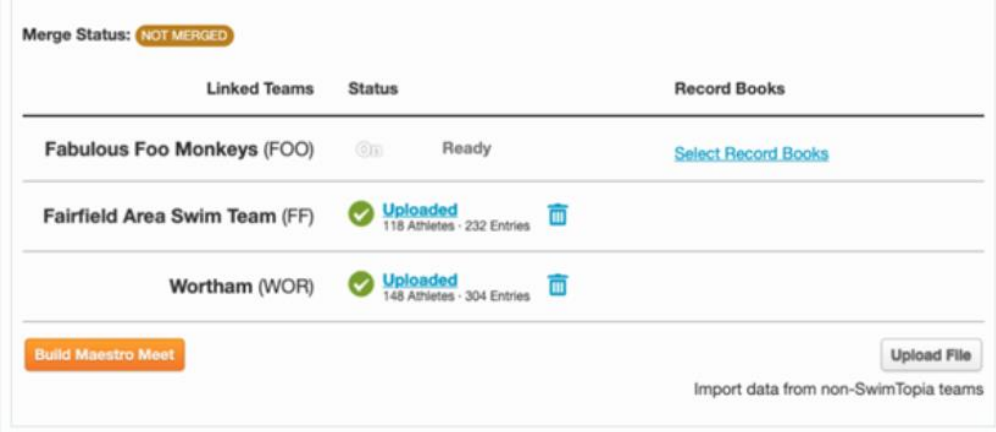
>>Tip: *If you receive an error when attempting to upload the file, it is likely due to either the file not being an entries file, or there are mismatched events between your meet and the file. Ask the visiting team to correct their file or edit your events as necessary. If you need assistance, contact your* ***Customer Happiness Team****.*

More than two teams competing

You can repeat this process for each team if competing against multiple teams in a meet, or upload a **Merge Entries File** containing all teams. Any time you upload a file with multiple teams (i.e. Merge Entries, Advancers), the **Upload Confirmation pop-up window lists each team separately with the athletes, entries and relay totals for each team**



On the merge/export page, each team is listed separately:



>>Note: *Both of these teams are linked to the same entries file. However, each team can be deleted independently. Thus it would be possible to upload a file with entries for multiple teams, then delete the teams you don't want to import.*

