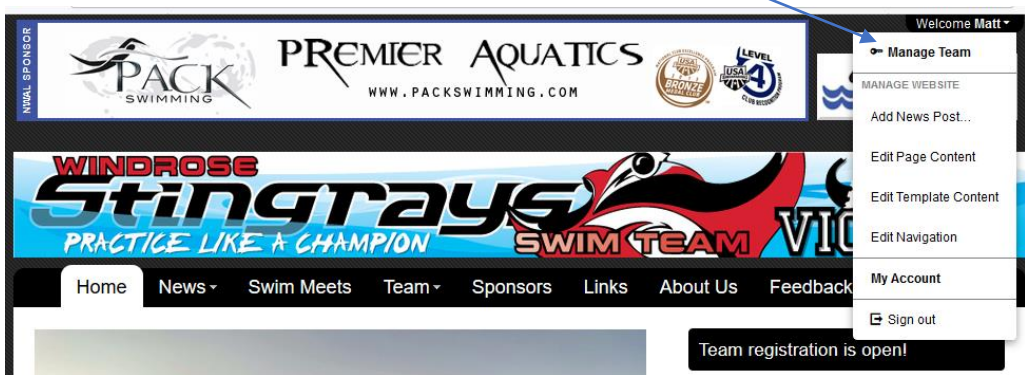


# Setting up your NWAL Invitational in Swimtopia

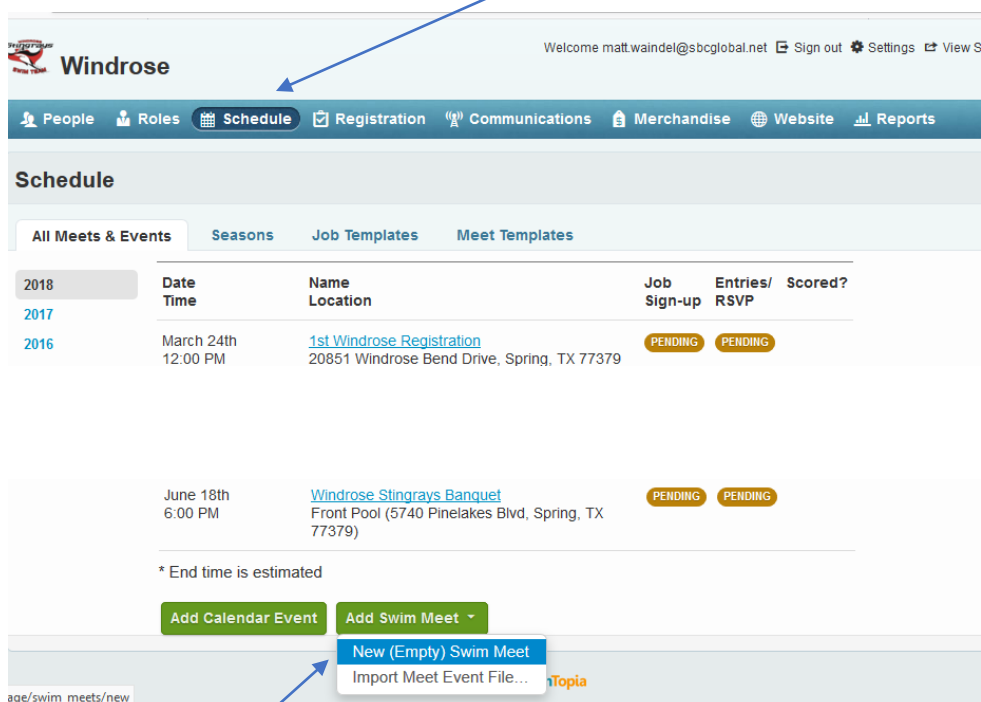
Log into your Swimtopia Site and you know you are logged in when you see your name here:



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 Add Swim Meet and choose New Empty Swim Meet.

