

Meet Maestro Settings – Finish & Export

Once you've finished entering all data for the meet, you'll go to the **Finish & Export** tab, found under the Meet Maestro Settings (gear icon).

Avery Ranch Redfish @ Great Hills Gators

June 10, 2018

EVENT

1

100M FREESTYLE RELAY

Girls 6 & Under

Orange at Purple (MOCK MEET)

June 25, 2020

Reports

Athletes

Meet Setup

Sessions

Seeding

Timing Setup

Finish & Export

Current User

Paige Hansen

CHANGE MEET

SIGN OUT

Reports

HEAT SHEET

RESULTS

PSYCH SHEET

AWARD LABELS

TIMER SHEETS

IMPROVEMENT LABELS

SESSION REPORT

PARTICIPATION LABELS

ENTRY LABELS

RECORD BREAKER LABELS

ATHLETE CHECK-IN

TEAM SCORES

RECORDS

>>**Tip:** Before exporting results, ensure that all events are complete and scored (i.e. there are no "yellow" bars on your Event Status Bar). Once your Event Status Bar is all "green" you can **Export Results** to each team.

Covered in this Article:

- Locking a Finished Meet
- Results Transfers
- File Download Options
- Results Download
- Advancers File Download
- Merge Entries
- Merge Results
- Re-Accessing the Meet in Meet Maestro
- Rebuilding the Meet in Meet Maestro

Locking a Finished Meet

As of Spring 2020, a meet can be locked and unlocked from the **Finish & Export** page. Once locked, all further changes to the meet in Meet Maestro are prohibited.

>>**Note:** We have a planned addition to this feature which enables a governing organization (league) to lock a meet. In that case only the league can unlock it.

🔑 Unlocked Meet

Reports

Athletes

Seeding

Timing Setup

Finish & Export

Finish & Export

☐ Lock out changes

TRANSFERS

DOWNLOADS

Results can be transferred directly to the linked meets in SwimTopia listed below

STATUS	TEAM	MEET NAME
NOT TRANSFERRED	WO Dolphins	Shady Hollow Stingrays hosting Western Oaks Dolphins & Hays Swim Club
NOT TRANSFERRED	Circle C Seals	WO hosting

TRANSFER RESULTS

Results transfer is deactivated

◆ Locked Meet

The screenshot shows a web interface with a left sidebar and a main content area. The sidebar contains links: Reports, Athletes, Seeding, Timing Setup, and Finish & Export (which is highlighted in orange and has a lock icon). A blue callout bubble points to the lock icon with the text 'Lock icon displays'. The main content area is titled 'Finish & Export' and has a sub-header 'Lock out changes' with an orange toggle switch. Below this are two tabs: 'TRANSFERS' (active) and 'DOWNLOADS'. A text line states: 'Results can be transferred directly to the linked meets in SwimTopia listed below'. A table follows with three columns: STATUS, TEAM, and MEET NAME. It contains two rows of data. At the bottom, there is an orange button labeled 'TRANSFER RESULTS' with a blue callout bubble pointing to it that says 'Results transfer is activated'.

STATUS	TEAM	MEET NAME
NOT TRANSFERRED	WO Dolphins	Shady Hollow Stingrays hosting Western Oaks Dolphins & Hays Swim Club
NOT TRANSFERRED	Circle C Seals	WO hosting

Results Transfers

Once a meet is locked, you are able to transfer the results of the Meet Maestro meet back into your SwimTopia account. This allows you to browse (and adjust if allowed) the results in SwimTopia.

Results, including scores, will automatically upload to:

- Each team's **Results** tab of the corresponding meet on their SwimTopia site.
- The **Athlete Performance** reports (Reports tab within SwimTopia).
- The per-family "**My Account**" swimmer time history pages within SwimTopia.

Reports

Athletes

Seeding

Timing Setup

Finish & Export

Hovering over button
presents a tooltip
reminder

CHANGE MEET

SIGN OUT

Finish & Export

☐ Lock out changes

TRANSFERS

DOWNLOADS

Results can be transferred directly to the linked meets in SwimTopia listed below

STATUS	TEAM	MEET NAME
NOT TRANSFERRED	Orange Stallions	Sharks vs. Dolphins
NOT TRANSFERRED	Purple Panthers	OSST at Purple Panthers

Lock changes to the meet to enable transfers.

