Meet Maestro Settings – Post-Meet Reports
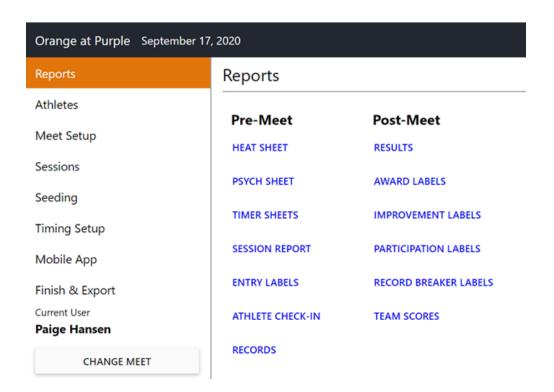
Covered in this Article:

- Accessing Reports
- Report Design Options
- Available Reports
- RESULTS
- AWARD LABELS
- IMPROVEMENT LABELS
- PARTICIPATION LABELS
- RECORD BREAKER LABELS
- TEAM SCORES
- Label Tips
- Printing Tips
- Display Reports on your SwimTopia Site
- Saving Reports in .PDF Format

Accessing Reports

As with the pre-meet reports (discussed in our **Meet Maestro Settings - Pre-Meet Reports** article), all post-meet reports are found under the Meet Maestro Settings (gear icon).

>>Note: *Post-meet reports are in the right hand column.*

Orange at Purple	September 17, 2020	

Reports
Athletes
Meet Setup
Sessions
Seeding
Timing Setup
Mobile App
Finish & Export
Current User
Paige Hansen

CHANGE MEET

Reports

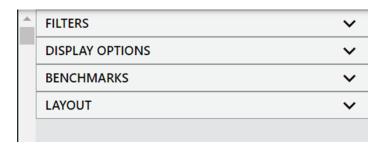| **Pre-Meet**	**Post-Meet**
HEAT SHEET	RESULTS
PSYCH SHEET	AWARD LABELS
TIMER SHEETS	IMPROVEMENT LABELS
SESSION REPORT	PARTICIPATION LABELS
ENTRY LABELS	RECORD BREAKER LABELS
ATHLETE CHECK-IN	TEAM SCORES
RECORDS	

Report Design Options

Each report will provide filter and display options, and can be downloaded and/or printed.
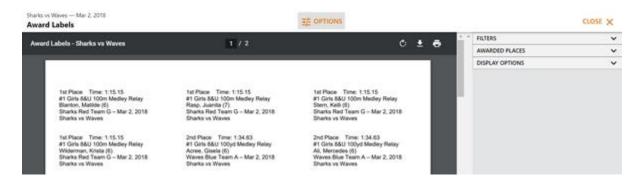
▶ Filter & Display Menu

We know manipulating report data is a common need across all teams, and wanted this report generation experience to be easy and clear. The filter and display menu is generated on the right margin when activated by clicking on **OPTIONS** in the header. This allows the report data to more fully display in the browser window and frees up space to more clearly display the team name, date and report title in the header. In addition to filter choices, there are awarded places, display, benchmark/records and layout options for paper size and margins (more details on this below).
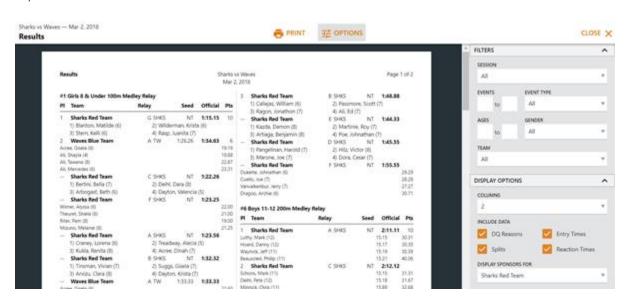
▶ Design Options Overview

Collapsed View

>>Note: *Just as clicking on **OPTIONS** at the top will activate the report design menu, clicking on it again will deactivate this from displaying in the right margin.*
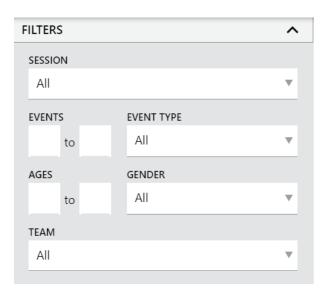
Expanded View

>>Note: *Once you have expanded a menu option, you will see this expanded as you move between reports. The system assumes you may be interested in that setting for other reports or when you return to the one where you expanded it.*

