

# Meet Results Database Instructions

Last revised 10/9/08

You will need web access to submit your results to the on line results database. High-speed access is preferred.

## You should have the following available before you start:

1. Your USMS Forum User ID and password
2. Electronic file of meet results (.cl2 or sdf format)
3. Meet information:
  - a. LMSC
  - b. Meet sanction number
  - c. Meet name
  - d. Meet start and end date
  - e. Meet location
  - f. Meet website (URL)
  - g. Entry form (URL)
  - h. Results (URL)

## Process steps:

(Instructions on editing a swimmer that has already been "processed" are at the end of this document)

1. Go to <https://www.usms.org/usmsadmin/>



2. Enter your user ID and password and click on "Login!"
3. This will take you to your USMS Site/Database Administration page. There will be different options available to you, based on what permissions you have been granted. For entering meets results, you will want to click on the "Meet Results & Top Ten" link



- This will take you to the "LMSC Meet Administration" page. Click on the "Add a new meet" link at the top of this page.

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**LMSC Meet Administration**  
[Add a new meet](#)

Showing All Available Meets in Current Seasons (674 meets)  
 (Show only [SCY](#) | [SCM](#) | [LCM](#) Meets)

Select an existing meet to administer:  
[\(view list of meets from CRG database\)](#)

Dates	Course	LMSC	Swimmers	2008 Meets
Aug 24, 2008	SCM	CO	1 unconfirmed 24 member	Castle Rock Summer Send-Off SCM (20080824COCRMS)
Aug 23-24, 2008	LCM	PV	206 member	Colonies Zone LCM Championships (20080823CZONEL)
Aug 23, 2008	LCM	OZ	4 unconfirmed 57 member	Ozark 4th Annual LCM Summer Finale hosted by CSPM (20080823OZCSPML)

- This will take you to the "Meet Administration – Add Meet Details" page where you will add information for the meet you are about to add to the database. The Required fields are indicated with an \*. All other fields are optional. When completed, click on "Submit."

Meet Administration - Add Meet Details - Microsoft Internet Explorer provided by Network & Computing Services

Address: https://www.usms.org/usmsadmin/meets/addmeet.php

Home / Site/Database Administration / Meet Results & LMSC Top Ten / Add Meet

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**Meet Administration - Add a Meet**

(\* = Required)

\*Identifier:  (Up to 6 character abbreviation for meet -- DO NOT include date of meet or course type, as they will be added automatically)

\*LMSC:

\*Course:

\*Sanction:

Sanction Number:

\*Meet Title:

\*Start Date:  /  /  (use 4-digit year)

End Date:  Same as Start Date  
 /  /  (use 4-digit year)

Meet Location:

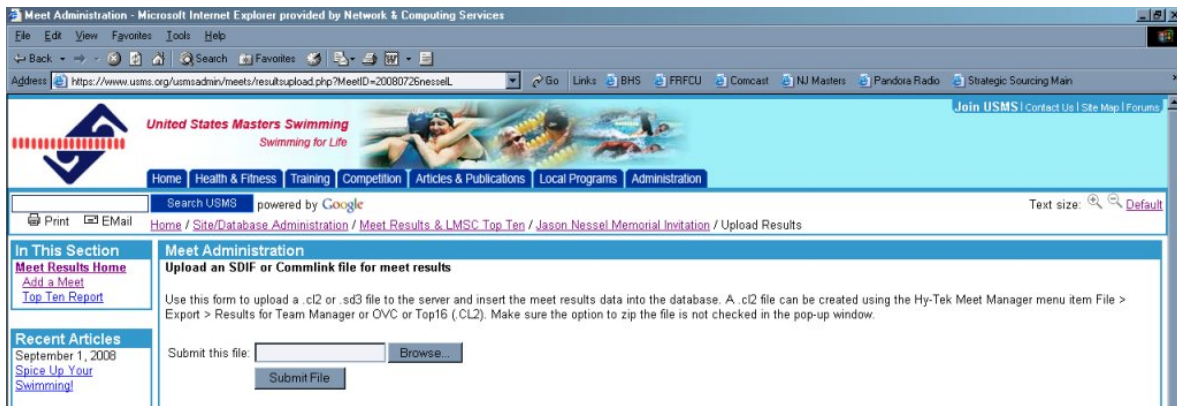
Meet Web Site:

