



NCAA RESULTS REPORTING



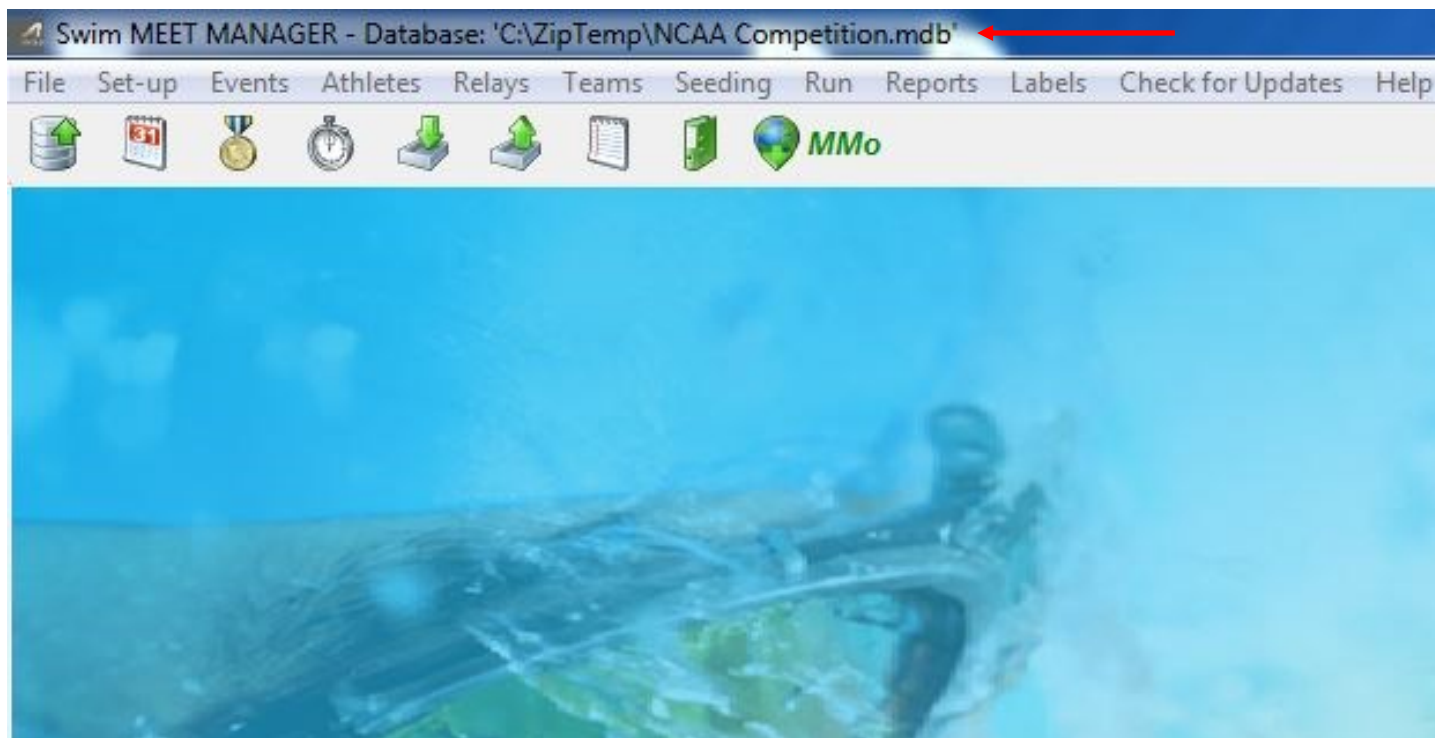
It is the responsibility of the host and/or the head coach from each competing institution to submit competition results within 72 hours after the meet ends.

Please allow USA Swimming up to 72 hours to upload results. If you do not see your team's times on the NCAA times searches within 72 hours of sending the results, please reach out to ncaa@usaswimming.org.

The times appearing on the NCAA times searches are considered official and eligible for entry to the NCAA Championships.

*** These directions only apply to Meet Manager version 2.0 and higher. We **cannot** upload meet backup files, PDFs, .html files, or results files from Team Manager.