▶ Design Options Details
FILTERS

Filter options allow you to choose a specific session or show all together; only show certain events and type of event; select a certain age range and/or gender; and only show a specific team if desired.
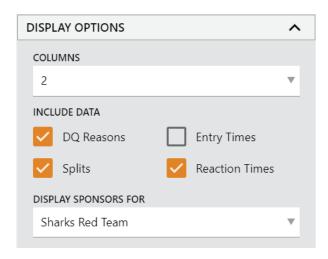
Example from Heat Sheet Report:

DISPLAY OPTIONS

In the display options you can choose to display 1,2,3 Columns; DQ Reasons; Splits; Entry Times; Reaction Times (Results); Sort by Event or Athlete (Multiple Reports); Overall Type or Heat Place (Award Labels); Include NT (Multiple Reports); Include Exhibtion/Non-Placing Only (Participation Labels) and if you have created a sponsor banner within the SwimTopia team management system (if using), you can select to display this banner at the bottom of the Results report pages. ➞ See our **Sponsorships** article for more on this topic.

Example from Results Report:

BENCHMARKS

The benchmarks section provides options for displaying pool and team records as needed.
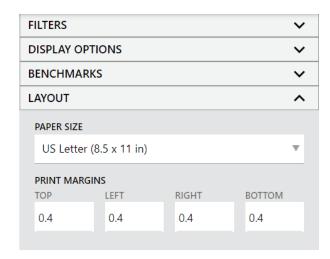➞ See our **Creating a Record Book** article for more on this topic.
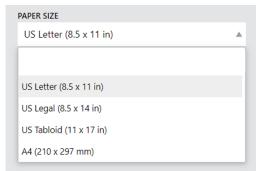

LAYOUT (Results & Team Scores Reports)

Paper Size: Users can print to different paper sizes**,** including A4 (most popular non-US paper size).

>>Note: *We can add other paper sizes upon request. Submit your specific request on our **Help Center**.*

Paper Margins: Users also have control over the page margins to allow modifications based on their specific printer options. The **default is set at 0.4"** which works for most printers, but optimal printing for a specific printer could dictate the need to make modifications to these settings.

>>Note: *Paper size and page margins are stored in the browser/desktop app so users only need to set this up once.*

Margin Adjustments:

>>Tip: *We suggest leaving the default margin settings unless necessary, to avoid configuration issues that could cause paper waste. If your printer requires some adjustments, test print a few pages to ensure you have them set appropriately.*

Example - For a perfect printout, an Epson XP-7100 requires 0.2" margin per side. To make this work, you would adjust the **Meet Maestro setting** from the default 0.4" to 0.2" for each margin (or mm equivalent for non-US). In the **'More settings' in Chrome's print menu** set 'Margins' to 'Custom'. Then mouse over the preview to set the top margin to 0.2" and the left, right, and bottom margins to 0" (Meet Maestro will add the left, right, bottom margins.)

Possible Configuration Issues - If you see any of the following issues when printing, you'll need to re-adjust your margins to resolve the issue:

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① **Clipping**

Issue: Some of the content is clipped when viewing the browser print preview OR only on a printed page.

Solution Options:

- *Option A*

Set margins in Meet Maestro to 0.4" for all sides (or mm equivalent for non-US)

Set browser settings: Margins: 'Default' and Scale: 'Default'

- ***Option B***

Perform advanced margin tuning

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② **Overflowing Pages**

Issue: The bottom of pages are overflowing to the next. Usually detectable in the browser print preview.
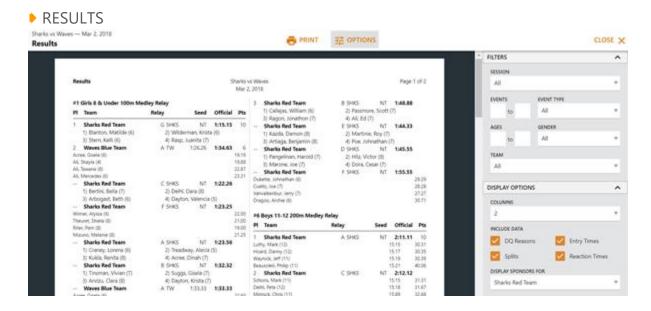
Solution: Adjust Meet Maestro top & bottom margins to match the browser print menu settings (Default typically means 0.4″ per side or mm equivalent for non-US)

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③ **Extra whitespace at bottom of page**