Entry Form URL:

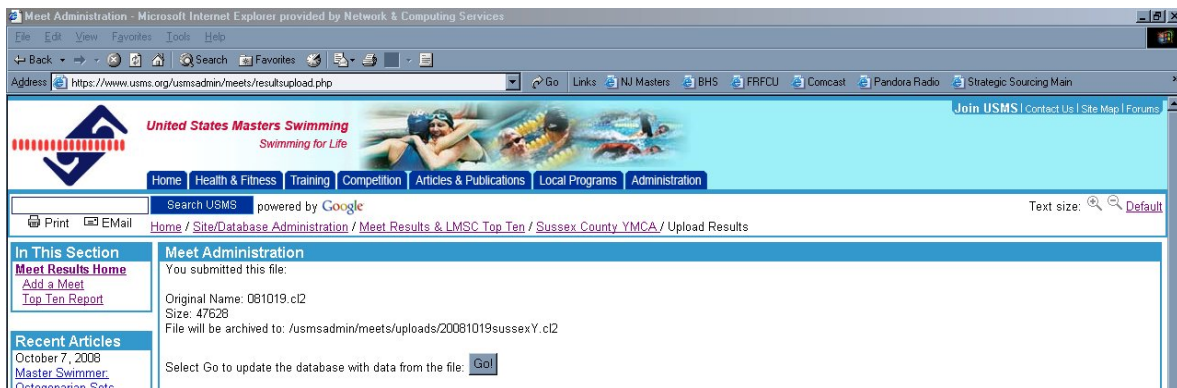
Results URL:

Other Meet Info:  (max 255 characters)

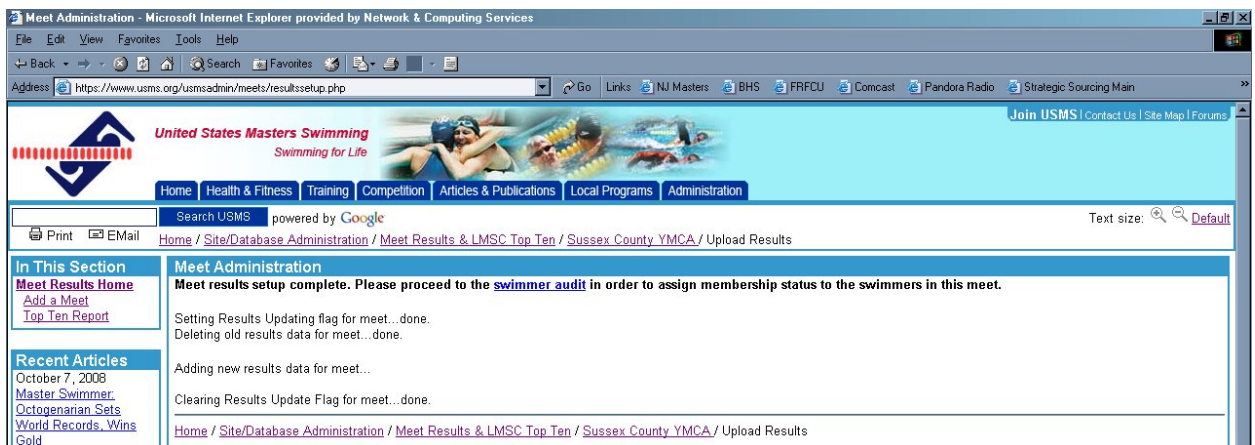
- You will now be on the "Meet Administration" page where you will upload your SDIF or .cl2 meet results file. Just click on the "Browse..." button and identify the file you wish to add. Then click on "Submit File."



- You will then see a verification screen, displaying the file name and size that you just submitted. Click on the "Go!" button to update the database with the data from your file.



- Once the meet results have been set up, you will receive a confirmation screen. Click on the "swimmer audit" link to begin the swimmer review process.



