

Creating a Top Ten Report for Relay Swims

Revised 10/13/2011

At the end of each swim season, the LMSC Top 10 recorder must compile and submit a Top 10 tabulation report to the National Swims Administrator. LATE SUBMISSIONS WILL NOT BE ACCEPTED. The reports are due as follows:

Course	Times Performed by:	Tabulation Due Date:
SCY (short course yards)	May 31	<i>June 30</i>
LCM (long course meters)	September 30	<i>October 20</i>
SCM (short course meters)	December 31	<i>January 26</i>

Your Top Ten submission should contain two files:

- one for **individual** swims, and
- one for **relay** swims.

Accessing the USMS Administrative Tools

Go to <https://www.usms.org/usmsadmin/> to log in with your user name and password.

Home / Site/Database Administration

USMS Site/Database Administration

Welcome to The USMS Site Administration

Login with your username and password:

[Forgotten Your Password?](#)

Login is required to access the administrative area.

Enter your login ID and password

LMSC Tools

- [LMSC Information](#)
- [LMSC Officer Listing & EMail Aliases](#)
- [Meet Results & Top Ten](#)
- [Sanctions & Calendar of Events](#)

Select "Meet Results & Top Ten" (your menu may look different from this one)

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Indiana LMSC Meet Administration

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Showing All Available [Seasons](#) (12 me

Select "Top Ten Report"

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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 email that file to topten@usms.org.

LMSC:

Course:

Year:

Enter your LMSC name (it may already be chosen for you), the course, and the year for which you want to create the report. This will be the year in which the season ended. See the date chart on Page 1.

Top Ten Submission

2011 Arizona LMSC Short Course Yards Meets

Please review the list of meets below that will and will not be included in this report. You may remove/include the meet in the top ten report. **Please resolve any unconfirmed swimmers or relays before creating the report.**

Meets that are INELIGIBLE for USMS Top 10:

The following meets are not eligible for USMS Top 10 consideration for the reasons shown. If these reasons are incorrect, please edit the meet to make it eligible for top 10 consideration.

June 1 - August 31, 2010, [TriSwim Postal](#) (20100601TRIPSTY) [[edit meet](#)] (Postal event)
 October 1 - December 31, 2010, [15 Minute Postal Swim](#) (2010100115PSTY) [[edit meet](#)] (Postal event)

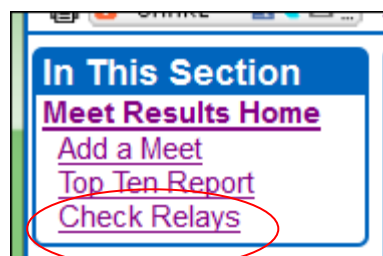
Meets that WILL be included in this report:

September 26, 2010, [Phoenix Swim Club Masters 2010 Fall Meet SCY](#) (20100926PHXSWY) [[remove meet](#)]
 November 7, 2010, [Phoenix Swim Club Masters 2010 SCY Pentathlon](#) (20101107PHXPENY) **1 unconfirmed swimmers** [[remove meet](#)]
 January 30, 2011, [21st Annual Polar Bear Classic](#) (20110130POLARBY) **2 unconfirmed relays** [[remove meet](#)]
 March 6, 2011, [2011 Sun Devil Masters Invite](#) (20110306SUNDEVY) [[remove meet](#)]
 April 1-3, 2011, [SW Zone/ Arizona State Championship](#) (20110401SWZONEY) **1 unconfirmed swimmers 57 unconfirmed relays** [[remove meet](#)]
 April 28 - May 1, 2011, [2011 U.S. Masters Swimming Spring National Championship](#) (20110428scnatsY) **10 unconfirmed relays** [[remove meet](#)]

First resolve any unconfirmed swimmers or relays that appear in red in the meet list

Next, use the Top Ten Relay check tool:

Use this tool to check your relays before creating your Top Ten submission.



A screenshot of the 'Relay Check Tool' form. The form has a blue header with the text 'Relay Check Tool'. Below the header, there are three fields: 'LMSC:' with a dropdown menu showing 'North Carolina', 'Year:' with a text input field containing '2011', and 'Course:' with a dropdown menu showing 'SCY'. At the bottom of the form is a 'Go' button.

The relay check tool will automatically correct various errors that it finds in the relay results, including the following examples.

