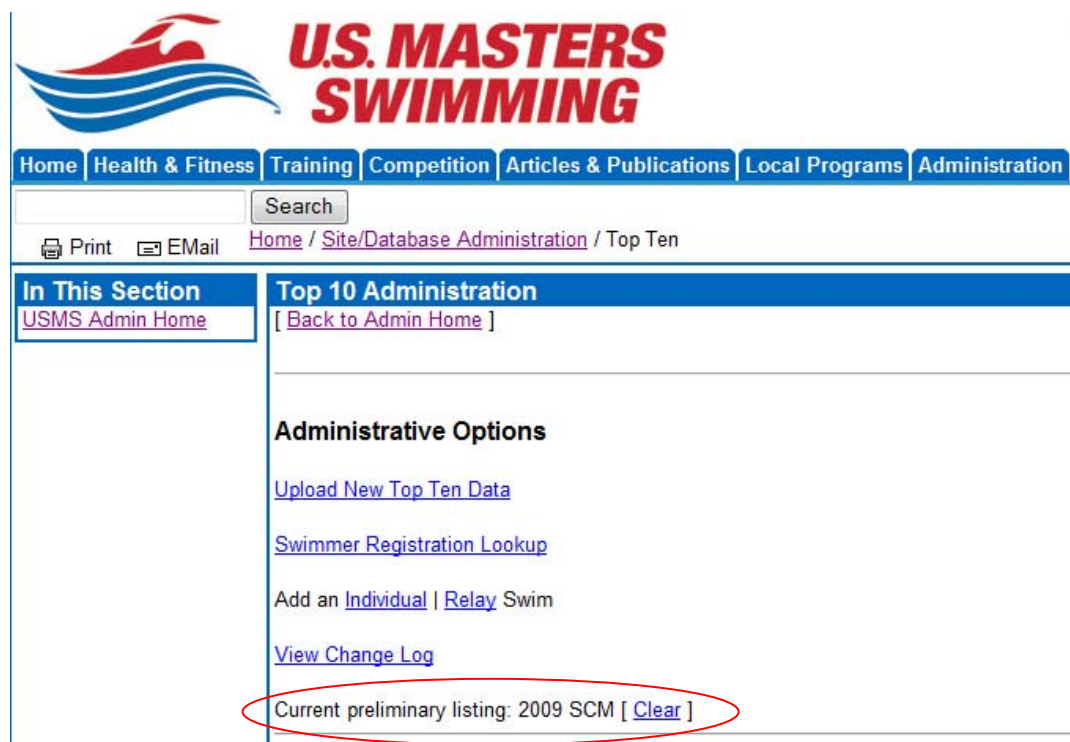


Instructions for Uploading Top Ten Files

Revised 3/18/2010

1. National Swims Administrator e-mails zipped file containing two Top Ten files – one for Individual swims and one for Relay swims. They will be differentiated in the file name with the letter I and the letter R somewhere in the file name.
2. Download and extract the two files
3. Log in to the USMS Admin site: <https://www.usms.org/usmsadmin/>
4. Select the “Top Ten” feature in the Administration menu
5. If this is the “Final” listing, clear the “Current preliminary listing” that is displayed on the “Top 10 Administration” screen



The screenshot shows the USMS Admin site interface. At the top is the logo for U.S. MASTERS SWIMMING. Below the logo is a navigation menu with tabs for Home, Health & Fitness, Training, Competition, Articles & Publications, Local Programs, and Administration. A search bar and a search button are located below the menu. Below the search bar are links for Print and EMail, and a breadcrumb trail: Home / Site/Database Administration / Top Ten. The main content area is divided into two columns. The left column is titled 'In This Section' and contains a link to 'USMS Admin Home'. The right column is titled 'Top 10 Administration' and contains a link to '[Back to Admin Home]'. Below this is a section titled 'Administrative Options' which includes links for 'Upload New Top Ten Data', 'Swimmer Registration Lookup', and 'Add an Individual | Relay Swim'. At the bottom of this section is a link for 'View Change Log'. A red circle highlights the text 'Current preliminary listing: 2009 SCM [Clear]' at the bottom of the page.

