

Procedure for Meet Entries Verification for Champs 2025

Coaches must complete the following steps and then send the signed report to in-person registration on 7/12 with the Champs Coordinator for your team.

1. Input entries into the Champs meet in SwimTopia, being very careful to follow all the GRAL rules, especially regarding the sandbag rule. (See the Champs FAQ document for coaches for more details on the SB rule.)
2. Print the Meet Entries by Athlete report in SwimTopia.
 - Login to SwimTopia
 - Manage Team
 - Reports
 - Meet Entries by Athlete (under Swim Meets in left column)
 - Criteria: Selected Meet—GRAL Champs 2025; Competition Category—All; Age—leave blank; Events—All; check box—Only include attending athletes
 - Generate Report
 - Print
3. Double check to make sure the events are correct.
4. Sign the top of the first page of the printed report—HEAD coach must be the one to sign.
5. Ensure the Champs Coordinator receives the printed and signed report as it **MUST** be brought to in-person registration on 7/12.