Wrong age group:

Relay 69311 will be updated to the following:
MeetID: 20110109LATTIFY (2011 Lattof YMCA Masters Swim)
Dates: 2011-01-09
CourseID: 1 (SCY)
Relay Status: member
Event Status: OK
Club Abbreviation: ELG
Gender: X
Age Group: 45+ (**currently 55+**)
minAge: 45, sumAges: 190, newAgeGroupID: 4, newAgeGroup: 45+
Swimmers (4 total - 2 M, 2 F):
Tammy J Schlau, F46, 211Y-073WB, ELG, member
Lex Pegues, M50, 211Z-01KNX, ELG, member
Amanda L Stiberth, F45, 2110-02WMX, ELG, member
Mark D Schark, M49, 211F-02UPF, ELG, member

Relay was entered as a 55+ relay. Youngest swimmer is 45 so it should be a 45+ relay

Relay is listed as the wrong club:

Relay 67111 will be updated to the following:
MeetID: 20101121BRAWLY (NCAM Fall Brawl Mas
Dates: 2010-11-21
CourseID: 1 (SCY)
Relay Status: member
Event Status: OK
Club Abbreviation: NCMS (**currently RAM**)
Gender: F
Age Group: 18+
minAge: 23, sumAges: 112, newAgeGroupID: 1, newAgeGroup: 18+
Swimmers (4 total - 0 M, 4 F):
Kathleen Carroll, F25, 1300-06W4X, NCMS, member
Amy B Corona, F26, 130K-06U0F, NCMS, member
Madeline Parra, F23, 130C-06U6X, NCMS, member
Erika L Braun, F38, 1305-023KN, NCMS, member

Relay was entered as Club RAM. All relay swimmers are members of club NCMS

More than one club on the same relay:

Relay 68150 will be updated to the following:
MeetID: 20101211NCHOOTY (SwimMAC (North Carolin
Dates: 2010-12-11
CourseID: 1 (SCY)
Relay Status: member
Event Status: EXH (**currently OK**)
Club Abbreviation: NCMS (**3 different clubs found**)
Gender: M
Age Group: 25+
minAge: 28, sumAges: 163, newAgeGroupID: 2, newAgeGroup: 25+
Swimmers (4 total - 4 M, 0 F):
Christopher H Byers, M45, 131T-023N3, NCMS, member
Doug Miller, M40, 1318-073W7, UNAT, member
Peter G Hollett, M50, 130K-023CD, NCMS, member
Andrew J Scheerhorn, M28, 550K-06RGT, CAT, member

Relay will be marked as EXH (Exhibition) because not all relay members are members of the same club

Mixed relay with three women and one man:

Relay 68151 will be updated to the following:
MeetID: 20101211NCHOOTY (SwimMAC (North Carolina) Holiday Hoot)
Dates: 2010-12-11
CourseID: 1 (SCY)
Relay Status: member
Event Status: EXH **(currently OK)**
Club Abbreviation: NCMS
Gender: X
Age Group: 25+
minAge: 29, sumAges: 160, newAgeGroupID: 2
Swimmers (4 total - 1 M, 3 F):
Shelley L Bear, F43, 1307-023X0, NCMS, member
Hernan A Nino-Acosta, M34, 1303-062RB, NCMS, member
Kimberly A Bill, F29, 1309-03307, NCMS, member
Deb Ruebel, F54, 131X-05YBX, NCMS, member

Relay will be marked as EXH (Exhibition) because the mixed relay team did not contain two women and two men

Relay did not have four swimmers:

Relay 69349 will be updated to the following:
MeetID: 20110109LATTOFY (2011 Lattof YMCA Masters Swim)
Dates: 2011-01-09
CourseID: 1 (SCY)
Relay Status: unconfirmed
Event Status: EXH **(currently OK)**
Club Abbreviation: IM **(currently VQRF)**
Gender: X
Age Group: 35+
minAge: 35, sumAges: 117, newAgeGroupID: 3, newAgeGroup: 35+
Swimmers (3 total - 2 M, 1 F):
Joseph R House, M36, 211P-05PH3, IM, member
Karen L Grabowski, F35, 2117-02WR6, IM, member
Julian M Murphy, M46, 2111-062T0, IM, member

After you have reviewed the changes that will be made, click the "Commit now" link at the top of the page:

[Home](#) / [Site/Database Administration](#) / [Meet Results & LMSC Top Ten](#)

Relay Check Tool

Check for Relay Errors for 2011 SCY in the North Carolina LMSC

The following changes will be made when you commit them to the database ([commit now](#)):

Click "commit now"

The relays have now been corrected and you can proceed with creating your Top Ten submission.

Create Reports:

Click below to create an individual or relay report in a new browser window. To save/submit the report, click on "Preview report content". The report will be generated and you will be able to view it.

- 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 the file as a text file from NotePad and email the file to topten@usms.org.

[Create Individual Top Ten Report](#) [[Preview report content](#)]
[Create Relay Top Ten Report](#) [[Preview report content](#)]

[Home](#) / [Site/Database Administration](#) / [Meet Results & LMSC Top Ten](#) / Top Ten Submission

Next, click on "Preview report content" to view what will be included in your Top Ten report. This is a good way to catch errors or omissions before you generate the Top Ten report.

