Setting up your 2020 Season Schedule in SwimTopia

- Ensure your current season is set to "2020" and that the dates match VPSU's definition of "2020" -- January 1, 2020 through December 31, 2020, with an age-up date of June 10, 2020. NOTE: if your current season is out-of-date, you'll see an orange box on any screen in "Manage Team," with instructions to fix your season. Your newly-imported meets will not appear on your Schedule until after your season has been updated.

- If they haven't been created already, set up meet entry preferences under Manage Team > Settings > Meet Entry Preferences. (If your preferences were already established, all of the imported meets will use those preferences as the default.) Then you can go into each meet and apply those preferences (Manage Team > Schedule > meet name > Team Preferences -- then click the white button that says "Actions," and then "Apply Team Preferences" -- see Meet Entry Preferences

- Review each meet and decide if you'd like to edit or add any more details, such as the name, location, description, etc.

- Add a job template to each meet -- see Job Templates

- Edit the meet status when you're ready to open meet signups and volunteer signups -- see Meet or Event Status

- All of your meets are set up as virtual meets, with appropriate seeding/scoring rules for you to compete in your own pool. -- See more details: Meet Maestro - Virtual Meets

- If you and your competitor decide to meet at the same pool and run a "live" meet, you'll need to change your meet template so the seeding/scoring rules will be correct:

   - Go to Meet Setup > Events, click "Unlink Template" so your meet will no longer be linked to the Virtual Meet Template

   - Click "Template," then "Apply Template"

   - Select "VPSU Dual Meet"

   - Click "Save"

- Under Meet Setup > Linking, NEVER unlink a meet from VPSU -- this is necessary to keep home/visiting teams linked together and to keep your meet linked to the VPSU site.