

## Manually Entering a Swimmer's Times

Occasionally you might receive some meet results that are not in an electronic format. If one or two members swim in a USA Swimming sanctioned event, for example, you need to enter those meet results into the database without uploading the results of all of the USA members. If your LMSC hosts a very small, hand-timed meet, they might just put the results into a spreadsheet.

The tools give you the ability to manually add a meet and the participants' times to the database.

You can also use this tool to add one swimmer to a meet that you have previously uploaded.



From the main page, click "Add a new meet"

**North Carolina LMSC Meet Administration**

[Add a new meet](#)

Showing All Available North Carolina Meets in Current Seasons (9 meets)

Filter List of Meets:

Select an existing meet to administer:

Dates	Course	LMSC	Swimmers	2011 Meets
Jun 25, 2011	LCM	NC	42 member	<a href="#">ENC Long Course Splash (20110625ENCSPLL)</a> [ <a href="#">Delete Me</a>
Apr 2-3, 2011	SCY	NC	193 member	<a href="#">2011 NC Short Course Yards Championship Meet (2011040</a> <a href="#">Meet ]</a>
Mar 5, 2011	SCY	NC	75 member 1 nonmember	<a href="#">Frank Clark Masters Open (20110305FRANKCY)</a> [ <a href="#">Delete M</a>
Feb 26, 2011	LCM	NC	17 member	<a href="#">North Carolina Triangle Distance Series 3 (20110226NCTDS</a>
Jan 29-30, 2011	SCY	NC	172 member	<a href="#">North Carolina Sunbelt Championships (20110130NCSUNC</a>

## Meet Administration - Add a Meet

(\* = Required)

\***Identifier:**  (Up to 6 character abbr 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)

USMS National  
Championship?:

On Line Entries Used?:

Make up a 6-character meet identifier

Enter the meet information. The fields with asterisks are required. For a meet that was sanctioned by USA Swimming, enter it as "USMS Recognized."

**Meet Administration**

**2011 NC Wave Capital City Invitational**

**Meet Details:** ([change](#))

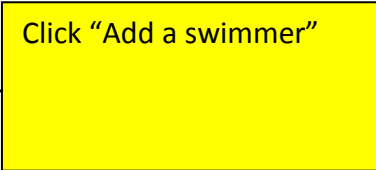
**Course:** Long Course Meters  
**Dates:** June 10-12, 2011  
**Sanction:** Recognized by the North Carolina LMSC

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**Meet Results:**

- [Upload](#)
- --OR-- [Add a swimmer](#)  
(use this option only if you don't have a results file to upload but would like to manually add individual swimmers and results to the meet)

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Instead of selecting "Upload," you will select "Add a swimmer." This selection allows you to manually add swimmers and results to the meet.

Continued on next page....

## Meet Administration - Add Swimmer

### Speedo Championship Series Sectional (USA meet) (LCM)

Jul 21-24, 2011

To look up members and have a chance to auto-populate the form below with search criteria and select Lookup:

Last Name:   Match any part of name  
 Search for swimmer

Swimmer ID:   
(last 5 characters of reg #)

Birth Date:   
(format YYYY-MM-DD)

LMSC:

Search for the swimmer.  
You can choose the LMSC  
to narrow down the results.

ID: 07GV4 Braun, Emma Birthday: : Age: 18 Sex: F Club: SCAM Strawberry Canyon Aquatic Masters	
Reg: 1313-023KN ID: 023KN Braun, Erika L Birthday: : Age: 39 Sex: F Club: NCMS	<a href="#">Select Member</a>
Reg: 3310-04909 ID: 04909 Braun, Jason B Birthday: : Age: 36 Sex: M Club: CVMM	<a href="#">Select Member</a>

Click "Select member"

**Swimmer Details: (Current swimmer details in Red)**

First Name: Erika ( )

MI: L ( )

Last Name: Braun ( )

Swimmer ID: 023KN

Registration Number: 1313-023KN ( )

Sex: Female ( )

Age: 39 ( )

Age Group: 35-39

Birth Date: Feb / 1 / 1972 (use

Club Abbr: NCMS ( )

Status: unconfirmed  
unconfirmed  
member  
foreigner  
nonmember

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The form gets populated with that member's registration information. Choose "member" to indicate the person is a registered member

Club Abbr: NCMS ( )

Status: member

Submit

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Then click "Submit"

## Meet Administration - Swimmers

### 2011 NC Wave Capital City Invitational

Meet Details: ([change](#))

**Course:** Long Course Meters

**Dates:** June 10-12, 2011

**Sanction:** Recognized by the North Carolina LMSC

The swimmer is entered. Now click "View/Edit Swims" to enter her times.

Swimmers (1 Total):

[Add a new swimmer to the meet](#)

Name	Sex	Age	Birthdate	Club	Reg#	Status/Options
Erika L Braun	F	39	1972-02-01	NCMS	1313-023KN	member <a href="#">Edit Swimmer</a>   <a href="#">View/Edit Swims</a>

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## Swimmer Results from 2011 NC Wave Capital City Invitational

### Swimmer Results from 2011 NC Wave Capital City Invitational

Results for Erika L Braun, F39, NCMS

[Add a new swim for this swimmer](#)

[Add a new relay including this swimmer](#)

[View a list of all swimmers](#)

No individual event results found for this swimmer at this meet.

We are adding individual swims

## Meet Administration - Add A Swim

### 2011 NC Wave Capital City Invitational

Meet Details: ([change](#))

**Course:** Long Course Meters

**Dates:** June 10-12, 2011

**Sanction:** Recognized by the North Carolina LMSC

### Swimmer

Erika L Braun, F39, NCMS ▾

### Event Details

Event Number

**Distance**

**Stroke**

**Round** (most Masters meets are

If this is a split request swim, the

Heat

Lane

Seed Time

**Final Time**

**Event Status**

Place

Points

Add Swim

Enter as much information as you have. The bold fields are required.

Then click "Add Swim"

See next page for a definition

Lane  
 Seed Time  
 Final Time  
 **Event Status**  
 Place  
 Points

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The event status will typically be "OK," which means it was a legal swim with a valid time. (Otherwise you would probably not be entering the swim.)

**Swimmer Results from 2011 NC Wave Capital City Invitational**

**Swimmer Results from 2011 NC Wave Capital City Invitational**

Results for Erika L Braun, F39, NCMS

[Add a new swim for this swimmer](#)  
[Add a new relay including this swimmer](#)  
[View a list of all swimmers](#)

**Women's Results**

Women 35-39 50 Meter Freestyle Prelims

[Edit Swim or Request Splits](#) | [Delete Swim](#)

Pl	Name	Age	Club	Seed Time	Final Time	Points
---	Braun, Erika L	39	NCMS	NT	27.17	

The 50 Free swim has been entered. To continue adding swims, click "Add a new swim for this swimmer"