



Welcome!

Welcome to SwimTopia! It has been our pleasure to work with NVSL teams since 2012, and now we are thrilled to provide a league-wide solution for team and meet management, mobile app, and league integration.

We've listed a few steps to help you get started. See the sections below for:

- **Teams That Are Not Currently Using SwimTopia**
- **Teams That Recently Started a SwimTopia Trial**
- **Teams That Have Been Using SwimTopia**
- **ALL Teams**

Teams That Are Not Currently Using SwimTopia

Set Up Your New SwimTopia Account

- Sign up for your new SwimTopia site at <https://signup.swimtopia.com/premium/?code=NVSL>
- You'll receive an activation email to set up your login and password, plus a welcome email with a link to SwimTopia's [SwimTopia Quick Start Guide \(New Teams\)](#)

Getting Started for the Season

- You'll receive a series of onboarding emails to guide you through the setup steps for your site, including links to our [Help Center](#) and [YouTube Channel](#)
- Stay tuned for SwimTopia's training webinar series, beginning in January

Data Migration

- SwimTopia has offered to waive the fees for SwimTopia's Concierge Data Migration Service, for teams that are migrating from a TeamUnify or Swim Manager site. See [SwimTopia's Data Migration Service](#) if you'd like to initiate the data migration process.

Teams That Recently Started a SwimTopia Trial

Getting Started for the Season

- Continue with the onboarding emails that are guiding you through the setup steps for your site, including links to our [Help Center](#) and [YouTube Channel](#)
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Data Migration

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Teams That Have Been Using SwimTopia

Getting Ready for the New Season

- See SwimTopia's [New Season Setup Guide \(for Teams\)](#)
- If you're a new admin, see: [Quick Start Guide \(New Site Admins\)](#)
- Stay tuned for SwimTopia's training webinar series, beginning in January

Data Migration

- If you've been using SwimTopia for meet entries and you've been importing your meet results into SwimTopia after each meet, no action needed
- If you've been using Team Manager to manage your meet entries, follow these quick and simple instructions: [Team Manager - Time History and Roster Import](#)

Important Changes to your Billing Plan

Effective December 3, 2025, NVSL began a league-wide billing plan. This means that the \$150/year fee is waived, and the league will pay the per-athlete fees directly to SwimTopia on a league-wide invoice.

Unpaid athletes in the new billing cycle:

- a. Any unpaid athletes between July 1, 2025 and December 3, 2025, will be invoiced to NVSL at the discounted rate of \$2.40 at the end of the current billing period (June 30, 2026).

For those teams that have paid their \$150 subscription renewal:

- a. Pro-rated refunds will be issued to all teams with any time remaining on their existing subscriptions. The date used to determine the pro-rata calculation will be the date the initial league payment is received. Once received, SwimTopia will contact the billing contacts listed for qualifying teams to verify the mailing address where they would like the refund check to be sent.

Notes about the per-athlete fees:

- a. Per-athlete fees will no longer be auto-collected by SwimTopia during registration when payment is made by credit card
- b. Teams will no longer be able to add the per-athlete fee as a separate line item on their registration forms. If you previously listed this fee separately, you'll want to roll it into your overall registration fee.
- c. Rosters should be cleaned up *prior* to the June 30th snapshot date (see [Reminders and Best Practices](#)) to ensure an accurate athlete count.

ALL Teams

Shared Waivers on Registration Forms

- NVSL will be adding the NVSL Participation Waiver as a Shared Acknowledgement Section, which should appear on all new registration forms. ***Please ensure the NVSL Participation Waiver is added to all registrations for NVSL programs*** (you can remove it for non-NVSL programs, such as clinics or lessons).

SwimTopia Fees

- As part of SwimTopia's league-wide billing plan, the league will pay the per-athlete fees directly to SwimTopia on a league-wide invoice. NVSL will then add SwimTopia's per-athlete fee (discounted to \$2.40 this year) to the league invoice given to teams at the March seeding meeting. This includes all athletes on your SwimTopia site, including any non-NVSL programs (e.g. clinics, lessons, etc.)

B Meet Formats

- **B Meet League Coordinators:** Please send the B meet rules and meet format for your league to Michelle Hale prior to January 6

Shared Roles

- You will start to see Roles with a blue “NVSL” badge, including Team Rep, Team Data Coordinator, Officials, and more. Please assign the appropriate people to these roles (and delete any duplicates on your site). This is how NVSL will be communicating with people in these roles across the league.

Integration to League Site

- As SwimTopia works with NVSL to set up more integrations between the teams’ sites and the league site, you’ll be receiving additional instructions. Stay tuned for more details.

Additional Trainings and Sessions with SwimTopia

- SwimTopia will be present at the seeding meeting on March 1 to answer any questions you may have
- SwimTopia will be providing virtual and in person training sessions between now and the first meet, including an in-person Meet Maestro training at NVSLU on May 31

Here’s to a Great 2026 Season!

Again, we’re excited to work with NVSL to provide an all-in-one platform for team and meet management. As you get started with the new season, you’ll find information in our [Help Center](#). And we’ll be in touch in the coming weeks and months to assist with information that is specific to the NVSL implementation and training.