

Top10 Recorders – Getting Started

Thank you for volunteering to serve as your LMSC’s Top10 Recorder! This document is designed to help you get familiar with the resources on the usms.org website, both for you and for your members. Please don’t be overwhelmed – it looks like a lot but it goes quickly and much of it involves “playing” with the various search tools that are available to our members. Let’s get started!

1) The USMS Guide to Operations

This is the handbook for all LMSC officers, for how to run an LMSC. It is organized by sections.



Scroll down to the Top 10 / Records and Tabulations section.

Read through each of these links:

Top 10 / Records and Tabulations:

- [Getting Started: Overview for New Top 10 Recorders](#)
- [Changes for 2013](#)
- [General Top 10 / Records Information](#)
- [TUTORIALS: Top 10 Recorder Tutorials](#)
- [Application for USMS and/or World Record](#)
 - [Letter to request proof of age](#)
- [Relay All-American patch and certificate request form](#)
- [Pool Length Form and Measurement Procedures](#)
 - [List of measured pools by state](#)
- [Top 10 Knowledge Center](#)
- [Request for Access Form](#)
- [How to get your times to count for Records and Top 10 \(2009 workshop\)](#)
- [USA Swimming Standard Data Interchange Format \(SDIF\) specification document](#)

See more on this topic on next page

Under the "Top Ten Tutorials," look through all of the links shown in the below illustration. Don't worry about remembering everything; just skim through to get an idea of the information available so that you'll be able to reference it later.

[Home](#) ▶ [For Volunteers](#) ▶ [Guide to Operations](#)

Top Ten Tutorials

Submitting Meet Results to the USMS Database

- [Setting Up Your Login ID](#)
- [Create a CL2 file from a Hy-Tek meet results file](#)
- [Using the Registration Lookup tool](#)
 - [Form to request database access](#)
- [Upload meet results to the USMS database](#)
- [Editing an incorrect time for a swim](#)
- [Adding a split request](#)
- [Manually adding a swimmer's times \(or an entire meet\)](#)
- [Adding a swimmer name to a relay](#)

Creating a Top Ten Tabulation Report

- [Create a Top Ten report - Individuals](#)
- [Create a Top Ten report - Relays](#)
- [Top Ten report checklist](#)

Hy-Tek Tutorials for Meet Directors

- [Setting up a Masters Meet in Hy-Tek](#)
- [Importing an RE1 file into Hy-Tek](#)
- [Running a Meet Using Alternate Team Names](#)
- [Exporting Meet Results](#)
 - [Excluding Specific Events from a Results Export File](#)
 - [Exporting the Masters Only From a Mixed Meet](#)

Miscellaneous

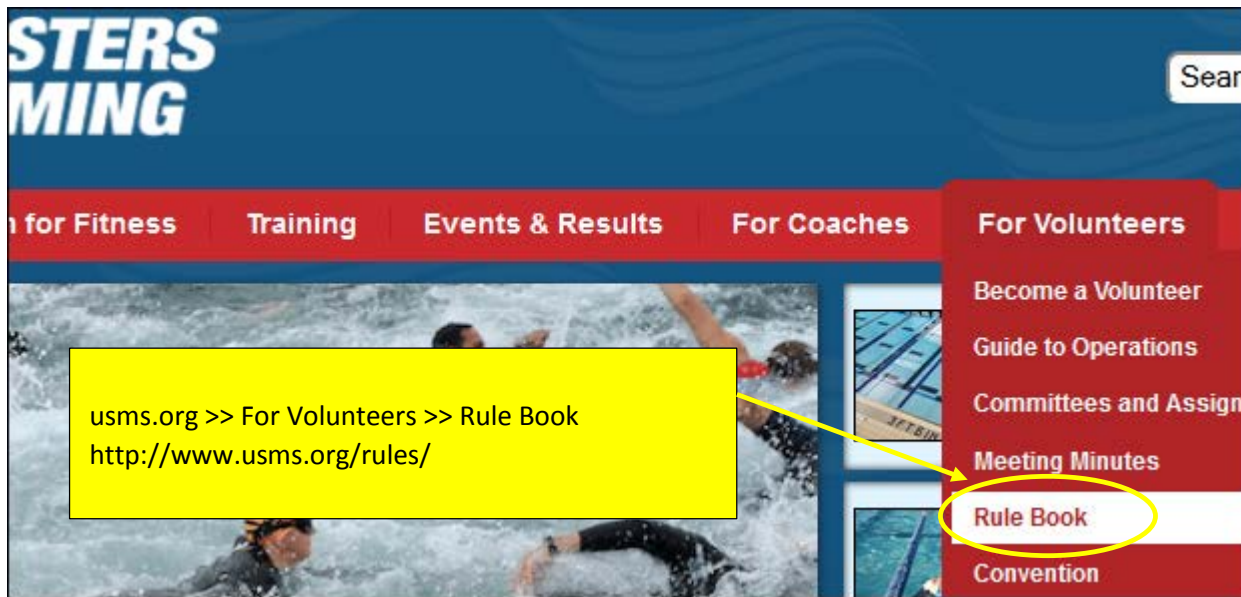
- [Explanation of USMS ID format](#)

