SWIMMINGLY MEET
Checklist

PRE MEET DAY

- [ ] Create your meet in the Swimmingly® Clubhouse under Meet Schedule
- [ ] Open declarations (if applicable) for families to declare swimmer availability
- [ ] Complete meet entries for your team
- [ ] Mark your team as "Heat Sheet Ready" in the Clubhouse
- [ ] Wait for all opposing teams to be marked as 'Heat Sheet Ready'
- [ ] Merge the heat sheet in the Clubhouse
- [ ] Print the heat sheet (optional) for coaches, volunteers, or timers (Or just access it from the SwimminglyFan app!)
- [ ] Download your upcoming meet and meet schedule onto the Scorekeeper's iPad

MEET DAY

- [ ] Fully charge & update the Swimmingly app on all devices
- [ ] Locate your Club ID and Starter Key to log in on the Scorekeeper iPad
- [ ] Complete the huddle with your volunteers
- [ ] Run a test event to confirm everything is working smoothly
- [ ] Manually add swimmers into any event if last minute adjustments are needed
- [ ] Monitor the scorekeeper iPad throughout the meet for any warnings

POST MEET DAY

- [ ] Review and edit any results as needed (Disqualifications, warnings, time corrections, etc.)
- [ ] Publish results from the scorekeeper iPad to the Clubhouse
- [ ] Print Ribbon labels: - For the full meet: use the scorekeeper iPad - For your team only: use your team's Clubhouse
- [ ] Export results if needed (e.g., for league standings or SWIMS upload if needed)

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Suggestions

PRE MEET DAY

☐ Print the Meet Lineup by Age Group (Clubhouse → Meet Schedule → Select Meet → View Heat Sheet → Actions → Print Line Up By Age Group) to check in your swimmers before the meet starts

☐ Download the Meet Check-In Sheet (Clubhouse -> Manage Roster -> Actions) for reference at the scorekeeper table

☐ Send a reminder to families about when and where the meet is

☐ Send a reminder to families to download the Swimmingly® App if they are volunteering

☐ Send a reminder to families to download the SwimminglyFan® App to follow along with meet results

MEET DAY

☐ Keep extra chargers or power banks nearby

☐ Allow enough time for your huddle to ensure all your volunteers get connected and know what to do

☐ If outside, provide shade for your volunteers

☐ You can print ribbon labels and/or results during the meet.

☐ In the case of any weather delays, send a message to your families using the Club Communication tool in the Clubhouse

☐ Have fun!

POST MEET DAY

☐ Encourage families to check SwimminglyFan or the Clubhouse to see results

☐ Thank your volunteers for their support

☐ Follow up with families to celebrate swimmer accomplishments

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