9. You will then be presented with any data discrepancies between the meet data and the on-line national registration database. (if you receive the message "No unconfirmed swimmers found," you are done! This means that all swimmer data matched the on-line registration data). The unconfirmed swimmers will be listed in a table and any data discrepancies will be listed in red. There are a few different types of mismatches:
  - a. Club abbreviation is incorrect.
    - i. The club abbreviation in the meet data may not be a valid club abbreviation. The correct club abbreviation, for those swimmers that are found on the registration database will be displayed in red.

**Meet Administration - Audit Swimmers**  
**Jason Nessel Memorial Invitation**

**Meet Details:** [\(change\)](#)      - [View Results](#)  
 Long Course Meters                      - [View Participating Swimmers](#)  
 July 26, 2008                                - [View Participating Teams](#)  
 Sanctioned by the New Jersey LMSC  
 Sanction # 078-S03

- Accept all Reg Club suggestions for Club Abbreviation:

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**Unconfirmed Swimmers (23):**

**All swimmers from this meet matching the registration database have been verified as members.**

[Add missing dashes to registration numbers](#) | [Find missing registration numbers](#) | [Find missing birth dates](#) | [Convert Swimmer ID'](#)

Name	Sex	Age	Birthdate	Club	Reg#	Status/Options
Lisa E Boettrich	F	27	1981-09-17	RAM	078T-02ROM	unconfirmed (change to <a href="#">member</a>   <a href="#">non-member</a>   <a href="#">foreigner</a> ) <a href="#">Edit</a>   <a href="#">Use registration details</a>
Tom Brunson	M	68	1940-03-03	GSM	078R-01Y0D	unconfirmed (change to <a href="#">member</a>   <a href="#">non-member</a>   <a href="#">foreigner</a> ) <a href="#">Edit</a>   <a href="#">Use registration details</a>
Richard C Clew	M	43	1965-09-21	RAM	078R-01YB8	unconfirmed (change to <a href="#">member</a>   <a href="#">non-member</a>   <a href="#">foreigner</a> ) <a href="#">Edit</a>   <a href="#">Use registration details</a>
Arnold DeGarcia	M	38	1970-05-29	RAM	078X-02XF8	unconfirmed (change to <a href="#">member</a>   <a href="#">non-member</a>   <a href="#">foreigner</a> ) <a href="#">Edit</a>   <a href="#">Use registration details</a>

- ii. Once you have confirmed that the club abbreviation displayed in red is accurate, for all of the incorrect entries (in the example above, all of the "RAM" entries from the meet results file should have been entered as "DRMS."), just type the correct club abbreviation (in this example, "DRMS") in the "Accept all Reg Club suggestions for Club Abbreviation:" field, and click on "Go." This will remove these mismatches from the display.
- b. Swimmer ID matches the database, but the other data (such as name spelling, birthdate, age, etc.) does not.
    - i. The data that does not match will be presented in red (the red data is from the on-line registration database), and the option to "Use registration details" will be available in the right column of the table (under "Status/Options").

Form

**Unconfirmed Swimmers (11):**

[Add missing dashes to registration numbers](#) | [Find missing registration numbers](#) | [Find missing birth dates](#) | [Convert Swimmer ID](#)

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Name	Sex	Age	Birthdate	Club	Reg#	Status/Options
Joseph F Donohue	M	65	1943-01-02	RAM	078S-01YJN Not Found	unconfirmed (change to <a href="#">member</a>   <a href="#">non-member</a>   <a href="#">foreigner</a> ) <a href="#">Edit</a>
Ralph C Hemeker	M	75	1933-03-03	GSM	078C-01Y4M Not Found	unconfirmed (change to <a href="#">member</a>   <a href="#">non-member</a>   <a href="#">foreigner</a> ) <a href="#">Edit</a>
Robert W McAdams	M	60 59	1948-10-08 1949-10-08	UNAT	0682-02Y6J	unconfirmed (change to <a href="#">member</a>   <a href="#">non-member</a>   <a href="#">foreigner</a> ) <a href="#">Edit</a>   <a href="#">Use registration details</a>
Florence B Melick	F	87	1921-02-02 1921-06-02	GSM	0783-01Y22	unconfirmed (change to <a href="#">member</a>   <a href="#">non-member</a>   <a href="#">foreigner</a> ) <a href="#">Edit</a>   <a href="#">Use registration details</a>
Ken Niemi	M	53	1955-03-02	GSM	078X-01Y82 Not Found	unconfirmed (change to <a href="#">member</a>   <a href="#">non-member</a>   <a href="#">foreigner</a> ) <a href="#">Edit</a>
Cande J Olsen	F	58	1950-01-03	RAM	078S-04NGD Not Found	unconfirmed (change to <a href="#">member</a>   <a href="#">non-member</a>   <a href="#">foreigner</a> ) <a href="#">Edit</a>
Thomas J Paterson Thomas J Patterson	M	31	1977-04-21	1776	088X-022KV	unconfirmed (change to <a href="#">member</a>   <a href="#">non-member</a>   <a href="#">foreigner</a> ) <a href="#">Edit</a>   <a href="#">Use registration details</a>
Kimberly Flewa	F	26	1982-01-01	GSM	078-01YN7 Not Found	unconfirmed (change to <a href="#">member</a>   <a href="#">non-member</a>   <a href="#">foreigner</a> ) <a href="#">Edit</a>