The Preview opens in a new window or tab. Here is a portion of the preview:

Michigan Top 10 Relay Submission Preview for 2011 SCY (June 1, 2010 to May 31, 2011)	
Women 18+ 200 Y Medley Relay	
1	2:09.18 MICH, F18+, 02/20/2011 West Michigan Masters 24 Annual Swim Classic Kelsey M Stieber, F19, 191J-075N0 Brianna C Crandall, F19, 191C-075VY Jacqueline Scholz, F19, 191J-077R1 Kelly L Hungerford, F20, 1919-075VA
2	2:11.67 MICH, F18+, 02/20/2011 West Michigan Masters 24 Annual Swim Classic Rachel Cush, F26, 1913-062FV Connie S Cantrell, F39, 1918-028WH Sue D Berger-Mann, F50, 1913-02987 Emily J Bartlett, F18, 191B-073KP
Women 25+ 200 Y Freestyle Relay	
1	2:13.69 MICH, F25+, 01/23/2011 Harper Creek Splash and Dash Maddie Diedo, F52, 1912-028U9 Jeanine Plushnik, F51, 191F-06SJK Lindsay A Thomas, F30, 1911-0758F Tarvn Vitale, F33, 191K-0758K

Look through the preview to verify the accuracy of your data. In the above example there are no obvious errors.

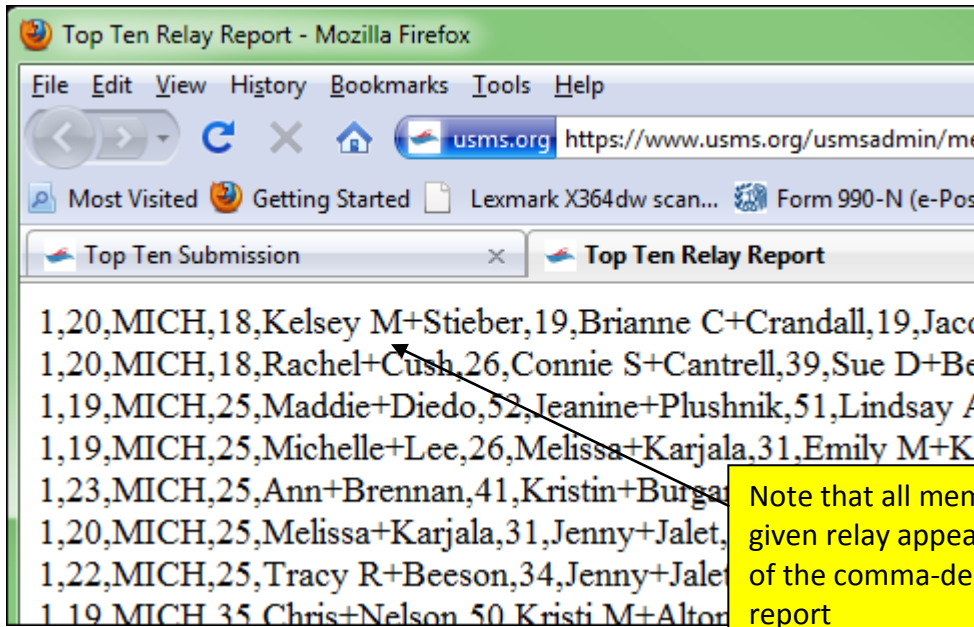
Once you are satisfied that the report is accurate, go back to the previous window or tab.

Open a text editor, such as Microsoft Notepad and save this as a text file from NotePad and email the file to [top](#)

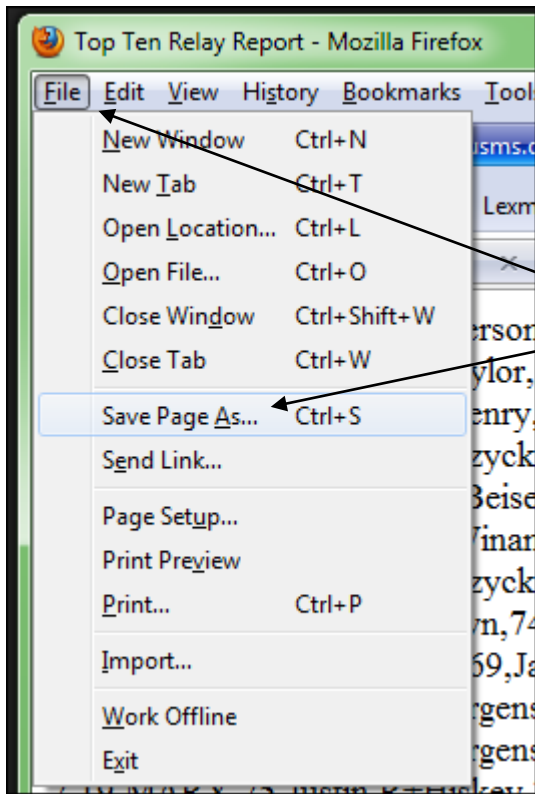
[Create Individual Top Ten Report \[Preview report content \]](#)
[Create Relay Top Ten Report \[Preview report content \]](#)