TRANSFER RESULTS

Transfer in Progress

The transfer takes approximately 1 minute to run.

Results can be transferred directly to the linked meets in SwimTopia listed below

STATUS	TEAM	MEET NAME
TRANSFERING...	WO Dolphins	Shady Hollow Stingrays hosting Western Oaks Dolphins & Hays Swim Club
TRANSFERING...	Circle C Seals	WO hosting

Results transfer has started and will complete momentarily

Once completed, results will be available in your SwimTopia account.

TRANSFER RESULTS

▶ Transfer Complete

TRANSFERS DOWNLOADS

Results can be transferred directly to the linked meets in SwimTopia listed below

STATUS	TEAM	MEET NAME
✓ TRANSFERRED 2/7/20, 5:54:47 AM	WO Dolphins	Shady Hollow Stingrays hosting Western Oaks Dolphins & Hays Swim Club
✓ TRANSFERRED 2/7/20, 5:54:47 AM	Circle C Seals	WO hosting

TRANSFER RESULTS

▶ Results in SwimTopia

Shady Hollow Stingrays hosting Western Oaks Dolphins & Hays Swim Club [Edit](#)
May 20th, 2017 SC YARDS 8:00 AM
Job Signup **CLOSED**
Athlete Signup **CLOSED**

Status Meet Setup Entries **Results** Jobs Files

Scores Summary By Athlete Browser Import Edit

Total Athletes 17
Total Results 17
Total Points 21.5
Total Improved Times 7
Pct Improved Times 41.18%

Clear Results

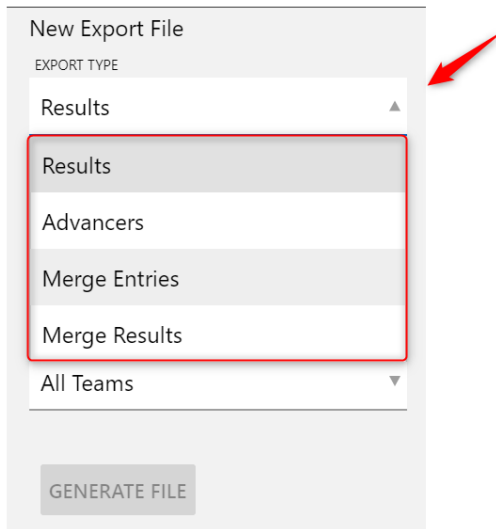
>>**Important Note:** If you click **Transfer Results** a second time all results in each team's SwimTopia sites will be updated with any edits made in Meet Maestro in the interim. If result edits were made in a team's SwimTopia site under **Results > Edit**, those edits will be replaced by the exported results.

File Download Options

SwimTopia's mission is to provide ***swim software you'll love***. We know a big part of that mission involves enabling our customers to export files in the format needed to meet various meet requirements.

Therefore, you'll find in the **Finish & Export** menu, you can download **Results, Advancers, Merge Entries, and Merge Results files**.

Finish & Export



New Export File

EXPORT TYPE

Results ▲

Results

Advancers

Merge Entries

Merge Results

All Teams ▼

GENERATE FILE

◆ Results Download

If the competitor is a non-SwimTopia team, you can download the results for the other team in the .hy3 (Hy-Tek) or .sd3 (SDIF) file format, so they can upload all results into their team management platform.

Finish & Export

☒ Lock out changes

TRANSFERS

DOWNLOADS

New Export File

EXPORT TYPE

Results ▼

EXPORT FORMAT

Hy-Tek HY3 ▼

TEAM

All Teams ▼

GENERATE FILE

Generated Files

No files have been generated yet for this meet.

Select options and press 'Generate Files'.

When generating the file, you have the option to include all teams in one file or generate different files for each team.