Next, go back to the main page of the Guide to Operations and read the "General Sanction Information" link in the Sanctions section. Again, don't worry about remembering everything; again, you may just need to reference this document someday.

Sanctions:

- [General Sanction Information](#)
- [Online Sanction/Recognition Application](#)
- **Online Sanction Application Process**
 - [Tutorial for Event Directors](#)
 - [Worksheet for Event Directors](#)
 - [Submit an Update to an Event Already on the Calendar](#)
 - [Tutorial for Sanctions Chairs](#)
- **Paper Sanction Forms**
 - [Official Sanction](#) (rev. 11/17/11)
 - [Official Recognition](#) (rev. 11/17/11)
- [Swimmer's Declaration of Intent for Dual-Sanctioned Meets](#)
- [Split Notification Form](#)
- [Official Relay Card](#)

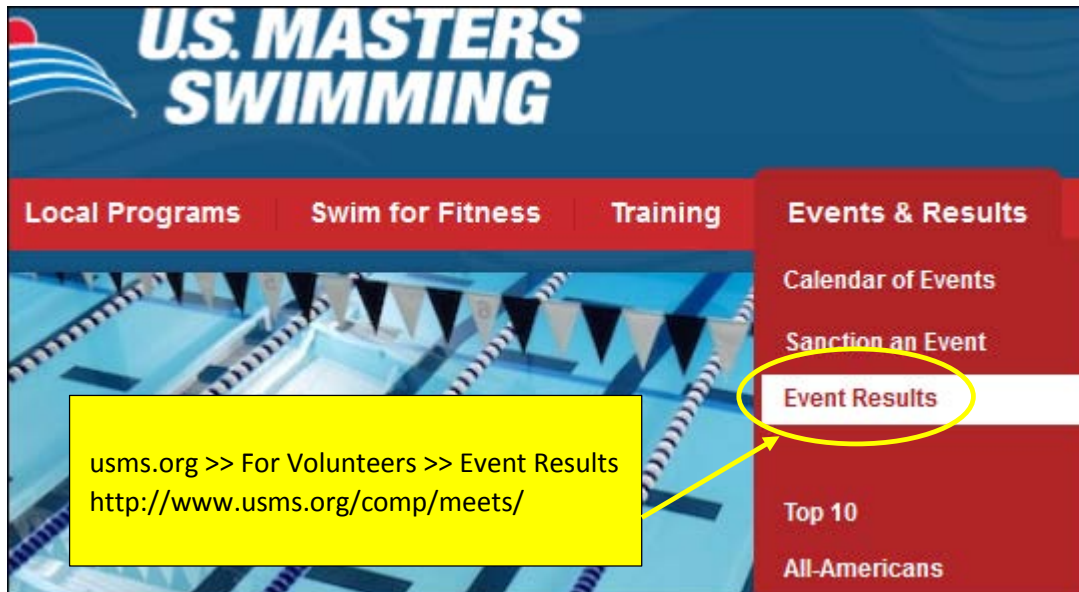
2) The USMS Rule Book



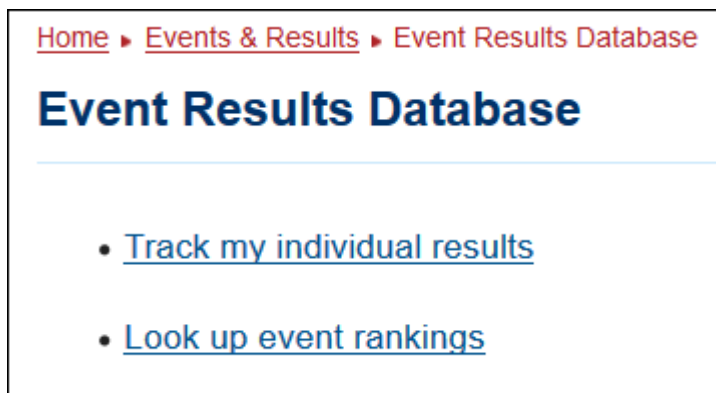
The Rule Book is broken up into sections for easier viewing on the web.
At a minimum, read the following sections:



3) The USMS event results database

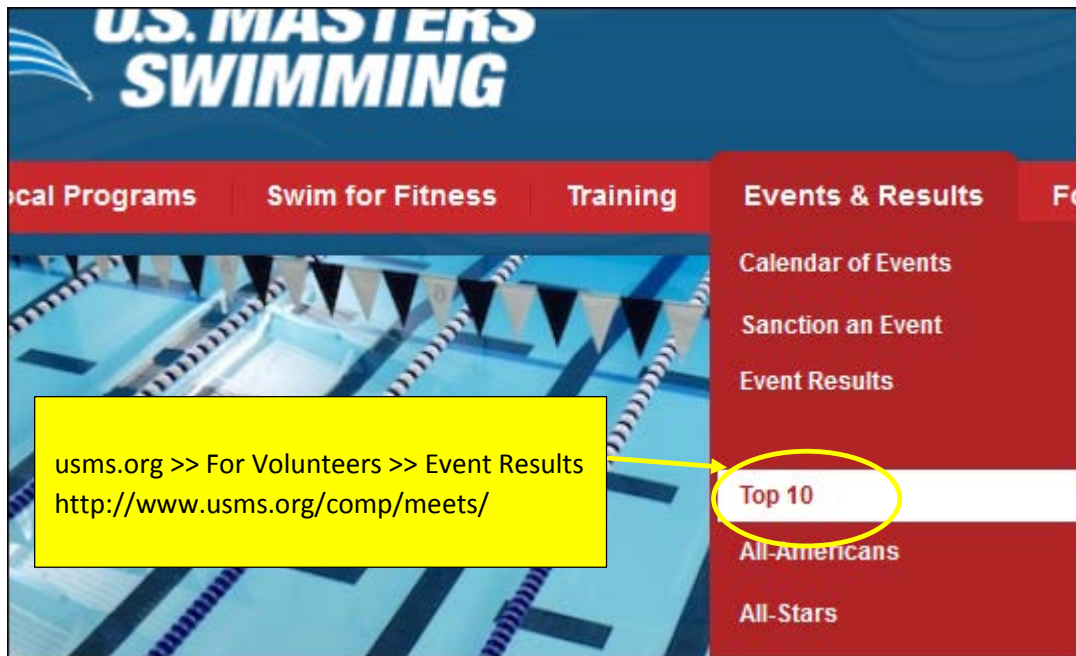


Once you're there, play with these two links:



When a Top10 recorder uploads meet results, they become part of this database and visible through the above links. Try searching on various names for the individual events, and on various age groups for the event rankings.