Click on "Create Relay Top Ten Report" to create the submission file for your LMSC's relay swims

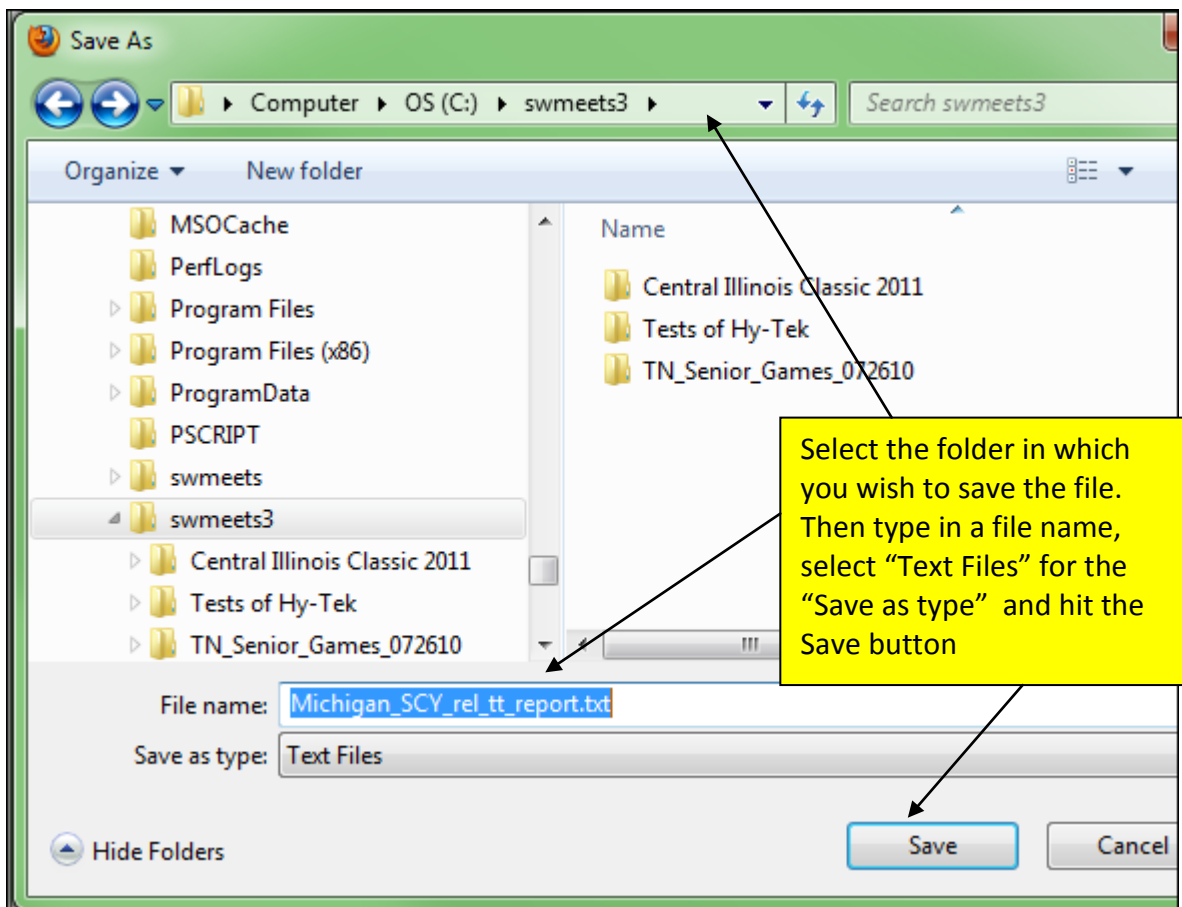
The report will appear in a separate browser window or tab. Here is an example of part of the report:



Note that all members of a given relay appear on one line of the comma-delimited report



Click on File, then Save Page As... you will see a new dialog box.



Your Top Ten relay submission has been created!

Submit this file, along with the previously-created individual submission, to the National Swims Administrator:

Mary Beth Windrath
20 Gardner Place Apt 80
Oneonta, NY 13820
TopTen@usms.org