

Uploading Meet Results to the USMS Meet Results Database

Revised 11/24/2014

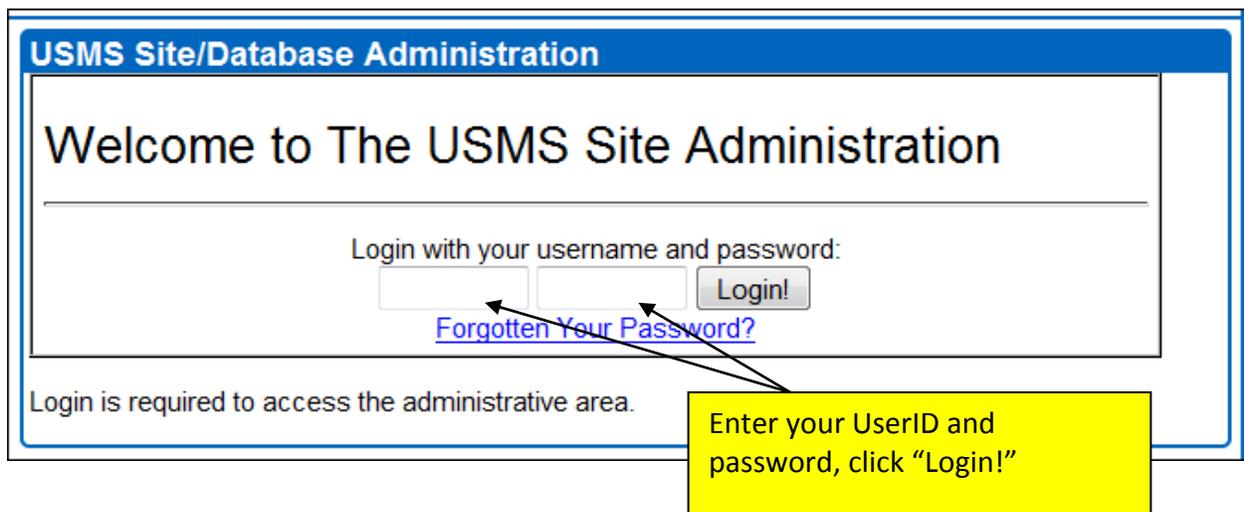
You will need web access to submit your results to the on line results database. High-speed access is preferred.

You should have the following available before you start:

1. Your USMS Forums User ID and password
2. Electronic file of meet results in .HY3 or .CL2 or SDIF (.SD3) format (see the "Creating an HY3 or .CL2 file" tutorial if you are going to have to create one from the full meet database)
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)

Upload Results

Begin by going to <https://www.usms.org/usmsadmin/>



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 UserID and password, click "Login!"

This takes you to the USMS Site/Database Administration page. Your page may look different depending on your level of access. Choose "Meet Results & Top Ten" from the list.

LMSC Tools

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

Choose "Meet Results & Top Ten"

First make sure that the meet you are going to enter is not already in the list. If it is in the list, click on it. If it is not there, click "Add a new meet."

Showing All Available Meets in Current Seasons (285 meets)

Filter List of Meets:

Select an existing meet to administer:

Dates	Course	LMSC	Swimmers	2011 Meets
Mar 6, 2011	SCY	DV	0	Lyman Schermerhorn Memorial Masters Swim Meet (20110306CALTE)
Mar 6, 2011	SCY	SP	0	Caltech Pentathlon SCY Swim Meet (20110306CALTE)
Mar 6, 2011	SCY			Central Illinois Spring Classic (20110306CENTILY) [Delete Meet]
Mar 6, 2011	SCY			Warrenton Masters Dreaming of Spring III (20110306WARREN)
Mar 6, 2011	SCY			2011 Sun Devil Masters Invite (20110306SUNDEVY) [Delete Meet]
Mar 6, 2011	SCY			Kentucky Masters SCY Mini Meet (20110306SYMINIY)
Mar 6, 2011	SCY	MI	0	West Bloomfied High School - Winter Meet (20110306WESTBL)
Mar 5-6, 2011	SCY	LE	0	Wooster SCY Swim Meet (20110305WOOSTY) [Delete Meet]
Mar 5, 2011	SCY	FG	0	John O'Keefe Spring Spash (20110305NADSPLY) [Delete Meet]
Mar 5, 2011	SCM	OK	0	Rose State (20110305ROSESTS) [Delete Meet]

First look for meet; if it is there, click on the meet name

LMSC Meet Administration

[Add a new meet](#)

Showing All Available Meets in Current Seasons

Filter List of Meets:

If the meet is not in the list, click "Add a new meet"

Enter the appropriate meet information as shown:

Meet Administration - Add a Meet

(* = Required)

***Identifier:** TNSRGM (Up to 6 character abbreviation for meet -- DO NOT
added automatically)

***LMSC:** Southeastern

***Course:** Short Course Yards

***Sanction:** USMS Recognized

Sanction Number:

***Meet Title:** Tennessee Senior Games 2010

***Start Date:** Jul / 26 / 2010 (use 4-digit year)

End Date: Same as Start Date
Jul / 26 / 2010 (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 an identifier for the meet ("TNSRGM" in this example)

After you hit the Submit button, you will see this screen. Click "Upload" to submit the meet results.

Meet Administration

Tennessee Senior Games 2010

Meet Details: ([change](#))

Course: Short Course Yards
Dates: July 26, 2010
Sanction: Recognized by the Southeastern LMSC

Meet Results:

- [Upload](#)

Once the meet name is entered, click "Upload" to upload the results

The file that you submit must be of either .HY3, .CL2, or .SD3 file type. Click the "Browse" button to locate the file on your computer.

Meet Administration

Upload an SDIF or Commlink file for meet results

Use this form to upload a .cl2 or .sd3 file to the server and insert the meet results data into the database. A .cl2 file can be created using the Hy-Tek Meet Manager menu item File > Export > Results for Team Manager or OVC or Top16 (.CL2). Make sure the option to zip the file is not checked in the pop-up window.

Submit this file:

Click "Browse" to find the file on your computer

[Home](#) / [Site/Database Administration](#) / [Meet Results & LMSC Top Ten](#) / [Tennessee Senior Games 2010](#) / Upload Results

swmeets3 > Meet Results-Tennessee Senior Olympics-26Jul2010-001

Name	Date modified	Type
Meet Results-Tennessee Senior Olympics-26Jul2010-001.cl2	2/15/2011 9:54 AM	CL2 File
Meet Results-Tennessee Senior Olympics-26Jul2010-001.hy3	2/15/2011 9:54 AM	HY3 File

Select the .HY3 file (if it is not available the .CL2 file may be used)

Meet Administration
Upload an SDIF or Commlink file for meet results

Use this form to upload a .cl2 or .sd3 file to the server and insert the meet results. Use the Hy-Tek Meet Manager menu item File > Export > Results for Team Manager or Coach. Make sure the "Results" checkbox is checked in the pop-up window.

Submit this file: C:\swmeets3\Meet Result

Verify that you've selected the correct file, then click "Submit File"

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

Meet Administration

You submitted this file:

Original Name: Meet Results-Tennessee Senior Olympics-26Jul2010-001.hy3
Size: 140292
File will be archived to: /usmsadmin/meets/uploads/20100726TNSRGMV.hy3
Select Go to update the database with data from the file:

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

Select the "Go!" button

Meet Administration

Meet results setup complete. Please proceed to the [swimmer audit](#) in order to assign membership status to the swimmers in this meet.

Setting Results Updating flag for meet...done.
Deleting old results data for meet...done.
Adding new results data for meet...
Clearing Results Update Flag for meet...done.

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Click the "swimmer audit" link to proceed

Perform Audit of Swimmers

Note that in all of the following examples, the swimmer's birthdates have been partially obscured.

Examples:

- a. Incorrect club abbreviation
- b. USMS number not found – Delanois
- c. USMS number not found – Gritzinger
- d. USMS number not found – Kincade
- e. Wrong gender
- f. Club listed as UNAT
- g. Misspelled names
- h. Wrong birthdate
- i. No birthdate
- j. Maiden name vs. married name
- k. One-event registrations

After clicking the "swimmer audit" link, you will be presented with any data discrepancies between the meet data and the on-line national registration database. The unconfirmed swimmers will be listed in a table and any data discrepancies will be listed in red. (If you receive the message "No unconfirmed swimmers found," you are done! This means that all swimmer data matched the on-line registration data).

Following are examples of the most common mismatches and how to correct them.

Note that throughout this process, if you end your browser session, all of the edits you have made to this point will be saved. When you return to process the meet, you can continue where you left off.

a. Incorrect Club Abbreviation

The club abbreviation in the meet data may not be a valid club abbreviation. This is a common error – the meet director enters the swimmer’s workout group instead of the swimmer’s registered USMS club. The list shows the club that was entered for the swimmer, and then displays the correct club according to the USMS registration database.