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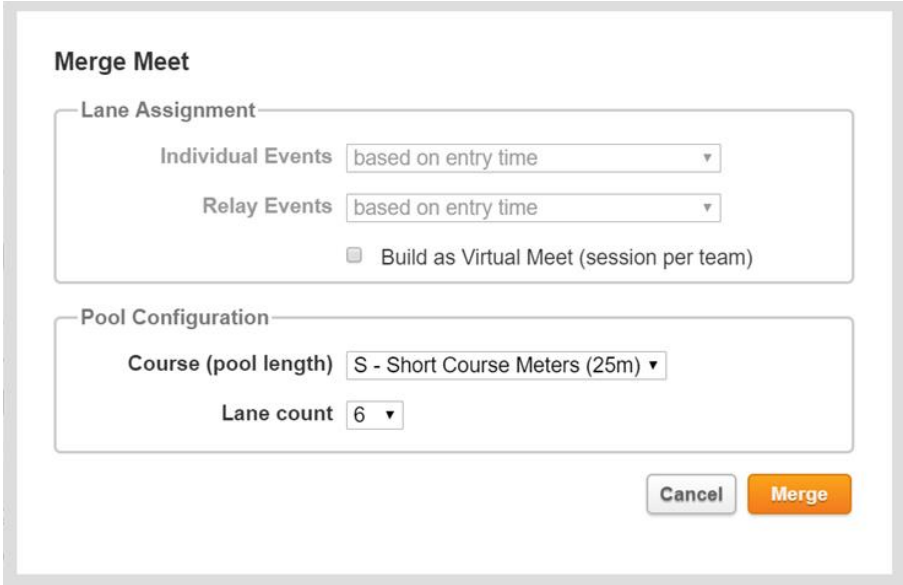
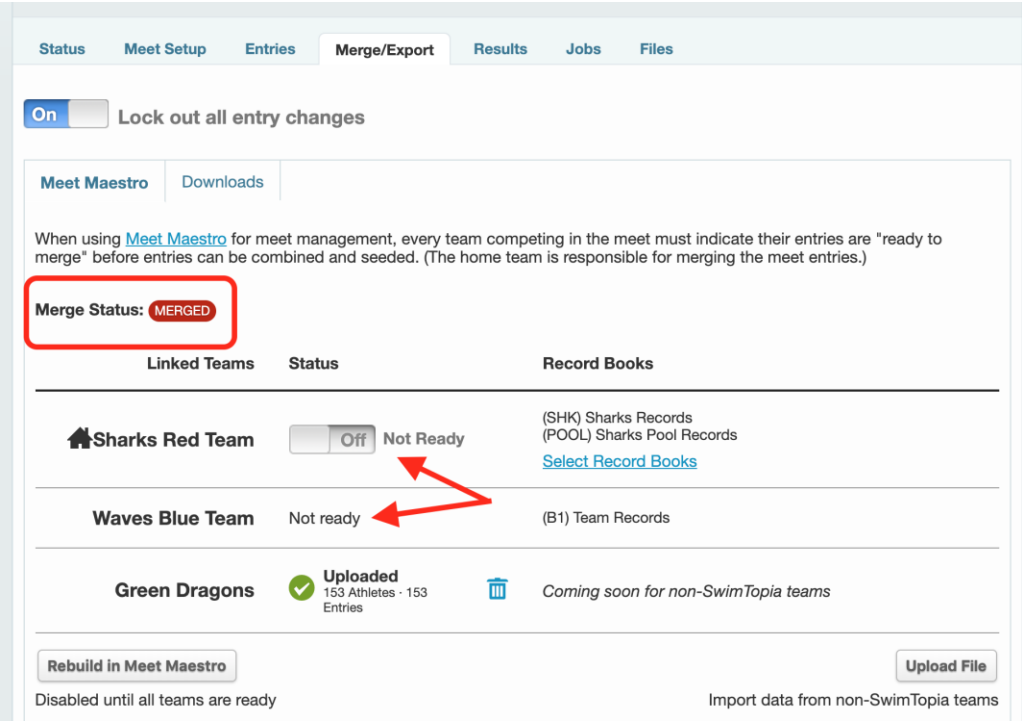
Step 3: Merge Meet Entries (Home Team)

Clicking the **Build Maestro Meet** button opens a dialog with options for the Merge

Some options will be disabled, based on the league's Meet Template "Seeding & Scoring" settings



*>>**Note:** Once the home team merges the entries for the meet, the Merge Status will show "Merged" and all status options are automatically reset on each site – this is to prevent the home team from making meet entry changes and rebuilding the meet without the visiting team's consent.*