- ii. If the data in red is accurate, just click on the "Use registration details" link. This will automatically mark the swimmer as a "member."
- iii. If the data in red is not accurate, click on "Edit" and enter the correct data in the "Edit Swimmer" form that is provided.

Meet Administration - Edit Swimmer  
Jason Nessel Memorial Invitation (LCM)  
Jul 26, 2008

A likely match of the swimmer has been found in the registration database. If this is the swimmer you are looking for, click on "Select member" to choose this member and populate the edit form with their registration data.

Member	Options
Reg: 078S-01YJN 0682-02Y6J Donohue, Joseph F Birthday: 1943-01-02 Age: 65 Sex: M Club: DRMS Ranger Aquatics Masters	<a href="#">Select member</a>

Look up another name in the registration database for this swimmer listing:

Last Name:   Match any part of last name  
 Use soundex for matching last name

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Swimmer Details: (Registration differences in Red)

First Name:   
MI:   
Last Name:   
Swimmer ID:  (Not Found)  
Registration Number:  (Not Found)  
Sex:   
Age:   
Age Group:   
Birth Date:  /  /  (Use Edit year)

- iv. Continue through this process until all of the swimmers with matching IDs have been resolved.
  - v. Any swimmer who is not a USMS member should be identified as either a "non-member" or a "foreigner" by clicking on either one of these links as appropriate.
- c. Swimmer ID is not found in the database.

- i. In these cases, the words "Not Found" will be displayed in red.

**Unconfirmed Swimmers (11):**

[Add missing dashes to registration numbers](#) | [Find missing registration numbers](#) | [Find missing birth dates](#) | [Convert Swimmer IC](#)

Name	Sex	Age	Birthdate	Club	Reg#	Status/Options
Joseph F Donohue	M	65	1943-01-02	RAM	078S-01YJN <b>Not Found</b>	unconfirmed (change to <a href="#">member</a>   <a href="#">non-member</a>   <a href="#">foreigner</a> ) <a href="#">Edit</a>
Ralph C Hemeker	M	75	1933-03-03	GSM	078C-01T4M	unconfirmed (change to <a href="#">member</a>   <a href="#">non-member</a>   <a href="#">foreigner</a> )

- ii. For each of these swimmers, click on the "Edit" link and look up the swimmer.

**Meet Administration - Edit Swimmer**  
 Jason Nessel Memorial Invitation (L.C.M.)  
 Jul 26, 2008

A likely match of the swimmer has been found in the registration database. If this is the swimmer you are looking for, click on "Select member" to choose this member and populate the edit form with their registration data.

Member	Options
Reg: 078S-01YJN 078S-01YJN Donohue, Joseph F Birthday: 1943-01-02 Age: 65 Sex: M Club: DRMS Ranger Aquatics Masters	<a href="#">Select member</a>

Look up another name in the registration database for this swimmer listing:

Last Name:   Match any part of last name  
 Use soundex for matching last name

---

**Swimmer Details: (Registration differences in Red)**

First Name:   
 MI:   
 Last Name:   
 Swimmer ID:   
 Registration Number:  (Not Found)  
 Sex:   
 Age:   
 Age Group:   
 Birth Date:  /  /  (from 4-digit year)