In the below example, the swimmers were entered with the incorrect club names CENT, HH, and CHSM. In all of these cases the swimmers are really registered with club IM (Illinois Masters). The correct club is displayed in red.

Meet Administration - Audit Swimmers						
Central Illinois Spring Classic						
Meet Details: (change) - View Results						
Short Course Yards - View Participating Swimmers						
March 6, 2011 - View Participating Teams						
Sanctioned by the Illinois LMSC - Accept all Reg Club suggestions for Club Abbreviation: <input type="text" value="IM"/> <input type="button" value="Go"/>						
Sanction # 211-010s						
Ross Bogue	M	54	19	CENT IM	211S-02X3A	unconfirmed (change to non-member foreigner) Edit Use registration details
Randall G Brezina	M	57	19	HH IM	2115-02UEX	unconfirmed (change to non-member foreigner) Edit Use registration details
John W Carroll	M	56	19	CENT IM	211T-02UF7	unconfirmed (change to non-member foreigner) Edit Use registration details
Anna Comella	F	25	19	CHSM IM	211G-06Y7V	unconfirmed (change to non-member foreigner) Edit Use registration details
Michael Cowen Michael W Cowen	M	25	19	CHSM IM	211V-064YZ	unconfirmed (change to non-member foreigner) Edit Use registration details

Once you confirm that the club abbreviation displayed in red is accurate for all of the incorrect entries, just type the correct club abbreviation in the “Accept all Reg Club suggestions for Club Abbreviation” field and click on “Go.” All swimmers with this club affiliation shown in red will have their club affiliations changed.

In the example above, CENT, CHSM, and HH are all workout groups and not registered clubs. The swimmers are all registered with club IM in the USMS database. Clicking “Go” in the example above will change all of their affiliations in the meet results to club IM.

b. USMS number not found - Delanois

In this example, there was no USMS number entered into the meet database for Barbara Delanois. We need to find her current USMS number to connect these meet results to her member record.

Name	Sex	Age	Birthdate	Club	Reg#	Status/Options
Barbara Delanois	F	5	19	EV	Not Found	unconfirmed (change to non-member foreigner) Edit

USMS number is not found; click "Edit"

Meet Administration - Edit Swimmer
Central Illinois Spring Classic (SCY)
 Mar 6, 2011

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: 211M-02UFX ID: 02UFX Delanois, Barbara Birthday: 19 Age: 5 Sex: F Club: IM Illinois Masters	Select member

One record appears as the most likely match. Confirm that this is the correct person

Swimmer Details: (Current swimmer details in Red)

First Name: Barbara

MI:

Last Name: Delanois

Swimmer ID: 02UFX

Registration Number: 211M-02UFX ()

Sex: Female

Age: 5

Age Group: 55-59

Birth Date: / / 19 (use 4-digit year)

Club Abbr: IM (EV)

Status: unconfirmed

Submit

If all of the information in the boxes is correct, change the status from "unconfirmed" to "member" and hit "Submit"

c. USMS number not found - Gritzinger

In this example, the USMS number is not correct. One digit of the 5-character permanent ID (-045M) is missing.

Name	Sex	Age	Birthdate	Club	Reg#	Status/Options
Jennifer L. Gritzinger	F	31	1980-01-01	LIB	2111-045M Not Found	unconfirmed (change to non-member foreigner) Edit

Click "Edit"

To look up members and have a chance to auto-populate the form below with information, enter the last name of the member for this swimmer and select Lookup.

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

Search for the member using "soundex," which will give you all results that sound similar to the entered spelling

Meet Administration - Edit Swimmer
Central Illinois Spring Classic (SCY)
Mar 6, 2011

There were no members found matching your lookup specification. Look for swimmer listing:

To look up members and have a chance to auto-populate the form below with information, enter the last name of the member for this swimmer and select Lookup.

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

No member results are found. In this case you need to go to the "Registration Lookup" feature on the USMS web site. Try searching by birthdate.

In the above example, a search by birthdate found a member whose last name is "Gitzinger." The rest of the details, such as the first name and club, matched the swimmer in the meet. We can assume this is the correct swimmer.

If no reasonable match is found, contact the meet director or the LMSC registrar to confirm the swimmer's name and USMS registration status.

If the swimmer is not a USMS member, you can change their status to either "non-member" or "foreigner." The foreigner status would be used if the swimmer is a member of another country's Masters Swimming federation.

d. USMS number not found – Kincade

In this example, a USMS number was entered but it apparently does not match this swimmer's name in the USMS database.

