League Onboarding Checklist

Welcome to SwimTopia, where we help simplify managing your league and your teams. Follow our handy checklist to ensure you've optimized the setup for your league and your teams. We've listed steps to get started with all of the league features we offer. Select the steps for the features that your league will be utilizing.

Some of the steps below have certain criteria, as marked with the following icons:

League features that are available even if not all of your teams are using SwimTopia

All teams must be using SwimTopia for this feature

This feature is available to teams and leagues who will be using Meet Maestro

Getting Started

- ❏ Set up a free SwimTopia website for your league → [Sign up for a SwimTopia site](#)

- ❏ Review all of SwimTopia's league offerings so you're familiar with all of our league features → [League Features Overview](#)

- ❏ See our Getting Started Guide for Leagues, especially steps 1-3 → [Getting Started Guide for Leagues](#)

- ❏ Schedule a webinar or view a recorded webinar regarding league features → contact us at leagues@swimtopia.com

- ❏   Setting up a website template for your teams' sites? If yes → [League-wide Website Template for your Teams](#):

  - ❏ Start a free trial website that will be used as your league's template site → [Sign up for a SwimTopia site](#)

  - ❏ Set up the league template site → [Manage Your Website](#)

  - ❏ Notify us at leagues@swimtopia.com when the league template site is complete

  - ❏ You'll receive a setup code

  - ❏ Convey setup code to your teams

- ❏ 🌀 Setting up league-wide billing? If yes:

  - ❏ Notify billing@swimtopia.com of your league total athlete count for the most recent season

  - ❏ We'll send you a setup code for your teams that aren't yet using SwimTopia to use when they set up their sites, along with a sample email with signup instructions for your teams

  - ❏ Convey setup code and signup instructions to your teams

Meets

- ❏ 🌀 Create shared meet templates for your league's meets → [Shared Meet Templates](#)

  - ❏ Swim events

  - ❏ Entry rules

  - ❏ Entry fees (if applicable)

  - ❏ Eligibility

  - ❏ 🌀 Seeding & scoring rules

- ❏ 🌀 Import your league's meet schedule → [Import Your League Meet Schedule](#)

  - ❏ Download the league meet schedule spreadsheet

  - ❏ Add meets to league meet spreadsheet

  - ❏ Send spreadsheet to leagues@swimtopia.com

- ❏ 🌀 Let us know if your teams are not allowed to edit their meet results - notify us at leagues@swimtopia.com

Meet Maestro

- ❏ 🌀 Run a test drive of Maestro → [Meet Maestro Test Drive](#)

  - ❏ Will it work for your league? Are there exceptions?

  - ❏ Ensure meet templates are set up correctly

  - ❏ Develop training notes/plans for your teams

❏ 🌀 Are your DQ codes different from the USA Swimming DQ codes? If yes:

    ❏ Send DQ codes to leagues@swimtopia.com

Scoring and Standings

❏ 🐾 Set up your league's divisions on your site → [Setting up Divisions for Your League](#)

❏ 🐾 Ensure scoring is set up for your league → [Scoring for Leagues](#)

❏ 🐾 Set up the League Standings Snippet on your site → [League Standings Snippet](#)

Shared League Waivers for Registration Forms

❏ 🌀 Set up league waivers to be used on teams' registration forms → [Shared League Form Sections](#)

❏ 🌀 Are league fees charged during registration on teams' sites? If yes:

    ❏ Set up a WePay account → [WePay Configuration](#)

Roles

❏ 🌀 Set up and assign roles for for league officers/members → [Roles](#)

❏ 🌀 Set up Shared Roles for your teams → [Shared Roles](#)

Shared Job Templates

❏ 🌀 Set up shared job templates to provide a baseline job template that teams can copy → [Shared Job Templates](#)

Communicating with and Training Your Teams

❏ Train your teams' admins

    ❏ Training - communicate how to use SwimTopia's league features

    ❏ Documentation - set up Resources on league website

❑ Communicate any special instructions to teams about league-specific rules:

    ❑ Any league-specific rules about making changes/edits

    ❑ What teams are allowed to do or not do with their meets

    ❑ Who to contact with questions

❑ Are all of your teams using Meet Maestro? If not, consider encouraging teams to try Maestro:

    ❑ Communicate test drive info → Meet Maestro Test Drive

❑ Encourage admins, parents to use mobile app → SwimTopia Mobile App

    ❑ Push alerts → Communications: Emails and Alerts

    ❑ Live event/heat bar → SwimTopia's Live Event/Heat Bar

    ❑ Upgrade to Pro for heat sheets, live results

    ❑ Help your teams get the word out → Tools to Inform Parents about SwimTopia's Mobile App

❑ Ongoing support for teams

    ❑ League Resources page → SwimTopia for Leagues

    ❑ SwimTopia Help Center → help.swimtopia.com

    ❑ Help within "Manage Team"

        ❑ What's New

        ❑ Contextual Help Center button

        ❑ Help bubble