

Swim Meet Roster/Swimmer Check-In Sheets

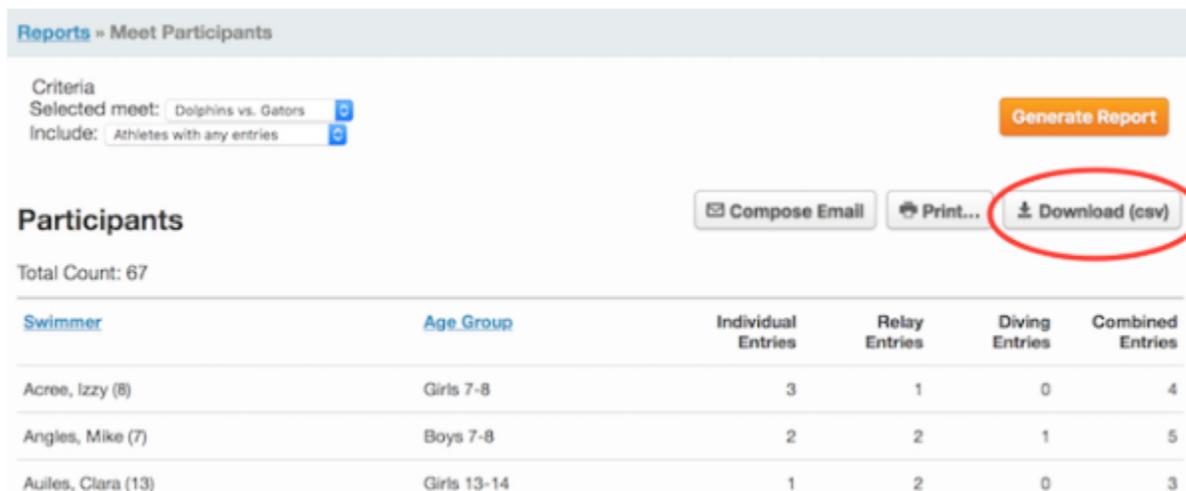
To print a list of all athletes entered in the meet, go to **Manage Team > Reports > Meet Participants**, then select the meet and choose "Include: Athletes with Any Entries." When you hit Generate Report, you'll be able to Download to CSV and edit to meet your desired print specifications.

You can also use this report to send messages to families of athletes who have:

- All athletes
- Athletes with no entries
- Athletes with individual entries
- Athletes with relay entries
- Athletes with any entries

Some "quick view" reports can also be found within the meet itself, under **Schedule > Select Meet Name > Entries > Reports**, but the more robust reports (including CSV downloads) are found under the "Reports" tab in your Manage Team interface.

>>**Note:** For this report, Participants are not the same as Attending, depending on your "Assume Undeclared Athletes are Participating" settings.



Criteria
Selected meet: Dolphins vs. Gators
Include: Athletes with any entries

Generate Report

Participants

Compose Email Print... Download (csv)

Total Count: 67

Swimmer	Age Group	Individual Entries	Relay Entries	Diving Entries	Combined Entries
Acree, Izzy (8)	Girls 7-8	3	1	0	4
Angles, Mike (7)	Boys 7-8	2	2	1	5
Auiles, Clara (13)	Girls 13-14	1	2	0	3

Meet Entry Reports

To generate a Meet Entry Report by swimmer in alphabetical order, go to **Manage team > Reports > Meet Entries By Athlete** then select the meet and choose your desired report options, check "Only include attending athletes." When you hit Generate Report, you can then Print or Download to CSV and edit to meet your desired print specifications.

Reports > Meet Entries by Athlete

Criteria
 Selected meet: Dolphins vs. Gators
 Gender: All Female Male
 Minimum Age: Maximum Age:
 Include events: Individual & Relay Events
 Only include attending athletes
 By age group
 Include registration number

Generate Report

Print...

[Download Meet Entry Data \(CSV\)](#)

Meet Entries Matrix

It may be helpful to run the Meet Entry Matrix report, which shows a summary of all entries and times per age group. Go to **Manage team > Reports > Meet Entry Matrix**, then select the meet and choose your desired report options, check "Only include attending athletes." When you hit Generate Report and select to "Print," the report will format for the page and print in black and white.

Dolphins Swim Team
 Meet Entries Matrix
 Dolphins vs. Gators — 2011-06-18
 Age Up Date: 2011-06-01 — Course: 50 Meters

Group by status
 Show athlete numbers

Girls 6 & Under

Athlete name	Age	# 1 100 Free Relay	# 13 25 Free	# 33 25 Back	# 45 25 Breast	# 57 25 Fly	Attendance	Swim-up Entries
Qualifying Times								
Ault, Lyn	6	A-1	1/3 38.03	2/4 1:32.63*	38.36*	1:32.63*	Attending	
Ault, Matilde	5	A-4	24.96	36.70	--	--	Attending	
Jones, Janie Sue	6	--	--	--	--	--	Attending	
Joslin, Cathrine	6	A-3	56.85	54.92	43.25	--	Attending	
Kalahut, Pilar	6	--	1:14.00	--	--	--	Attending	
Moduffie, Portia	6	A-2	44.31	58.71	--	--	Attending	

Saving Reports in PDF Format

For both SwimTopia and Meet Maestro reports you can save reports in PDF format through your computer's print function:

- Click "Print"
- For "Destination," click "Change"
- Select "Save as PDF"