

Meet Maestro - System Rqmts, Concurrent Data Entry, Offline Support, Meet Access and Settings

Meet Maestro is self-contained and designed for fast, efficient operation on the day of the meet, whether your team is hand-entering times, or loading times automatically from a CTS Dolphin wireless timing system.

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Product Updates

We are continually making updates to Meet Maestro to meet the needs of our customer base.

→ See our [Meet Maestro Version History](#) document for more details.

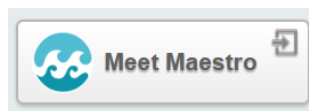
System Requirements

- **Web Application Requirements (Non-CTS Dolphin Users):** Meet Maestro is web-based for teams not using CTS Dolphin timing system and requires at least Windows 7 (64-bit) operating system. Vista is not supported.

- **Desktop Application Requirements (CTS Dolphin Users):** Meet Maestro installer requires the 64 bit version of Windows 7 or newer. (See our Help Center article [Setting Up CTS Dolphin Wireless Timing System with Meet Maestro](#))
- **Browser Compatibility:** Meet Maestro is **NOT** compatible with the web browser Internet Explorer. We suggest running Meet Maestro in [Chrome](#).
- **RAM Recommendation:** We suggest at least 4 GB RAM to ensure long reports etc display efficiently. Chromebooks are not a good fit since they usually only have 2 GB RAM, and cannot be used with Dolphin. If you need to use a Chromebook make sure to increase the RAM.

Internet Requirements

When you click on the **Meet Maestro** button in SwimTopia (after merging), you'll be taken to Meet Maestro in a new window.



1. **An internet connection is required** to open a Meet Maestro meet and download the meet data to the local computer (browser or Desktop version of Meet Maestro). The amount of data transferred is small, thus many teams have great success using a mobile hotspot tethered to the laptop running Meet Maestro when there are connection issues.
2. **Browser Compatibility:** As mentioned above, Meet Maestro is **NOT** compatible with the web browser Internet Explorer. We suggest running Meet Maestro in [Chrome](#).

>>Tip: For any teams in an area with poor cell phone coverage, a viable option may be to use a cell phone signal booster to improve the signal in that area. In general a team is going to want to get a device with 4G LTE support (as that has the biggest benefit for data speeds)

Related product category on Amazon:

<https://www.amazon.com/Best-Sellers-Cell-Phones-Accessories-Phone-Signal-Boosters/zgbs/wireless/2407782011>

Wilson Electronics, the leading hardware vendor in this space:

<https://www.wilsonamplifiers.com/weboost-building-kits-model-comparison/?menu>

Performance Tuning

We've continue to make improvements in performance to enhance the user experience. An update made in Nov 2020 radically reduces:

- The initial boot time of the application
- The time it takes to switch between the 'run' interface and reports
- The time it takes when switching between sessions
- Auto sync results timing when entering data on multiple computers

Concurrent Data Entry

Maestro supports real time data synchronization between the client app (web or desktop) and our servers. Multiple team admins, from any of the participating teams, can open the meet on multiple computers for concurrent data entry.

*>>**Note:** Keep in mind, if multiple users are editing the same field, the last one to save wins. It is recommended to communicate clearly who is responsible for what data entry to avoid over-writing each other.*

Example use cases:

- Separate time entry and dq entry computers
- Simultaneous virtual meets (no longer need to visit events again to see the UI or score update).
- Could have one browser tab open for printing reports and one for entering times (though switching between interfaces is now also instantaneous).

Offline Support

Meet Maestro is resilient to internet failure. Once the meet data is downloaded using Internet access, you can input times (or import times from a CTS Dolphin system) and enter DQs while completely offline.

While offline:

- Data entry is saved but is not shared between computers
- The settings area of the app is accessible
- All reports can be run

- It is possible to switch between sessions

Important offline caveats:

- Live results do not publish to the SwimTopia mobile app
- Scoring, Place and Points are not calculated while offline
- Cannot add or remove athletes / relays to events
- Cannot change meet or session settings

Upon reconnecting in addition to saving pending updates, the app will automatically download any updates from the server. This really is only useful in a multi computer use case or for simultaneous virtual meets.

Consider this more of a "safety net" so that meet data can continue to be collected even if Wifi is down. It is not intended to be a full offline solution.

Login Permissions

Team admins with swim meet permissions or all-admin permissions will be able to log in with their SwimTopia username and password. Read-only swim meet access will limit the user to read-only mode.

*>> **Tip:** If there are issues with someone logging in, an admin should check that their role has the appropriate permissions. As an alternative, you can click the "Make Admin" button within the user's profile, but only do this if the person can have full admin privileges.*

Printing Tips

- **Printing:** Best printing results occur when using Chrome. Ensure your zoom level is "actual size" (100%), or zoom out somewhat to prevent the blank pages. Do NOT check "Fit to Page."
- **Label Size:** standard address size, Avery 8160: Label Size: 2 5/8" X 1" Sheet Size: 8 1/2" X 11" Labels per Sheet: 30

Meet Access and Re-Access

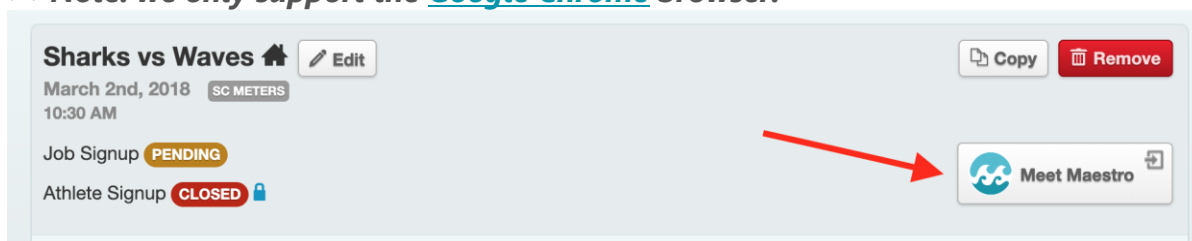
This only applies to the web version. If using the **CTS Dolphin** timing system, the desktop version of Meet Maestro is required as mentioned above. You will log in from the desktop application and select your meet → See our help center article on [Setting Up CTS Dolphin Wireless Timing System with Meet Maestro](#).