# Setting up your Invitational Settings:

The screenshot shows a 'New Event' form with the following fields and values:

- Name:** 2018 RWB End of Season Invitational
- Start:** 06/22/2018
- End:** 06/24/2018
- All day event:**
- Location:** Klein Collins HS Natatorium
- Do not display this event on the public schedule:**
- Description:** Red White Blue is an end of season Invitational Meet that has qualifying times to attend the Meet.

At the bottom of the form are two buttons: **Save** (highlighted in orange) and **Cancel**.

2018 RWB Invitational

You can describe the meet here  
With important details for your parents.

When finished filling out above  
Click Save

# Setting your Team Preferences for the Meet:

2018 RWB Invitational [Edit](#) [Copy](#) [Remove](#)  
June 22nd, 2018 - June 24th, 2018 SC YARDS

Job Sign-up **PENDING**  
Athlete Sign-up **PENDING**

Status **Meet Setup** Entries Results Jobs Files

Team Preferences **Events** Entry Rules Meet Entry Fees Participation Requirements

**Meet Summary**  
Total Events: 138 Individual Events: 116 Relay Events: 22 Diving Events: 0

**#1A** **100 Freestyle** Girls 11 Year Olds > 1:02.63 Y ≤ 1:19.25 Y

Instructions shown during swim-meet entry sign-up.

Participation Assumption  
Assume "undeclared" athletes will be participating in the meet

Sign-up Options  
Ask whether athletes will be attending/not attending the meet  
 Allow parents/athletes to select/suggest individual events  
 Confirm coach approval of first-time entries  
 Allow parents/athletes to indicate their availability for relays  
 Include options to indicate availability for early and late relays  
 Require an explanation if athlete indicates they will not be available for a relay  
 Allow opting-out of swim-up relay entries  
 Allow parents/athletes to include additional notes to the coach  
 Prompt for job sign-ups during meet declaration

Relay Generation  
Freestyle relay order strategy Traditional (2,4,3,1)  
 Automatically swim-up athletes up to 2 years younger to fill relay teams

**Save** Click save when you have made adjustments above.

Checking this box allows Parents to choose Events for their Swimmers.

Allows Parents to say whether there swimmers are available to help with Relays.

Allow parents to give more info about the swimmers for upcoming Meet.

# Setting up events for Meets click here:

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

2018 RWB Invitational [Edit](#) [Copy](#) [Remove](#)  
June 22nd, 2018 - June 24th, 2018 SC YARDS

Job Sign-up **PENDING**  
Athlete Sign-up **PENDING**

Status **Meet Setup** Entries Results Jobs Files

Team Preferences **Events** Entry Rules Meet Entry Fees Participation Requirements

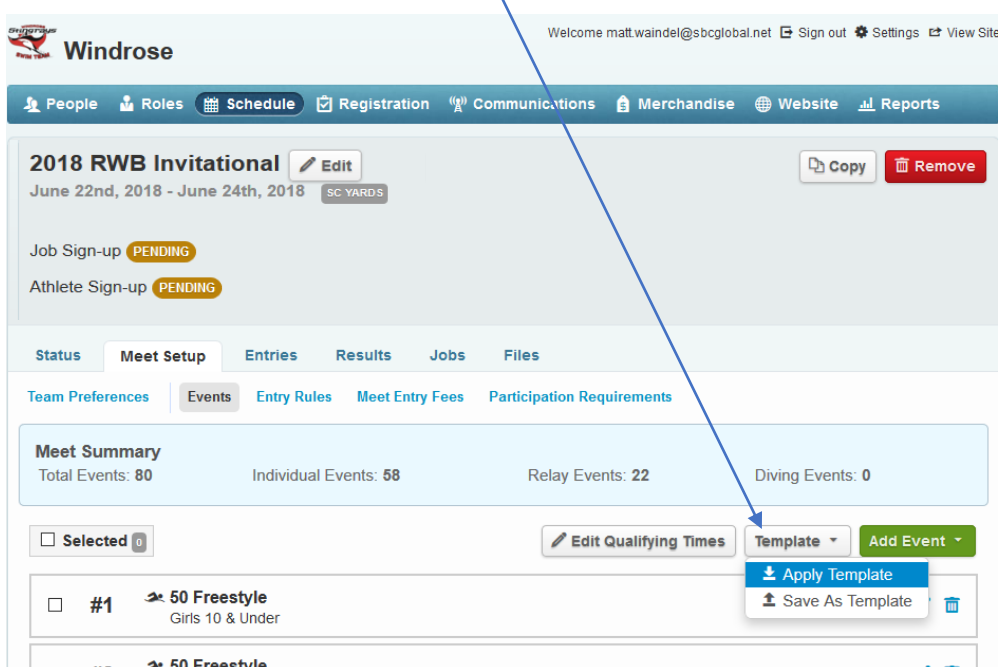
**Meet Summary**  
Total Events: 80 Individual Events: 58 Relay Events: 22 Diving Events: 0

