

Please deliver to your meet computer operator

Sending Results to Pacific Swimming

As soon as possible after completion of your meet, your result files should be attached to an email following the instructions below for the meet management software used at your meet and sent to ***results@pacswim.org***. This will ensure that the times achieved at your meet are uploaded promptly to the USA Swimming SWIMS database, posted on the Pacific web site, included in top times reports, reviewed for Pacific records, and made available to external vendors of information from Pacific swim meets.

Please send your results in as soon as possible after the meet. Parents, coaches and swimmers now expect results to be available the night of the last day of the meet. Pacific's Rules and Regulations require that results be submitted by the day after the meet.

You only need to send your results to the single ***results@pacswim.org*** email address. Everyone who needs your results will receive them if you send them to that one address.

Regardless of the meet management software you use, there are two very important things to be aware of before you prepare and send your results.

First, **make sure your computer operator has entered a valid club code (no more than four letters) and LSC code (two letters) for each swimmer.** If you have any question about Pacific club codes, please see the Swim Clubs section in the current Pacific Swim guide. Unattached swimmers are **always** UN (not UNAT). Pacific's LSC code is PC. LSC codes for other LSCs can be found on the USA Swimming web site or in Article 603 of the current USA Swimming Rulebook. Please do not spell out club names or "unattached" – use the appropriate club code (four letters maximum) or UN.

Second, if your meet includes relay events, **please be sure that your computer operator enters not just the club names of the relay teams, but the names and the registration numbers of all the swimmers on the teams.** If the names and the registration numbers of relay swimmers are not included in the meet results, those relay times will **not** be accepted into the USA Swimming SWIMS database when the meet is uploaded, which means that there will be no official record of the swim and the teams will miss out on any top times or records recognition they might be eligible for.

S.A.M.M.S.

Under post meet outputs use the "create results diskette" option and send the zip file. The file will be labeled MMYXXXXX.zip (MM=month; YY=year; XXXX=club acronym). This file contains the results in HTML publication format and the SDIF file for the meet.

Attach the zip file to an email and send the email to results@pacswim.org as soon as possible, but no later than the day after the meet. Please include the name, email address and phone number of your computer operator and, if different, contact information for the person who is sending the file.

Hy-Tek

Here's the process for preparing your files for Pacific Swimming.

If you are using Meet Manager version 1.4:

- 1) **Create the .CL2 results file.** After all the events have been scored, create the .CL2 result export file.
 - a. At the main menu, select "File" – "Export" – "Results for Team Manager or Top 16 or OVC (.CL2)"
 - b. The "Export Results" dialogue box will appear. Make appropriate selections for your meet. Ensure that the "Zip the .CL2 File" option is **NOT** selected. Click OK.
 - c. Save this file, named like "cfile01.cl2," to a location you will remember. The default location is usually c:\swmeets.
 - d. If you send a .CL2 file, there is no need to also send an .SD3 file.

- 2) **Create the HTML results file**
 - a. Select "Reports" – "Results", and in the screen that comes up, choose the following:
 - i. SELECT ALL: Events
 - ii. ROUNDS: All rounds
 - iii. EXPORT FILE: Flat HTML
 - iv. FORMAT: Publication order (**NOT** event order)
 - b. If you wish, you may choose INCLUDE IN RESULTS: Entry Times, Time Standards
 - c. Select CREATE REPORT
 - d. Save the file to a location you will remember.

3) Send files to Pacific Swimming.

- a. Using a data compression utility like Winzip, prepare a single ZIP file and include the .CL2 and HTML results files you created above.
- b. Attach the ZIP file to an email and send to results@pacswim.org as soon as possible, but no later than the day after your meet.
- c. In the body of the email, please include the name, email address and phone number of your computer operator and, if different, the name, etc. of the person who is sending the file.
- d. Please do not include any data from the files in the body of the email.

If you are using Meet Manager v.2.0:

1) **Create the .CL2 results file.** After all the events have been scored, create the .CL2 result export file.

- a. At the main menu, select “File” – “Export” – “Results for Team Manager or SWIMS”
- b. The “Export Results” dialogue box will appear. Leave “Team”, “LSC”, and “Region” fields blank. Select
 - i. Gender: Both
 - ii. Events: Standard, Time trial, Swim off – all should be selected
 - iii. Select: Include Splits
 - iv. Relays: Relays plus Athletes
 - v. All others may remain unselected
- c. Save this file, named with the format “Meet Results-[*Meet Name*]-[*Meet Date*]-###.zip” to a location you will remember. The default location is usually c:\swmeets.

2) **Create the HTML results file**

- a. Select “Reports” – “Results”, and in the screen that comes up, choose the following:
 - vi. Select “Select All” for events
 - vii. Select “All Rounds”
 - viii. Select “Indiv + Relays”
 - ix. Gender: “All”
 - x. Under “Columns/Formats” tab
 1. Columns: single
 2. Export File: Flat HTML
 - xi. Under “Include in Results” tab – choose any or none of the selections at your option
 - xii. Under “Splits/Sort Order/Selected Teams” tab
 1. Splits: At your option, select “cumulative/subtractive” splits (useful only if touchpads were used at your meet)
 2. Sort Order: Publication Order (**not** Event Order)
 3. Selected Teams: All teams
- b. Select CREATE REPORT and save the file to a location you will remember.

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- b. Attach the ZIP file to an email and send to results@pacswim.org as soon as possible, but no later than the day after your meet.
- c. In the body of the email, please include the name, email address and phone number of your computer operator and, if different, contact information for the person who is sending the file.
- d. Please do not include any data from the files in the body of the email.

All Other Meet Management Software

Your program must provide a SDIF file (.SD3 or .CL2) and an HTML file in the proper result sequence mandated by USA Swimming. The files should be zipped and attached to an email and sent to results@pacswim.org by the day after the meet. In the body of the email, please include the name, email address and phone number of your computer operator and, if different, the name, etc. of the person who is sending the file.

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