▶ Accessing the Meet:

Option 1: From within the SwimTopia meet

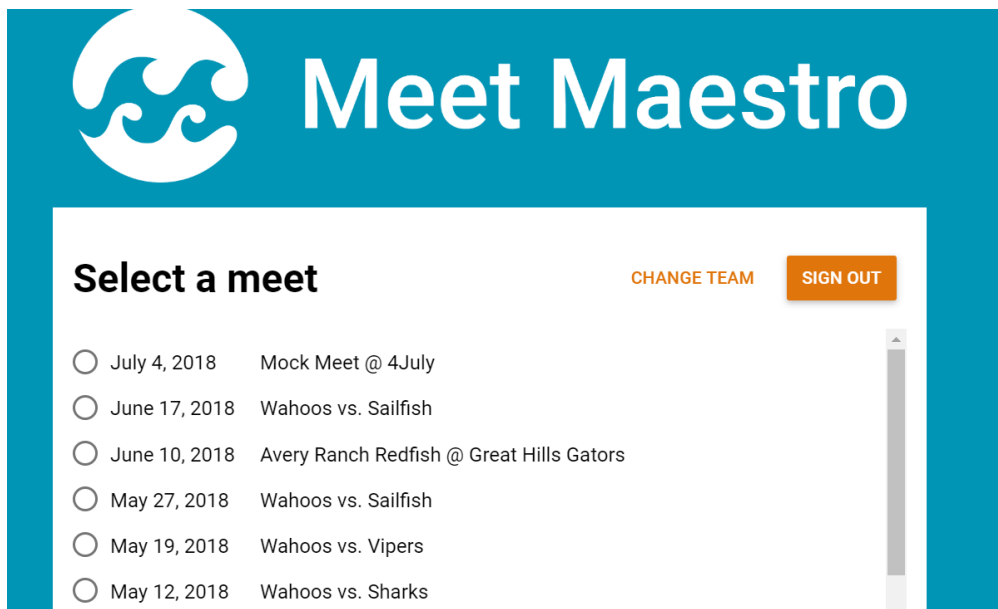
After the meet is merged, a **Meet Maestro** button will appear in the header. Clicking on this button will launch Meet Maestro in a new window.

>> **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.

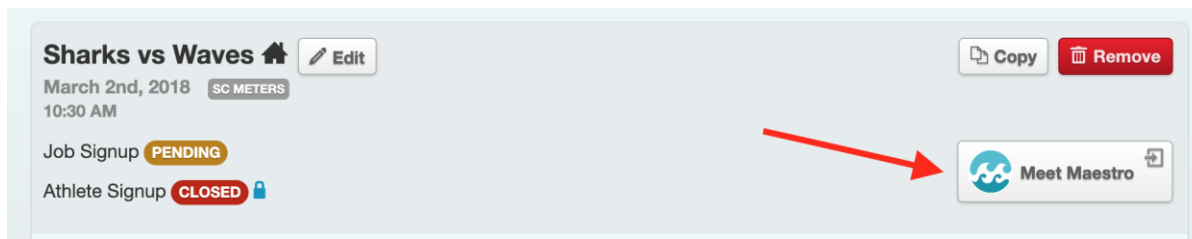
Option 2: Direct login to Meet Maestro: by logging into an account with site admin or swim meet management level permissions at <https://maestro.swimtopia.com>. If you are a member or multiple teams, you will select the team first, and then you are presented with a list of swim meets to select the particular meet. Be careful to select the correct meet.



◆ Re-Accessing the Meet:

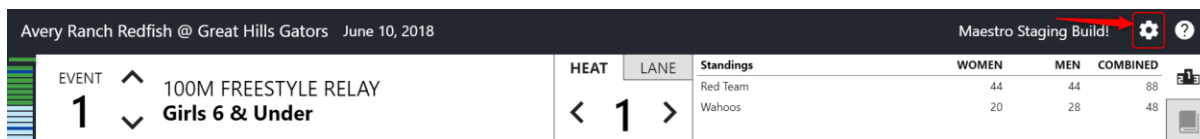
If you close the meet in Meet Maestro you can return to the same meet from any screen within your meet on your SwimTopia team site. Or you can access your meet directly as listed above.

Go to Schedule > **Select Meet Name** and click the **Meet Maestro** button.



Settings - The Gear Icon

When you click the gear icon on the far right corner of the screen, there are a number of tabs that help you both set up and finish running the meet. We discuss each of these sections in separate help articles under [Setting Up Your Swim Meet](#) in our Help Center.



Reports

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

CHANGE MEET

Reports

Pre-Meet

- HEAT SHEET
- PSYCH SHEET
- TIMER SHEETS
- SESSION REPORT
- ENTRY LABELS
- ATHLETE CHECK-IN
- RECORDS

Post-Meet

- RESULTS
- AWARD LABELS
- IMPROVEMENT LABELS
- PARTICIPATION LABELS
- RECORD BREAKER LABELS
- TEAM SCORES