- iii. If the swimmer's name (or a similar name) is found in the database, that information will already be displayed at the top of the page (see above example). If this is the correct member, click on "Select member"
- iv. If no swimmer is displayed (perhaps name is misspelled so no name could be identified), perform a look up by typing in the last name in the "Last Name:" field and click on "Lookup." A list of matching names will be displayed. Click on "Select member" if the correct swimmer is found.
- v. If all of the swimmer information is correct, click on "Submit" and the swimmer will be removed from the Unconfirmed Swimmers listing.
- vi. If, after performing a look up, no swimmer is found, confirm (with the registrar of their LMSC, or if no LMSC is known, with the meet director) whether the swimmer is actually registered with USMS or not.
  1. If the swimmer is a registered member, either wait for the registration data to appear and select that member from the look up, or enter the correct registration data manually and identify the person as a member.
  2. If the swimmer is not a registered member, indicate whether they are a "non-member" or a "foreigner."



Top Ten Submission - Microsoft Internet Explorer provided by Network & Computing Services

Address: <https://www.usms.org/usmsadmin/meets/topten.php>

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**Top Ten Submission**  
**Create a Top Ten Report**

To create a top ten submission file, fill out and submit the form below and then copy and paste everything from the resulting page into a plain text file and email that file to [topten@usms.org](mailto:topten@usms.org).

LMSC:

Course:

Year:

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14. This will take you to the next screen, which verifies the LMSC you submitted and will list all the meets to be included in this top ten report.

Top Ten Submission - Microsoft Internet Explorer provided by Network & Computing Services

Address: <https://www.usms.org/usmsadmin/meets/topten.php?LMSCID=7&CourseID=2&Year=2008>

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**Top Ten Submission**  
**2008 New Jersey LMSC Long Course Meters Meets**

Please review the list of meets below that will and will not be included in this report. Use the links for each meet to remove/include the meet in the top ten report. **Please resolve any unconfirmed swimmers noted below in red before creating the report.**

**Meets that WILL be included in this report:**

July 26, 2008, [Jason Nessel Memorial Invitation \(20080726nessel\)](#) [ [remove meet](#) ]

**Create Reports:**

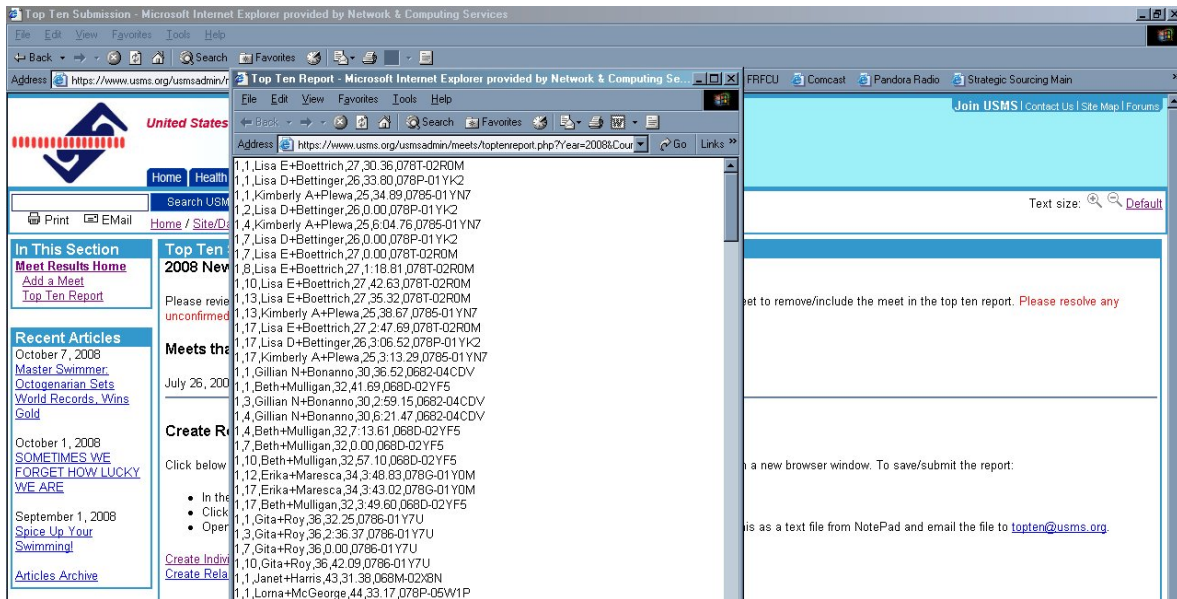
Click below to create an individual or relay top ten report using the meets shown above. The report will open in a new browser window. To save/submit the report:

- In the report browser window, select the entire contents of the window (control-a)
- Click in the report browser window and copy all text (control-c)
- Open a text editor such as Microsoft's NotePad and paste (control-v) the text into that window. Save this as a text file from NotePad and email the file to [topten@usms.org](mailto:topten@usms.org)

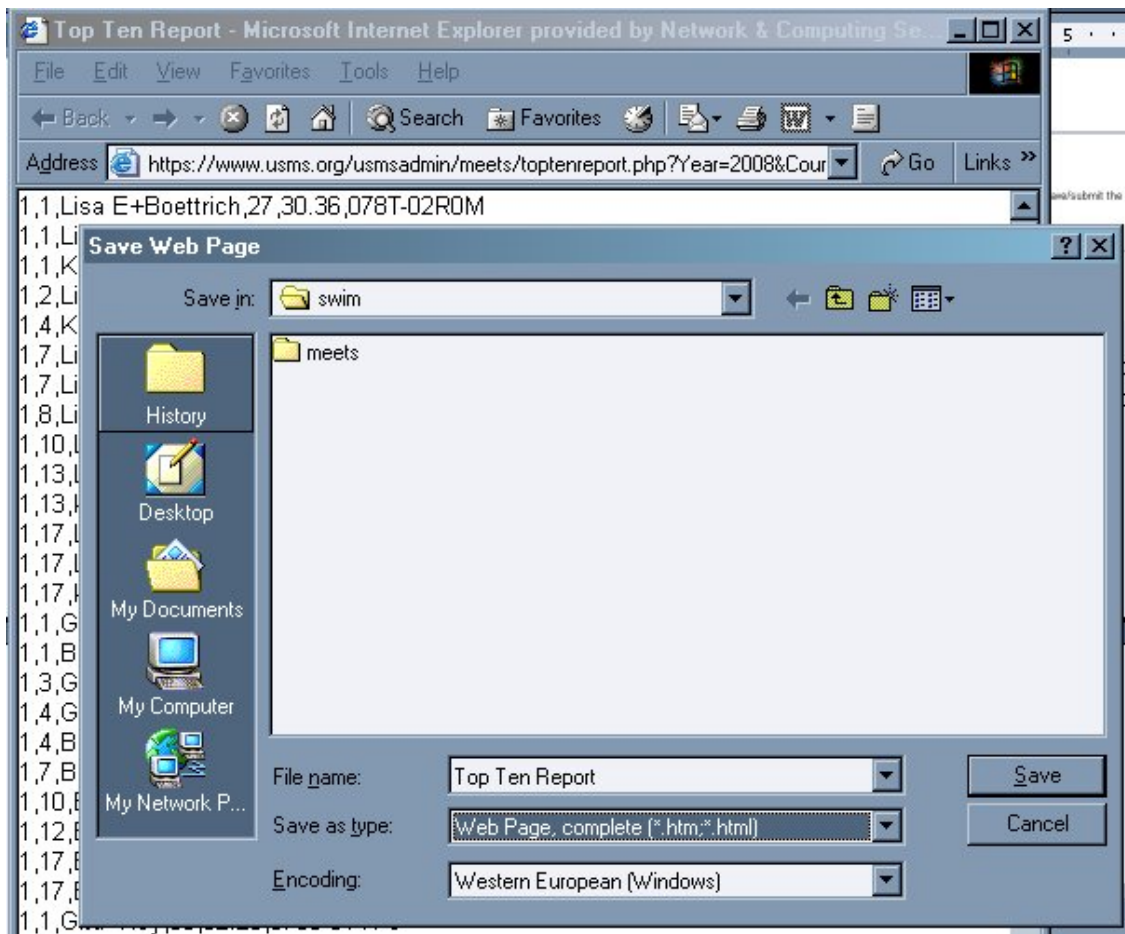
[Create Individual Top Ten Report](#)  
[Create Relay Top Ten Report](#)

15. Click on the "Create Individual Top Ten Report" to create the top ten file for your individual swims. Click on the "Create Relay Top Ten Report" to create the top ten file for your relays.