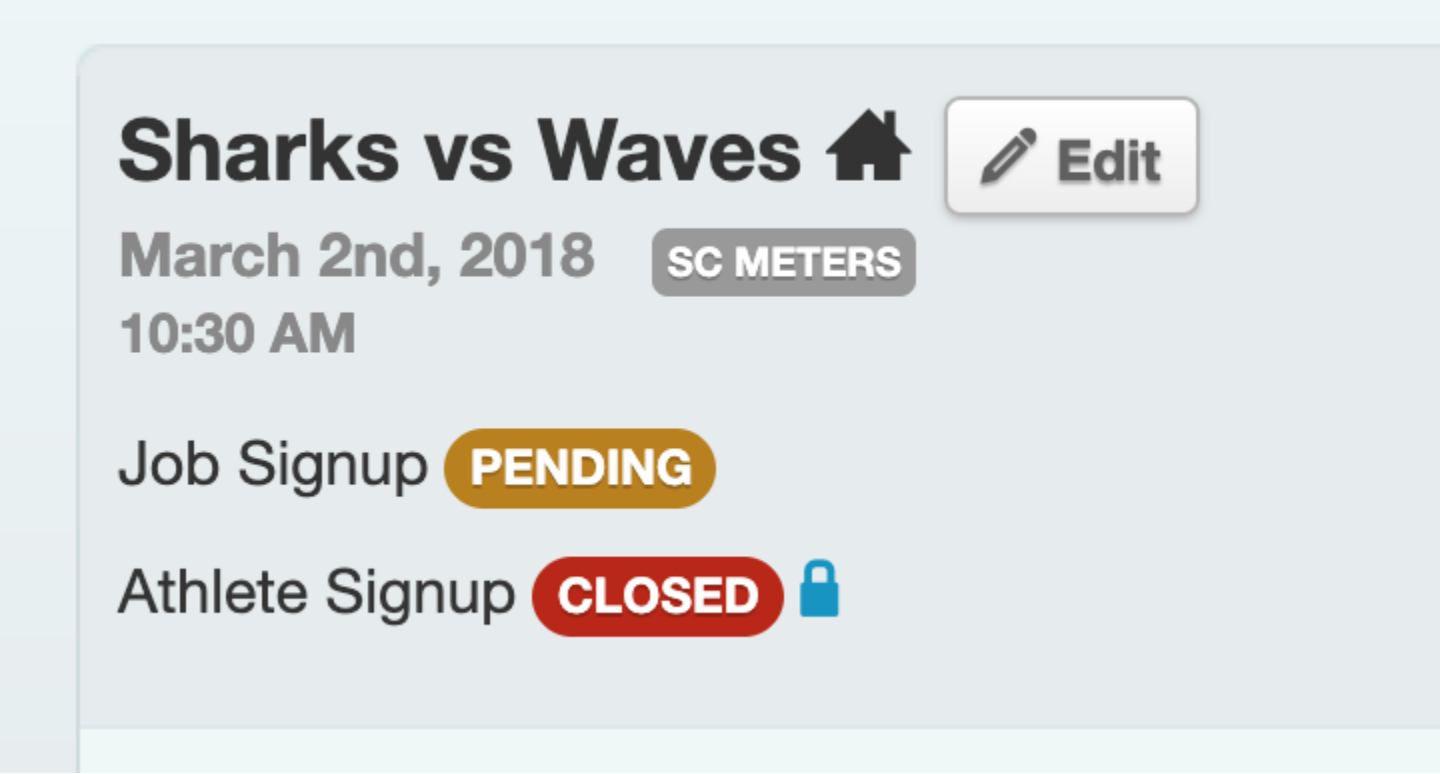


>>Tip: *When many changes are needed by either team, rebuilding may be a more efficient option, but for a few changes you can do deck adds/removals directly within Meet Maestro.* ***The only time rebuilding is required is if the athlete(s) you need to add were not already part of the team roster at the time of merging***

Step 4: Run Meet

After the meet is merged, a **Meet Maestro** button will appear in the header. This allows for easy access from any screen if you need to get back into the meet. Clicking on this button will launch Meet Maestro in a new window.

>>Note: we only support the Google Chrome browser.



Multiple admins, including admins on any of the participating teams, may then click the Meet Maestro button to see the meet in Meet Maestro and run reports. The meet may be open in multiple browsers concurrently.

Results Download

After running the meet and completing any data entry or edits, you'll be ready to transfer your team's results into your SwimTopia site and each competitor's site. If competing agains a non-SwimTopia team, you can download and send the results for the other team in the .hy3 or .sd3 file format so they can upload all results into their team management platform.

Advancers File Download

The **Advancers file format** is used when one swim meet serves as the qualification round for a subsequent swim meet — where the top 8 swimmers advance to the next meet, for example. The result times from the current meet are used as the entry times for the next meet, even if the result time is not the fastest time for that swimmer.

Both of these post-meet downloads will be done from within the meet settings in Meet Maestro