Selected 0 [Edit Qualifying Times](#) [Template](#) [Add Event](#)

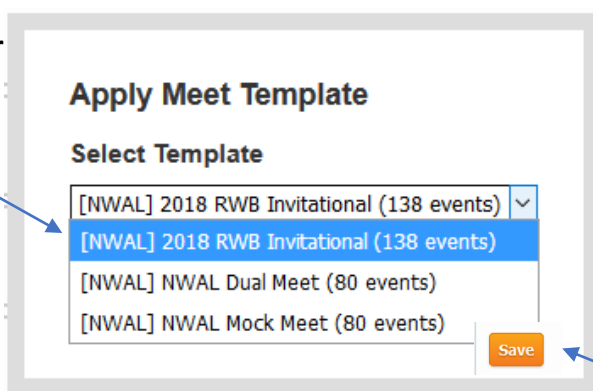
**#1** **50 Freestyle** Girls 10 & Under

**50 Freestyle**

Now choose Template and click on Apply Template:

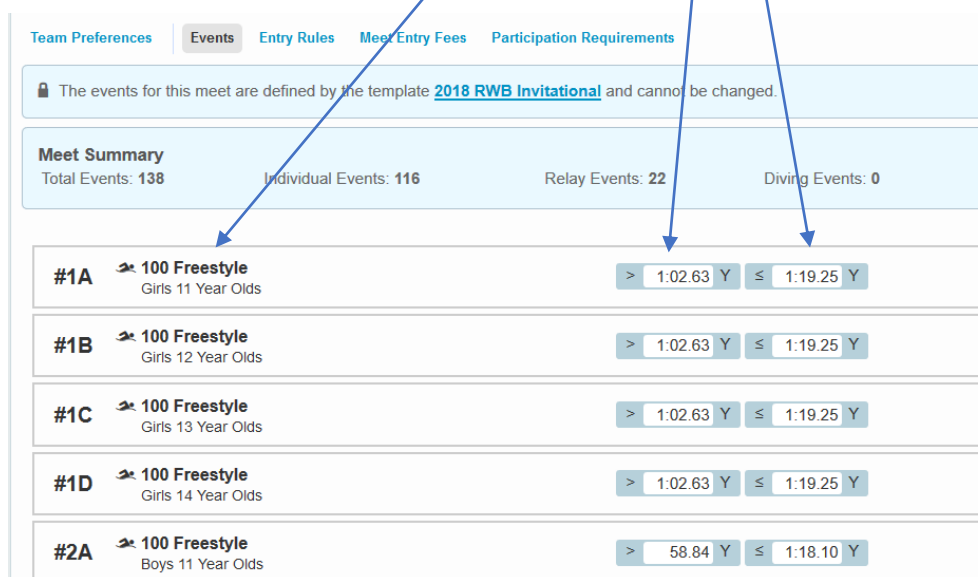


Click here to set up your Invitational



Then click Save

Now you should see Events and Qualifying Times.



Your Invitational is now set up. You can Go and set up the rest of the Invitationals you Will be attending.