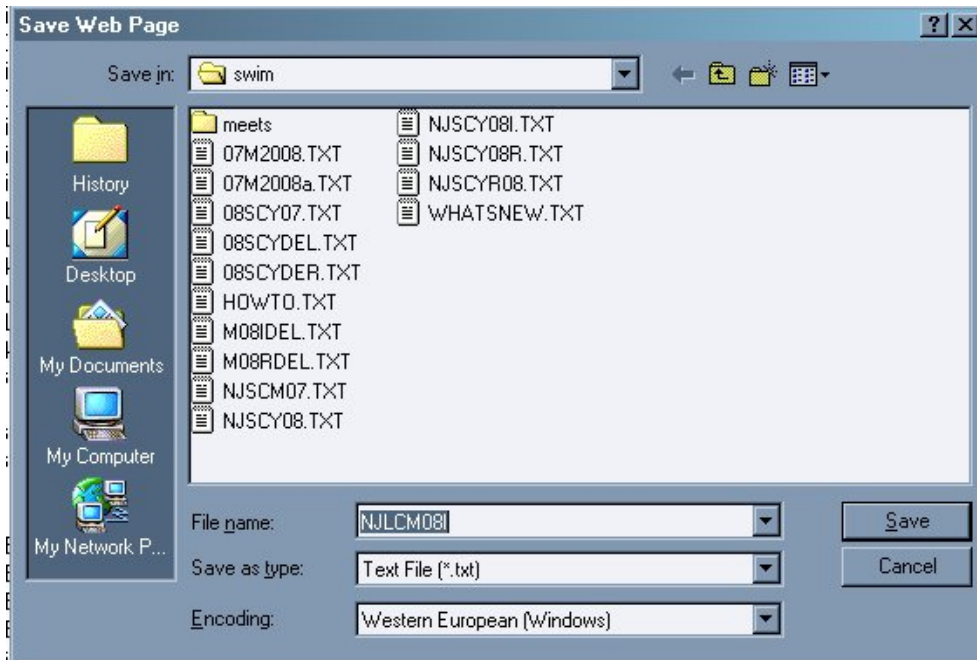
16. The report will appear in a separate browser window.



17. Click on File, Save as, and that will open a dialog box.



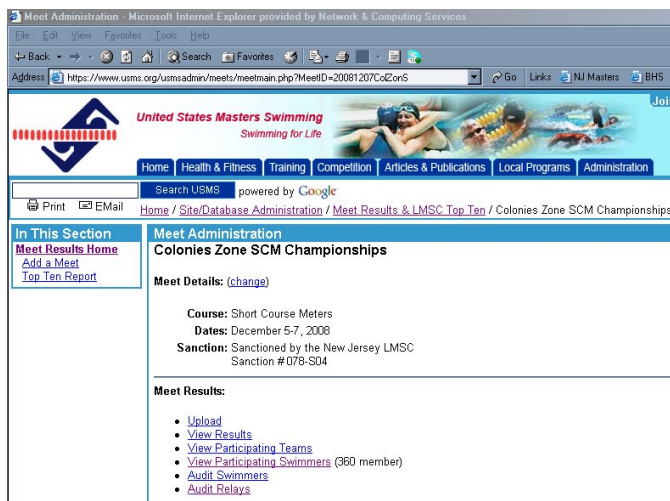
18. Select the folder you wish to "Save in:" and enter the file name you wish, and select "Text File (\*.txt)" under "Save as type") and click on "Save"



19. Repeat the same process for the Relay top ten file.
20. Submit both of these files to the National Swims Administrator for your LMSC's top ten submission.

### Editing a swimmer that has already been processed.

1. From the "Meet Results" home page, click on the meet you wish to work on. This will take you to the "Meet Administration" page. Click on "View Participating Swimmers"



2. All of the swimmers that had been previously processed will be listed here. You may click on "Edit" for any of these swimmers and edit the information for that swimmer.