Issue: There is a bunch of whitespace below the footer in the browser print preview or on a printed page BUT not seen in Meet Maestro's display.
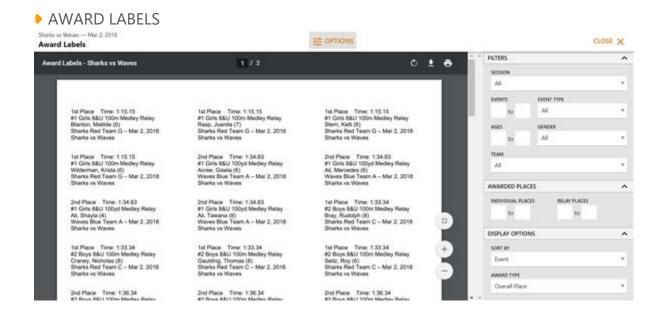
Solution: This indicates that the left/right margins in Meet Maestro are smaller than the browser settings. This causes the browser to shrink the content to fit the width. Fix this by setting the Meet Maestro left/right margins to be greater than or equal to the browser left/right margins (default is 0.4″ or mm equivalent for non-US).
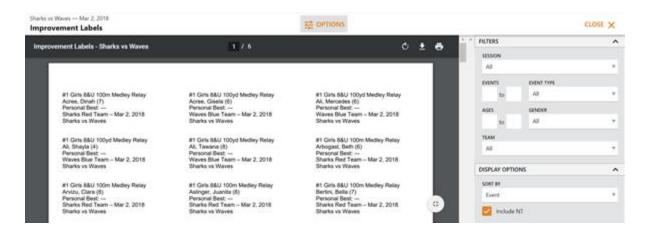

Available Reports

▶ RESULTS

As mentioned in the **Meet Maestro Settings – Finish & Export** article, results (including scores) will automatically be uploaded to:
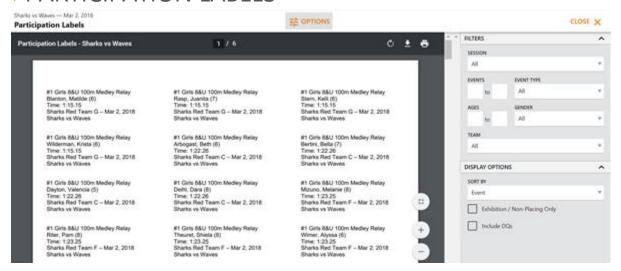
- Each team's **Results** tab of the corresponding meet on their SwimTopia site.
- The **Athlete Performance** reports (Reports tab within SwimTopia).
- The per-family **"My Account"** swimmer time history pages within SwimTopia.

→ See the section at the end of this article to learn how to **display reports on your calendar** for your members to see.

▶ AWARD LABELS

▶ IMPROVEMENT LABELS

▶ PARTICIPATION LABELS

▶ RECORD BREAKER LABELS

These print out in label format. Results are not included until after the event is complete.

▶ TEAM SCORES

Label Tips

CTS Dolphin users: Label reports are now available in the Desktop app. The first page of labels is generated as a preview and full PDF can be opened for printing.

Labels: Avery 8160 for inkjet, or Avery 5160 for laser printers (can be another brand)
Label Size: 1" X 2 5/8"
Sheet Size: 8 1/2" X 11"
Labels per Sheet: 30

Printing Tips

1. Best printing results occur when using **Chrome.** (Only fully supported browser)

2. Ensure your zoom level is 100%. Do NOT check "Fit to Page."

3. Be sure your report has finished loading before printing or saving as a PDF. Depending on computer and connection speeds, the first pages may be loaded, but the rest of the report may not finish for a few more seconds. A full version of the report will download in the web or desktop application, so you can review prior to printing

4. For larger reports, like the Timer Sheets, it can be helpful to print smaller ranges.

5. If you modified the margins and are seeing issues likely attributed to this ➙ See the **LAYOUT** section above.

6. If you are having printing issues, download the PDF and then open in a PDF viewer and print from there. ➙ See **Saving Reports in PDF Format** below.

Display Reports on your SwimTopia Site

Teams typically share reports like Heat Sheets, Psych Sheets, and Results on their SwimTopia sites so team parents can easily find and download them.

A meet result report in .PDF format can be attached to the meet or uploaded to the site for parents/athletes to access.

- This file will appear alongside the corresponding meet in your website's meet schedule.
- PDFs are not imported and do on affect the results.
- These results are formatted for view/download only.
- In Meet Maestro, save the Results report in PDF format (see instructions below)
- Go to **Manage Team > Schedule >** *Select Meet Name* **> Files**, click the **New Attachment** button and select the **.PDF** report above from your local drive for your selected meet.

Saving Reports in .PDF Format

For both SwimTopia and Meet Maestro reports you can save reports in PDF format through your computer's print function:

- Click "Print"
- For "Destination," click "Change"
- Select "Save as PDF"

SAT
JUN
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🏊 **AWAY Circle C @ Travis Country**

4202 Travis Country Circle, Austin TX 78735
Start: 8:00 AM
Warm-up: 7:30 AM
End: 12:45 PM (estimated)

Meet Details

📎 Results
📎 Check In Report
📎 Heat Sheet