Name	Sex	Age	Birthdate	Club	Reg#	Status/Options
Joe Kincade	M	4	19--	CENT	211H-05HW0 Not Found	unconfirmed (change to non-member foreigner) Edit

Click "Edit"

To look up members and have a chance to auto-populate the form below with information, enter the last name of the member for this swimmer and select Lookup.

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

Search for the member using "soundex," which will give you all results that sound similar to the entered spelling

Member	Options
Reg: 211H-05HN0 ID: 05HN0 Kinkade, Joe D Birthday: 19-- Age: 4 Sex: M Club: IM Illinois Masters	Select member
Reg: 521G-01HUB ID: 01HUB Kemmesat, Dennis D Birthday: 19-- Age: 4 Sex: M Club: AQST Aquastorm Swim Team	Select m
Reg: 381N-03X9F ID: 03X9F Kincade, Robin L	Select m

In this case, several names were returned. Based on the birthdate and club, the correct swimmer is Joe Kincade. Both his name and his USMS number were entered incorrectly in the meet results, which is why a match was not found in the USMS database. Click "Select member" next to his name and proceed as in the previous example.

e. Wrong gender

This swimmer was incorrectly listed as Female when he should have been listed as Male. Because we know that this member is Male, and all other data appears to match, we can just click "Use registration details" to update the meet results to match his registration record.

Name	Sex	Age	Birthdate	Club	Reg#	Status/Options
Phil L Dodson	F M	5	19	IM	211B-02UY2	unconfirmed (change to non-member foreigner) Edit Use registration details

Click "Use registration details" to accept the changes suggested in red

f. Club listed as UNAT

In this example, the swimmer was entered into the meet as UNAT (Unattached) but he is registered with club CMS in the USMS database.

Name	Sex	Age	Birthdate	Club	Reg#	Status/Options
John D Doebbeling	M	4	19	UNAT CMS	3216-030J7	unconfirmed (change to non-member foreigner) Edit Use registration details

Click "Edit"

This is a situation where you SHOULD NOT change the swimmer's club. A swimmer can declare himself "Unattached" at any meet and may have a good reason for doing so. If the swimmer is planning to transfer to another club, for example, he cannot compete for his old club for the 60 days prior to the transfer. So the swimmer may have a good reason for entering the meet with UNAT status.

In the above example, click "Edit" to proceed. You will confirm that the swimmer's club affiliation is UNAT. (Continued on next page...)

Swimmer Details: (Registration differs)

First Name:

MI:

Last Name:

Swimmer ID:

Registration Number:

Sex:

Age:

Age Group:

Birth Date: / / 19 (use 4-digit)

Club Abbr: (CMS)

Status:

- unconfirmed
- member
- foreigner
- nonmember

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Leave the Club Abbreviation as UNAT, then change the status to "member" (because the swimmer is a member of USMS)

Club Abbr: (CMS)

Status:

After changing the status to "member," click "Submit"

g. Misspelled names

In the below cases, the swimmer's names were misspelled when they were entered into the meet results. The correct spellings are displayed in red, as they appear in the USMS registration database. Click "Use registration details" to accept the spellings in red.

Name	Sex	Age	Birthdate	Club	Reg#	Status/Options
Erin Stork Erin M Storck	F	2	19--	JPD	211U-071H5	unconfirmed (change to non-member foreigner) Edit Use registration details
Chirstopher Sweet Christopher Sweet	M	3	19--	IM	211R-02WRG	unconfirmed (change to non-member foreigner) Edit Use registration details

Click "Use registration details"

h. Wrong birthdate

In the below example the swimmer's birthdate was entered by the meet director as [Month] 17, but it is shown in the USMS database as [Month] 22. Check with the meet director to confirm which birthdate is correct. If the date in red is correct, click "Use registration details" to accept the [Month] 22 date. If the [Month] 17 date is the swimmer's correct birthdate, contact the LMSC registrar to change the member's registration record. It is important that we have accurate birthdates in the USMS registration database.

Name	Sex	Age	Birthdate	Club	Reg#	Status/Options
Michael P McDonnell	M	29	19-0-17 19-0-22	LIB	2114-06TZ1	unconfirmed (change to non-member foreigner) Edit Use registration details

i. No birthdate

In the below example no birthdate was entered for the swimmer. If the birthdate in red appears to match up with the swimmer's age, it is probably safe to accept it by clicking on "Use registration details." If it does not appear reasonable, contact the meet director to determine the swimmer's birthdate.

