

# Meet Maestro Entry Edits

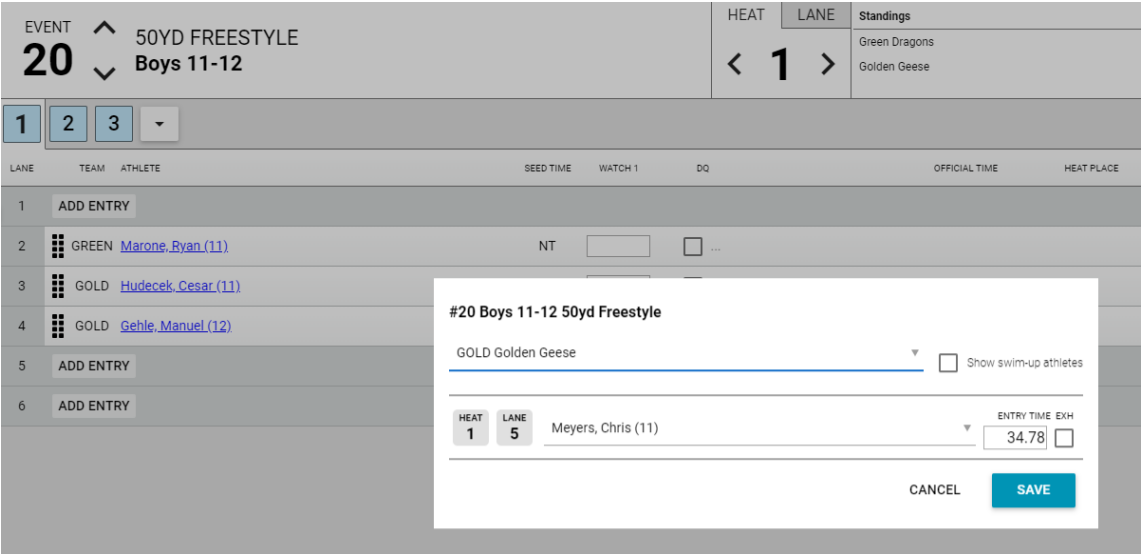
>>**Tip:** When many changes are needed by the visiting team, re-merging may be a more efficient option, but for a few changes you can do deck adds/removals directly within Meet Maestro as described in this article (→ See the [SwimTopia Meet Entries - Ready to Merge](#) article for more on merging). The only time re-merging is required is if the athlete(s) you need to add were not already part of the team roster at the time of merge.

## Covered in this Article:

- "ADD ENTRY" - Individual Event
- Editing Individual Entries
- "ADD ENTRY" - Relay Event
- Editing and Deleting Relay Entries
- Deck Change Notification

## "ADD ENTRY" - Individual Event

Clicking the "ADD ENTRY" button in any open lane within a heat opens a window to quickly add a swimmer to that heat and lane. In this window, select the desired team, then the desired athlete, input an entry time and click Save.



>>**Note:** when you "ADD ENTRY," it's expected that the computer operator has a specific athlete to enter in mind. Meet Maestro currently allows adding any swimmer on the roster, without regard to attendance selections in SwimTopia, or eligibility for participation. To cross-check a swimmer's attendance/participation and seed times, you can either have another browser window open to each team's meet entries matrix screen in SwimTopia, or have the printed Meet Entry Matrix report handy.

## Editing Individual Entries

To edit any or all of the entries for any athlete, including **adding or removing** swimmers to/from events, click the linked Athlete Name.

The screenshot displays the Meet Maestro interface. On the left, a sidebar shows the event details: "EVENT 23 50M FREESTYLE Women 15-18". The main area shows a list of athletes with their names and team abbreviations (WKWH). A modal window is open for the athlete "Plude, India (15)". This window contains a table with columns for "ENTER", "HEAT", "LANE", "EVENT", "ENTRY TIME", and "EXH". The table lists four events: #23 50m Freestyle, #31 100m IM, #43 50m Backstroke, and #67 50m Butterfly. The first, third, and fourth events have their "ENTER" checkboxes checked. At the bottom of the modal, there are buttons for "SCRATCH ATHLETE", "CANCEL", and "SAVE". A "Saved" notification is visible in the top right corner of the modal.

ENTER	HEAT	LANE	EVENT	ENTRY TIME	EXH
<input checked="" type="checkbox"/>	1	2	#23 50m Freestyle Women 15-18	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>			#31 100m IM Women 15-18	<input type="text"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	5	#43 50m Backstroke Women 15-18	<input type="text"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	1	#55 50m Breaststroke Women 15-18	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>			#67 50m Butterfly Women 15-18	<input type="text"/>	<input type="checkbox"/>

**Adding:** In the opened window check the box to ENTER an event, input desired heat, lane and entry time, then click Save.

**Removing:** Unchecking the box next to an event will remove the athlete from that event, and "Scratch Athlete" at the bottom of the box will scratch the athlete from all events in the meet. Clicking "Scratch Athlete" reveals a confirmation box to make sure you really mean to scratch the athlete.

