Publicity Submittal Process

GPSA Wiki Documentation

This guide describes how home team GPSA Representatives submit meet results for league publicity after each dual meet.

Quick Reference

- **Who submits:** Home team GPSA Representative
- **When to submit:** After meet conclusion
- **File type:** SDIF/SD3 results file
- **Send to:** publicity@gpsaswimming.org

Step-by-Step Instructions

1. Download the Results File

After the meet concludes, export the SDIF/SD3 results file from SwimTopia:

1. Log in to Meet Maestro as a meet administrator
2. Navigate to **Settings** > **Finish & Export** > **Downloads**
3. Export Type: **Results**
4. Export Format: **SDIF SD3**
5. Team: **All Times**
6. Click **Generate File**
7. Once available **Download** Results file

The file will have an `.zip` extension.

Important: The tool does NOT support HY3/Hy-Tek 3.0 format files. Always export as SDIF/SD3.

Troubleshooting Export Issues

Problem	Solution
Can't find Export Results option	Verify you have meet administrator access in SwimTopia
File won't download	Check browser download settings and try a different browser
Only HY3 format available	Contact SwimTopia support - SDIF export should be available for all meets

2. Email the Results

Send the Zip/SDIF/SD3 file as an attachment to:

publicity@gpsaswimming.org

Include in your email:

- Teams involved (e.g., "Glendale vs Wendwood")
- Meet date

3. Automatic Processing

An automation agent monitors the publicity inbox and processes submitted results. The league results page will be updated automatically with your meet results.

Related Resources

- Publicity Processor - Manual tool for converting SDIF files to HTML reports
- Meet Preparation Guide - Pre-meet setup procedures
- Scorekeeper Guide - Scoring and results management

Questions?

For questions about publicity submittal, contact publicity@gpsaswimming.org.