4) The USMS Top Ten listings



Get familiar with the different ways that a member can view our Top10 listings, and can create their own customized LMSC or club listings. Play around with all of these functions:

View the Top Ten Listings:

- Top Ten listings by age group / year / course: [Individual](#) | [Relay](#) events
- [Search](#) for all Top Ten listings for any swimmer
- LMSC / Zone / Club listings:
[LMSC Top Ten Summary](#) for all years
[Individual](#) | [Relay](#) listings by year / course
- [Create your own zone, LMSC or club Top Ten list](#) from swims found in the event results database

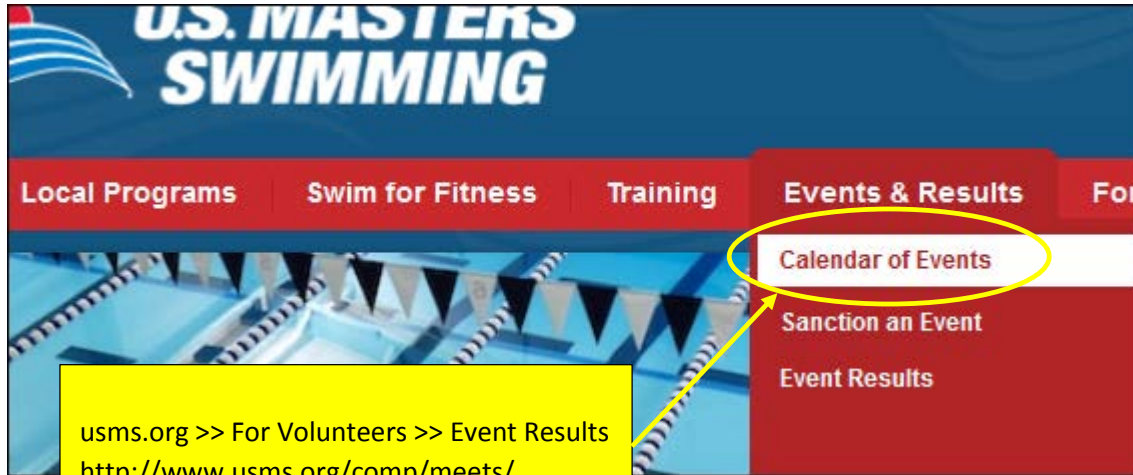
Also on that page, read these links:

More details on the Top Ten process:

- [Procedures for Top Ten Submissions](#)
- [Top Ten FAQ](#)
- [publication schedule](#)