Plude, India (15)

WKWH

ENTER	HEAT	LANE	EVENT	ENTRY TIME	EXH
<input checked="" type="checkbox"/>	1	2	#23 50m Freestyle Women 15-18	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>			#31 100m IM Women 15-18	<input type="text"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	5	#43 50m Backstroke Women 15-18	<input type="text"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	1	1	#55 50m Breaststroke Women 15-18	<input type="text"/>	<input type="checkbox"/>
<input type="checkbox"/>			#67 50m Butterfly Women 15-18	<input type="text"/>	<input type="checkbox"/>

Scratch this athlete from all events?

## "ADD ENTRY" - Relay Event

When clicking the "ADD ENTRY" in a relay event, you'll be prompted to select a team on the first screen, then to select the swimmers for that team in a second screen.

#12 Men 15-18 200m Medley Relay

Select Team \*

WKWH Wahoos

2:39.83

In the second step of Adding a Relay, select the Relay Team letter (e.g. A, B or C) and the Relay Athlete for each Leg. Input an Entry Time and click Save.

EVENT **72** 200YD FREESTYLE RELAY  
Boys 13-14

HEAT **1** LANE Standings  
Green Dragons  
Golden Geese

1

LANE	TEAM	ATHLETE	SEED TIME	WATCH 1	DO	OFFICIAL TIME	HEAT PLACE
1	ADD ENTRY						
2	ADD ENTRY						
3	GREEN	GREEN A					
4	ADD ENTRY						
5	ADD ENTRY						
6	ADD ENTRY						

#72 Boys 13-14 200yd Freestyle Relay  
**GOLD Golden Geese**

A Relay Team  Show swim-up athletes

LEG	ATHLETE (AGE)	
1	Dailey, Adam (13)	x
2	Martain, Jeffrey (14)	x
3	Lecea, Adam (13)	x
4	Olivarez, Preston (14)	x

HEAT 1 LANE 4 ENTRY TIME 2:15.67 EXH

DELETE CANCEL SAVE

>> **Tip:** Hovering your mouse over the name of the Relay Team will display the names and ages of all relay athletes in leg order.

3	FAST	FAST A	1:09.00
4	FAST	FAST A	1:09.00
5	SFS3	SFS3 B	2:11.30
6	ADD ENTRY		
7	ADD ENTRY		
8	ADD ENTRY		

1. Malachi Kuvialis (11)  
2. Maryse Heaney (11)  
3. Brendon Labadie (11)  
4. Harvey Ullrich (11)

>> **Note:** when you "ADD ENTRY," it's expected that the computer operator has specific athletes to enter in mind. Meet Maestro currently allows adding all swimmers on the roster, without regard to attendance selections in SwimTopia, or eligibility for participation. To cross-check a swimmer's attendance/participation and seed times, you can either have another browser window open to each team's meet entries matrix screen in SwimTopia, or have the printed Meet Entry Matrix report handy.

# Editing and Deleting Relay Entries

Clicking the Relay Team name opens the Edit Relay interface.

The screenshot displays the 'Edit Relay' interface for event #72, 200YD FREESTYLE RELAY, Boys 13-14. The interface is divided into several sections:

- Event Header:** EVENT 72, 200YD FREESTYLE RELAY, Boys 13-14.
- Heat/Lane/Standings:** HEAT 1, LANE 1, Standings: Green Dragons, Golden Geese.
- Table:** A table with columns: LANE, TEAM, ATHLETE, SEED TIME, WATCH 1, DO, OFFICIAL TIME, HEAT PLACE.
- Modal Window:** #72 Boys 13-14 200yd Freestyle Relay, GOLD Golden Geese. It shows a list of athletes with their lane numbers and names (e.g., 1 Dalley, Adam (13)). It also includes fields for HEAT (1), LANE (4), ENTRY TIME (2:15.67), and an EXH checkbox. Buttons for DELETE, CANCEL, and SAVE are visible at the bottom of the modal.

**Edit Entries:** The Edit Relay interface makes it easy to switch out any of the relay team members or move teams to another heat/lane (example - diving board blocking lanes). The Heat/Lane fields are editable.

**Delete Relay:** Click the "Delete" button. Clicking "Delete" reveals a confirmation box to make sure you really mean to delete the relay.

#3 Girls 7-8 100m Medley Relay

**WKWH Wahoos**

C ▾ Relay Team

LEG	ATHLETE (AGE)	
1	Beazley, Isabell (8)	x ▾
2	Beazley, Phillis (8)	x ▾
3	Kilduff, Mindy (8)	x ▾
4	Mckenney, Christal (7)	x ▾

HEAT	LANE	ENTRY TIME	EXH
1	2	2:56.52	<input type="checkbox"/>

Delete this relay? CANCEL DELETE

## Deck Change Notification

If an admin makes a meaningful change to an entry, such as adding a new entry, making a lane change, or changing to exhibition, the record/row will be marked with a 'red' dogear on the right side.

3	BLUE BLUE E	2:15.67	<input type="checkbox"/>	-
4	RED RED A	2:17.81	<input type="checkbox"/>	-