Name	Sex	Age	Birthdate	Club	Reg#	Status/Options
John Traynor	M	59	0000-00-00 19-0-00	IM	2112-02VAN	unconfirmed (change to non-member foreigner) Edit Use registration details

Continue through this process until all of the swimmers with matching IDs have been resolved.

Any swimmer who is not a USMS member should be identified as either a "nonmember" or a "foreigner" by clicking on either one of these links as appropriate.

When all swimmers have been processed, you will see a message, "No unconfirmed swimmers found."

Meet Administration - Audit Swimmers
Central Illinois Spring Classic

Meet Details: ([change](#)) - [View Results](#)
 Short Course Yards - [View Participating Swimmers](#)
 March 6, 2011 - [View Participating Teams](#)
 Sanctioned by the Illinois LMSC - Accept all Reg Club suggestions for Club Abbreviation:
 Sanction # 211 010s

No unconfirmed swimmers found.

j. Maiden name vs. married name

In the below example, we are uploading an older meet. Since the meet took place, one of the swimmers got married and changed her last name. When she swam in the meet her last name was Haplau; now it is Harrington.

Elinor Haplau Elinor M Harrington	F	26 27	19[][]-[][]-[][]	AKMS	560S-06MVR	unconfirmed (change to non-member foreigner) Edit Use registration details
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We will use the Registration Lookup tool to determine when she changed her name.

Registration Lookup

Members

- 41,950 Members Registered for 2011
- Search Members:
 - Swimmer ID:
 - Registration #:
 - Reg Year: (use 4-digit year)
 - Last Name: Match any part of last name
 - First Name:
 - Birth Date: / / (use 4-digit year)
 - LMSC:

Member Search Results

[[Back to Admin Home](#) | [Back to Registration Lookup Home](#)]

Showing swimmer #1 - 1 of 1

#	Swimmer	Club / LMSC
Year: 2011 ID: 06MVR Reg: 561U-06MVR Reg History Public Profile	Harrington, Elinor M Birthday: <input type="text"/> Sex: F <input type="text"/> @gmail.com Ph: (203) <input type="text"/>	AKMS Alaska Masters Swim Club Alaska LMSC

Registration History for Elinor M Harrington (Since 2002)

Swimmer ID: 06MVR

Gender: F

Birth Date:

Effective Date	Year	Reg #	Name	LMSC	Club
2010-11-22	2011	561U-06MVR	Elinor M Harrington	56 - Alaska	AKMS (Alas
2010-01-03	2010	560S-06MVR	Elinor M Haplau	56 - Alaska	AKMS (Alas

We have verified that it is the same person. But since she entered the meet with her maiden name, Haplau, and the meet took place before she registered with the new name, we will keep that name. Note that her age in the meet results does not match her actual age, though. So we need to correct that.

Elinor Haplau	F	26	<input type="text"/>	AKMS	560S-06MVR	unconfirmed (change to non-member foreigner)
Elinor M Harrington		27				Edit Use registration details

Below we have typed in the middle initial, the Swimmer ID, and the age but we have left the maiden name as-is. We then chose "member."

Swimmer Details: (Registration differen

First Name:

MI: **(M)**

Last Name: **(Harrington)**

Swimmer ID:

Registration Number:

Sex:

Age: **(27)**

Age Group:

Birth Date: / / (use 4-digit y

Club Abbr:

Status:

k. One-event registrations

Some meet directors allow one-event registrations at their meets. In a sanctioned meet, a one-event participant is covered by insurance but is not eligible for records or Top Ten. In the case of the meet results database, a swimmer who filled out a one-event registration is considered a “non-member.”

Name	Sex	Age	Birthdate	Club	Reg#	Status/Options
Ben Armentrout	M	33	<input type="text"/>	UOE	ONEEVENTREG Not Found	unconfirmed (change to non-member foreigner) Edit
Dawn Bragg	F	40	<input type="text"/>	UOE	ONEEVENTREG Not Found	unconfirmed (change to non-member foreigner) Edit
Michelle Turinsky	F	33	<input type="text"/>	UOE	ONEEVENTREG Not Found	unconfirmed (change to non-member foreigner) Edit
Wallace Wilson	M	45	<input type="text"/>	TAC	ONEEVENTREG Not Found	unconfirmed (change to non-member foreigner) Edit

In the above example, the meet director entered the notation “ONEEVENTREG” to indicate the swimmers who were not full members. It is advisable to check each of these swimmers using the Registration Lookup tool. In the above example, one of the swimmers was found to be a member and was marked as such.

Remember that throughout this process, if you end your browser session, all of the edits you have made to this point will be saved. When you return to process the meet, you can continue where you left off.