Swimtopia & Team Manager

Background: 2025 is Hamlet's 9th 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
  - 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

Template Locking

☐ Prevent any changes to the event schedule or entry rules for meets linked to this template.

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 since date ❓ [06/01/2024 📅]
☐ Require valid entry times (do not allow NT times) ❓
☐ Require official entry times (do not use times from unofficial meets) ❓
☐ Official entry times are preferred (use times from official meets if available) ❓
☑ Allow entries using "custom times" ❓
☐ Require entry times to be faster than or equal to the "Faster Than" time for the event ❓
☐ Require entry times to be slower than the "Slower Than" time for the event ❓

Individual Events

☑ Allow individual swim-up entries ❓
☐ Allow lead-off relay leg times to be used as entry times ❓
☐ Allow exhibition entries ❓
☐ Allow alternate entries ❓
☐ Allow bonus entries ❓

Relay Events

Maximum relay teams per event [1 – A relays only ▾]
For mixed competition category relay teams, require at least [0 ▾] of each competition category
☐ Require an individual event entry for relay eligibility ❓
☑ Allow athletes to enter multiple relays of the same stroke (e.g. more than one freestyle relay) ❓
☑ Allow relay swim-up entries ❓
  Allow no more than [3 ▾] swim-up athletes per relay team
☐ Allow entry of relay alternates ❓

[Save]

- 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
  - Hamlet's A meet preference

Team Preferences

Team preferences are settings that control how your team manages meet entries.
ⓘ Default settings for this section are set in Team Meet Entry Preferences

[Actions ▾]

Entry instructions

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Important! Please mark your availability for this meet. This is to let Coach Sarah know you are available, but does not guarantee that your swimmer will be asked to swim at this meet.

Instructions shown during swim-meet entry signup.

Participation Assumption

Assume "undeclared" athletes [will not ⬍] be participating in the meet ❓

Signup Options

Ask whether athletes will be [available for/not available for ⬍] the meet ❓
☐ Allow parents/athletes to select/suggest individual events ❓
☐ Allow parents/athletes to indicate their availability for relays ❓
☐ Allow parents/athletes to include additional notes to the coach ❓
☑ Prompt for job signups during meet declaration ❓

  - Hamlet's B Meet team preferences

Team Preferences

Team preferences are settings that control how your team manages meet entries.

ⓘ Default settings for this section are set in Team Meet Entry Preferences

Actions ▾

Entry instructions

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Important! Please mark your availability for this meet. This is to let Coach Meghan know you are available, but does not guarantee that your swimmer will be asked to swim at this meet.

Instructions shown during swim-meet entry signup.

Participation Assumption

Assume "undeclared" athletes [will not ▼] be participating in the meet ⓘ

Signup 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 ⓘ
☐ Allow parents/athletes to include additional notes to the coach ⓘ
☑ Prompt for job signups during meet declaration ⓘ

Signup Options

Ask whether athletes will be [available for/not available for ▼] the meet ⓘ

☐ Allow parents/athletes to select/suggest individual events ⓘ
☐ Allow parents/athletes to indicate their availability for relays ⓘ
☐ Allow parents/athletes to include additional notes to the coach ⓘ
☑ Prompt for job signups during meet declaration ⓘ

Relay Generation

Freestyle relay order strategy [Traditional A (2,4,3,1) ▼] ⓘ
☐ Automatically swim-up athletes up to [2 ▼] years younger to fill relay teams

Save

- 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.