Avery Ranch Redfish @ Great Hills Gators June 10, 2018

Reports
Athletes
Seeding
Timing Setup
Finish & Export

Finish & Export

New Export File
EXPORT TYPE
Results
EXPORT FORMAT
Hy-Tek HY3
TEAM
All Teams
All Teams
One File Per Team
WKWH - Wahoos
RED - Red Team

Current User
Paige Hansen

CHANGE MEET

SIGN OUT

Version 2.15.0

>>**Note:** the XYZ in the filename designates the file is for a single team

Generated Files	
Results 2017-05-20 CCR at WO _CCR_ 010.zip (hy3) 02/07/2020 05:56 Team: CCR - Circle C Seals	DOWNLOAD
Results 2017-05-20 CCR at WO _WO_ 009.zip (hy3) 02/07/2020 05:56 Team: WO - WO Dolphins	DOWNLOAD
Results 2017-05-20 CCR at WO 008.zip (hy3) 02/07/2020 05:56 Team: All Teams	DOWNLOAD

Advancers File Download

The **Advancers file format** is used when one swim meet serves as the qualification round for a subsequent swim meet — where the top 8 swimmers advance to the next meet, for example. The result times from the current meet are used as the entry times for the next meet, even if the result time is not the fastest time for that swimmer. Usually the top N finishers from each event move on to the next meet. However multiple qualifying meets can feed into the later meet, so the rules can get complex. The format basically takes each

qualifying result from the first meet and makes it into an entry for the second meet, including some additional info, such as the finishing place in the qualifying meet.

>>**Tip:** *This file will come in handy for leagues where all teams use SwimTopia and the final meet/s of the season are run with Meet Manager in pools with touch pads.*

TRANSFERS

DOWNLOADS

New Export File

EXPORT TYPE

Advancers

EXPORT FORMAT

Hy-Tek HY3

Top N (optional)

8

GENERATE FILE

Generated Files

Advancers 2017-05-20 CCR at WO 011.zip (hy3)

02/07/2020 05:57

Top_n: 8

DOWNLOAD

Results 2017-05-20 CCR at WO _CCR_ 010.zip (hy3)

02/07/2020 05:56

Team: CCR - Circle C Seals

DOWNLOAD

Results 2017-05-20 CCR at WO _WO_ 009.zip (hy3)

02/07/2020 05:56

Team: WO - WO Dolphins

DOWNLOAD

Results 2017-05-20 CCR at WO 008.zip (hy3)

02/07/2020 05:56

Team: All Teams

DOWNLOAD

◆ Merge Entries

The **Merge Entries HY3 format** contains entries (including heat/lane) from all teams for import into Hy-Tek Meet Manager. This file can also be imported into a SwimTopia meet on the Merge/Export screen. → See [SwimTopia Meet Entries – Ready to Merge](#).

◆ Merge Results

The **Merge Results HY3 format** includes all scoring data. It is used to combine multiple meets into one in Hy-Tek Meet Manager (especially virtual meets).

Re-Accessing the Meet in Meet Maestro

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

Sharks @ Tidal Waves Edit

August 7th, 2018 SC METERS

5:00 PM

Job Signup PENDING

Athlete Signup CLOSED

Meet Maestro

Status Meet Setup Entries Merge/Export Results Jobs Files

Scores Summary By Athlete Browser Import Edit

>>**Note: Do not Rebuild in Meet Maestro to reaccess your meet** → See below for more on this topic.

Rebuilding the Meet in Meet Maestro

This button should only be used when teams have agreed to allow changes prior to running the meet, and then mark themselves ready again.

Rebuild in Meet Maestro

As you can see in the warning below, a new **empty** meet will be created, so this is not to be used when just wanting to reaccess your meet in Meet Maestro.

Merge Status: MERGED

Linked Teams	Status	Record Books
Sharks Red Team	On Ready	Select Record Books
Waves Blue Team	✓ Ready to Merge 216 Athletes · 592 Entries	

Rebuild existing meet?

Rebuilding will create a new meet in Meet Maestro with no results.

Cancel

Rebuild in Meet Maestro