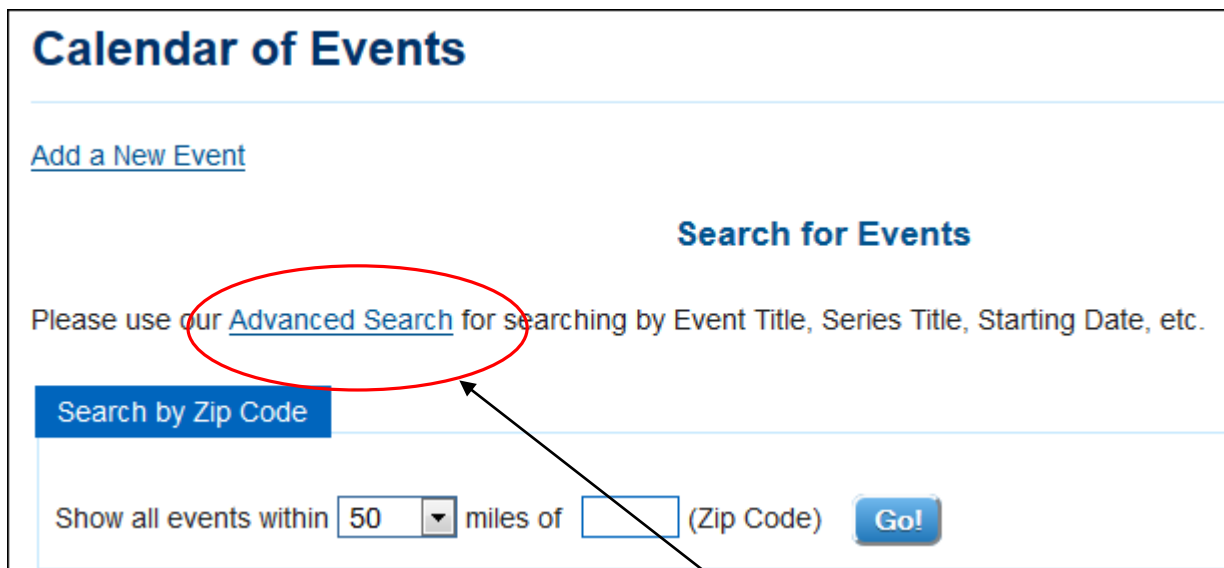
5) The USMS Calendar of Events

You can use this to make a list of all of the meets that have been sanctioned in your LMSC for any given time period (including past events).



The screenshot shows the top navigation bar of the USMS website. The main menu includes 'Local Programs', 'Swim for Fitness', 'Training', 'Events & Results', and 'For'. The 'Events & Results' dropdown menu is open, showing 'Calendar of Events' (circled in yellow), 'Sanction an Event', and 'Event Results'. A yellow callout box contains the text: 'usms.org >> For Volunteers >> Event Results' and the URL 'http://www.usms.org/comp/meets/'. A yellow arrow points from the callout box to the 'Calendar of Events' menu item.

usms.org >> For Volunteers >> Event Results
http://www.usms.org/comp/meets/



The screenshot shows the 'Calendar of Events' page. At the top is the title 'Calendar of Events'. Below it is a link 'Add a New Event'. The main heading is 'Search for Events'. Below this is the text: 'Please use our [Advanced Search](#) for searching by Event Title, Series Title, Starting Date, etc.'. The 'Advanced Search' link is circled in red. Below this is a 'Search by Zip Code' button. At the bottom, there is a search form: 'Show all events within miles of (Zip Code) '. A black arrow points from the red circle to the 'Advanced Search' link.

[Advanced Search](#)

Show all events within miles of (Zip Code)

Click on the Advanced Search option

Event Title:

Series Title:

Date Range: to

Course Type: Short Course Yards Long
 Long Course Meters Open
 Short Course Meters

Select the date range you wish to view; scroll down and select your LMSC (Iowa in this example)

Tip: you can click on the map below to select/unselect an LMSC

USMS Zone and LMSC Boundaries

Color Key:

- Colonies Zone
- Dixie Zone
- Great Lakes Zone
- Breadbasket Zone
- South Central Zone
- Southwest Zone
- Northwest Zone
- Oceana Zone

Here are the results – All meets that were listed in the USMS Calendar of Events for the requested time period:

 *Denotes That An Event Is Sanctioned By USMS*

<p> Jan 14, 2012 - Short Course Yards Coe College Winter Festival Masters Swimming Meet Coe College</p> <p style="text-align: center;">View Details Of The Event</p>	<p> Mar 24, 2012 - Short Course Yards Iowa Masters Short Course Championship Grinnell, IA 50112</p> <p style="text-align: center;">View Details Of The Event</p>
<p>Jun 16, 2012 - Short Course Yards Iowa Senior Olympics Valley High School, West Des Moines, Iowa</p> <p style="text-align: center;">View Details Of The Event</p>	<p>Oct 20, 2012 - Short Course Meters SWIA Master SCM Fall Meet 2012 Council Bluffs, IA 51503</p> <p style="text-align: center;">View Details Of The Event</p>
<p> Dec 16, 2012 - Short Course Yards University of Iowa Masters Swim Meet Iowa City, Iowa</p> <p style="text-align: center;">View Details Of The Event</p>	