

## Uploading Meet Results & Top Times

### Adding Meet Results and Top Times

CollegeSwimming.com offers coaches and media personnel several ways to post meet results and update their top times.

You have three ways to post results.

- **Upload Result File Directly:** Click “Add Final Results” and upload a CL2, SD3, or ZIP-formatted result file. This immediately updates top times, and lets users look at splits, view swimmers’ profiles and more.
- **E-Mail Result File:** E-mail a CL2, SD3, or ZIP-formatted result file to [results@collegeswimming.com](mailto:results@collegeswimming.com). This allows all of the features of the Direct Upload, but may take a day or two for the CollegeSwimming.com staff to manually update the results.
- **Upload HTML Results:** Hy-Tek will create a

HTML file for web publication. This is handy for events with multiple sessions, but will not create feature-rich results or add times to the top times list. This option should be used for multiple-session meets which are not yet completed or as a last result. To do so, click “Add a Session.”

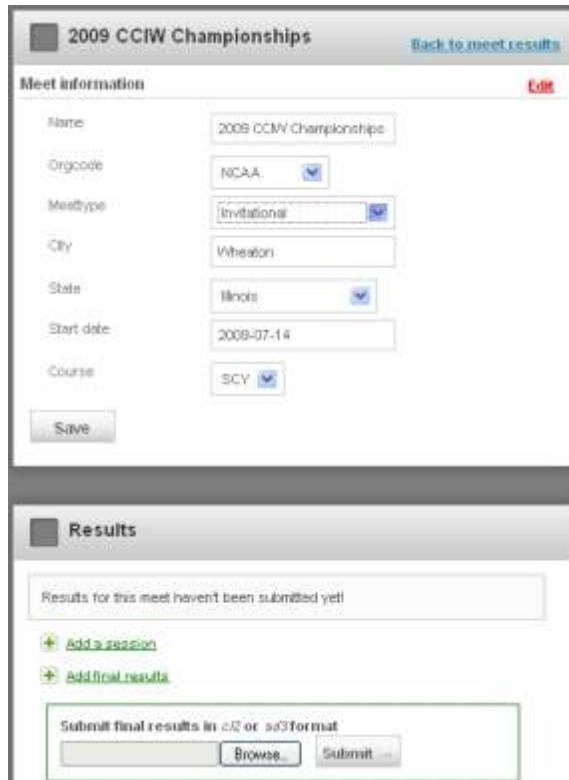


Figure 4 - Adding Meet Results

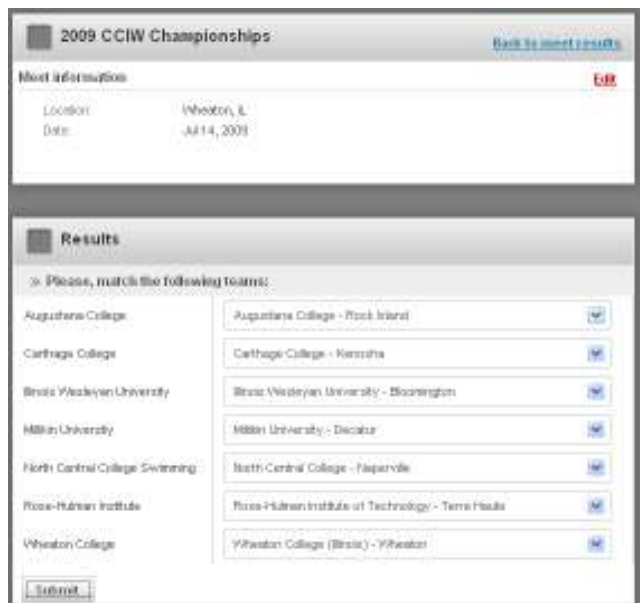


Figure 5 - Matching Teams

When adding results you may be asked to identify each team (Figure 5). Please ensure that you have selected the correct teams. This will ensure that top times are correctly assigned. If you are unsure of a team, check the list of Official Team Names at the end of this document.

## Creating CL2 Files

To create a CL2 file for upload into the meet results database do the following from Hy-Tek's Meet Manager:

- Once the meet has been completed, select "File" – "Export" – "Results for Team Manager or SWIMS or NCAA Database" (Figure 6)
- The "Export Results" dialogue box will appear (Figure 7). Make sure you have selected the appropriate selections and save the file to a location you will remember.
- This will create a .ZIP file which contains compressed versions of CL2 and SD3 files. You can unzip these files and upload the CL2 file directly the meet results page.

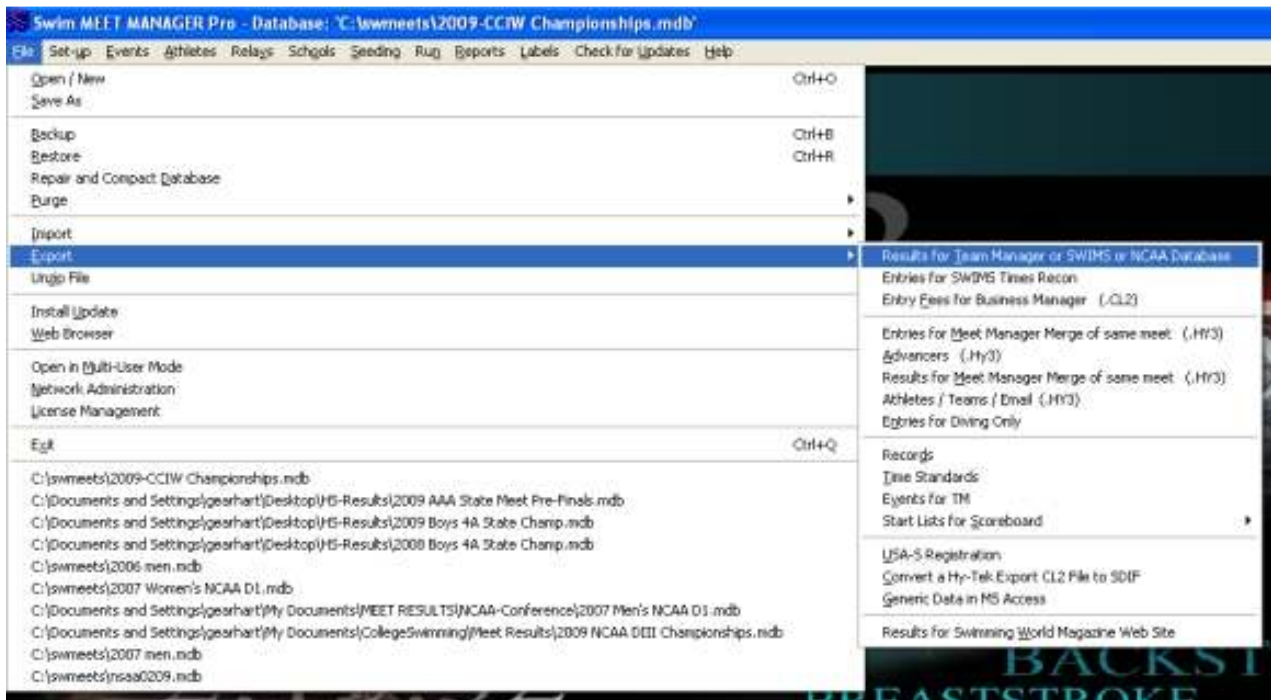


Figure 6 - Export Meet Results



Figure 7 - Export Options