## Swimtopia & Team Manager

Background: 2025 is Hamlet's 9<sup>th</sup> year using Swimtopia (ST). We have maximized ST and TM/MM integration because we find ST to be user friendly. We appreciate that it has a user friendly interface and multiple users can be set up to "manage" the team including team reps, coaches, data coordinators, volunteer managers, event/party planners, etc. There are many ways to use the ST – this is how we use it. (Our dive team also uses ST for registration and management – we are happy to share how we set up registration to accommodate discounts, etc. offline.)

- Registration
- Publishing Schedules
- Communication
- Team event registration
- Availability for A meets
- B Meet event registration
- Volunteer sign up
- Probably other things we have forgotten about!

Beginning of the season

- Create registration form
  - o If you have a "Little Feet", i.e., Junior team, create registration group
  - Our junior team athletes are non-competitive but can be moved up to the "Big Feet" during the year
- Create meet templates for both A & B meets
  - A meet templates
    - Hamlet does not allow parents to register themselves for A meets; however, meet availability is critical.
    - Create entry rules

## Entry Rules

General       Individual       Relay       Combined         Entry Limits       2       2       4         + Add age-specific entry limit       -       +         Allow manual assignment of heats and lanes       •       •         Use times from other teams for seeding purposes       •       •         Allow meet results to be edited after meet is completed •       •       •         Results for this meet will be treated as official •       for entry in later meets •       •         Qualification       •       •       •         © Only accept entry times (do not allow NT times) •       •       •         Require official entry times (do not allow NT times) •       •       •         O'fficial entry times to be faster than or equal to the "Faster Than" time for the event •       •       •         Require entry times to be faster than or equal to the "Faster Than" time for the event •       •       •         Require entry times to be laster than or equal to the "Faster Than" time for the event •       •       •         Individual Events       •       •       •       •         Allow lead-off relay leg times to be used as entry times •       •       •       •         Allow exhibition entries •       •       •       •       •       •	Template Locking
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- Create B Meet templates
  - Hamlet has multiple B meet templates depending on whether the home team swims separate 6 & under events for certain races, whether IM will be swum, etc.
  - It is imperative that the home and visiting team agree on event order etc.
- Create schedule
- Apply template to each meet on the schedule
- For each meet create team preferences

## o Hamlet's A meet preference

## **Team Preferences**

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• Hamlet's B Meet team preferences

Default setting	s are settings that control how your team manages meet entries.           gs for this section are set in Team Meet Entry Preferences
ntry instructions	
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	mark your availability for this meet. This is to let Coach Meghan know you are available, but does not guarantee t I be asked to swim at this meet.
structions shown du	ring swim-meet entry signup.
-Participation As	ssumption
Assume "under	elared" athletes will not 💠 be participating in the meet 🕝
-Signup Options	
Ask whether at	hletes will be attending/not attending 🔶 the meet 🕢
	s/athletes to select/suggest individual events
-	coach approval of first-time entries 😨
	s/athletes to indicate their availability for relays 🚱
Allow parents	s/athletes to include additional notes to the coach 🚱
Prompt for jo	b signups during meet declaration 😨
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- Create time trial template
- Create volunteer templates

Upon registration completion

- Archive prior athletes
- Export athlete roster from ST
- Import athlete roster from ST

During the season

- A Meet
  - We seed the meet in ST. When the coaches are ready to seed the meet, close the meet on the status page.
  - Once meet is seeded, lock the meet. Export the roster and the meet entries.
  - Import the entries and roster.
  - Proceed to follow NVSL instructions. In theory, you do not need to run the reports to check for entry limits if your templates are set up correctly; however, Hamlet still does just to be sure.
  - Upon completion of the meet, import results from the meet into ST.
- B Meet
  - Parents register their children.
  - Once meet is seeded, lock the meet. Export the roster and the meet entries.
  - Import the entries and roster.
  - Run the meet in TM.
  - Export results from TM.
  - Import results into ST.
- Events
- Communication
- Other
  - We do only allow parents to note availability for divisionals. Because we allow the swimmers to choose their events based on ladder. We seed divisionals directly in TM.