6. If this is the “Preliminary” listing, the following option appears:

No preliminary listing found. Set one now?

Year:

Course:

If this is the first time uploading the file, the preliminary flag is set during the upload process (see below). If the file has already been loaded and it was not set to preliminary, it can be set to preliminary by selecting the appropriate year and course using this option.

7. Click on “Upload New Top Ten Data” which will display the following:

Upload New Top Ten Data

[[Back to Admin Home](#) | [Top Ten Home](#)]

Use this form to upload a delimited text file to the server and replace the current data in the database for a given year/course with that from the uploaded text file. The text file must contain all top ten data for the selected year and course (no partial uploads). Also, please specify whether the text file contains data for relay or individual events.

File:

Year: (4-digit)

Type of Data: Individual
 Relay

Course: Short Course Yards
 Long Course Meters
 Short Course Meters

File Format: * See descriptions below

Preliminary: Check here to mark this data as "preliminary" when displaying to visitors

- a. Browse for the Individual file that was extracted from the zip file. (the file containing the "I" in the file name).
 - b. Enter the 4 digit year
 - c. Select "Individual"
 - d. Select appropriate "Course"
 - e. File Format can not be changed
 - f. Select "Preliminary" only if this is the Preliminary listing
 - g. Click on "Submit File"
8. The following screen appears:

Upload New Top Ten Data

[[Back to Admin Home](#) | [Top Ten Home](#)]

You submitted this file:

Name: /tmp/phpHGqEfx

Original Name: T15S09IW.TXT

Size: 326049

Type: text/plain

File successfully copied to /home/.sites/106/site3/web/usmsadmin/tt/upload/T15S09IW.TXT

Select Go to update the database with data from the file:

Click on "Go!"

9. The following screen appears:

Merge New Top Ten Data

Setting Top Ten Update Flag for web site...done.

Deleting current top ten data for this course/year from database...done. 0 rows deleted.

Inserting new top ten data into database...done.

Clearing Top Ten Update Flag for web site...done.

Completed inserting 6698 top ten rows into database.

[Click Here](#) to assign missing club and LMSC IDs

Click on "Click Here" to assign missing club and LMSC IDs

10. The following screen appears:

Top Ten Swimmers Club Assignment

All clubs have been assigned for top ten swimmers wherever the club data was found in the registration database.

Individuals: 6716 assigned, 0 failed

Relays: 21 assigned, 0 failed.

[Return to Upload Page](#)

Click on "Return to Upload Page"

11. Repeat the process for the Relay file (the file containing the "R" in the file name).

12. Once the relays have been loaded the process is complete.

Additional steps:

1. From the Top Ten Admin page, one can check for missing information in both individuals and relays by using these options:

Search for Missing Top Ten Individual Info for:

Course:

Year:

Search for Missing Top Ten Relay Swimmer Info for:

Course:

Year:

Lately, there have been no rows with missing information, but if there are, this will display them

2. Update the What's New section of usms.org
 - a. From the site database administration main menu, select "What's New? Entries"

Release Date	Headline/Teaser
03/16/10	Summer Nationals The order of events, qualifying times

- b.
- c. Click on "Add a What's New Entry"
- d. Fill in the necessary information (Teaser alone is sufficient for Top Ten)

What's New Administration
Please fill out the form below and click Submit to add an entry.

Release Date: , (use 4-digit years)

Title:

Teaser: (the Teaser is what is displayed on the home page)

Public: (Check here to make this entry publicly available)

URL: (optional - send users to an external URL rather than providing a body below)

Body: (leave Body empty if teaser info is sufficient)

- e.
- f. Mark it "Public"
- g. Click on "Submit"