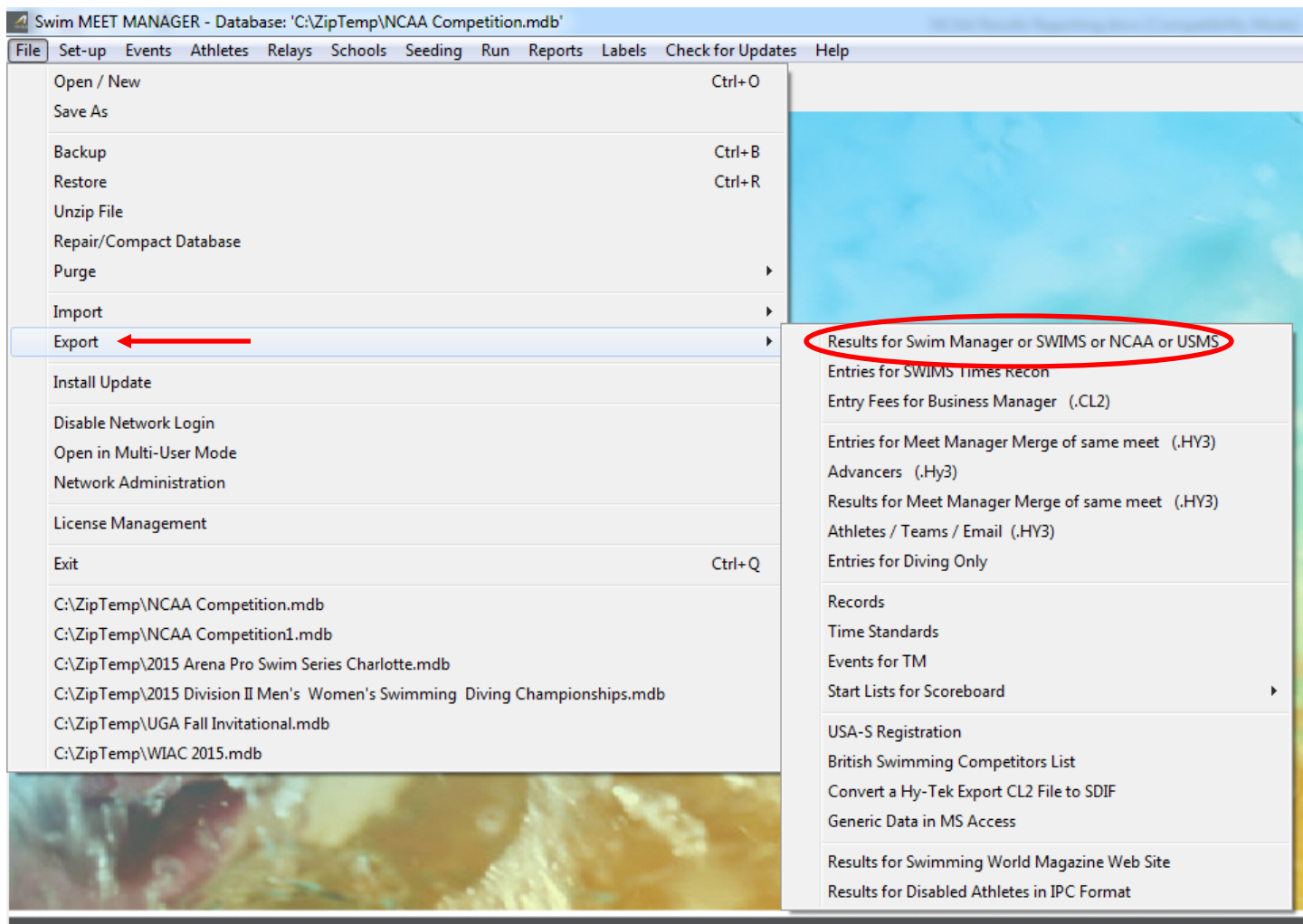
Step	Instruction
1	Make sure the meet you wish to export results for is currently open in Meet Manager.





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Step	Instruction
2	Click File > Export > Results for Swim Manager or SWIMS or NCAA or USMS . If you do not have this option, please contact Hy-Tek for an upgrade.





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Step	Instruction
3	You will be taken to the following popup window. You do not need to change anything. Click OK .
Note	If you contested non-traditional events such as a 300 breaststroke relay, designate those as Time Trial events in the Events section. When you export a results file, uncheck Time Trial Events so the non-traditional events are not included in the file.

Export Results

Selection Criteria

Team :

LSC :

Region :

Gender

Both
 Male Only
 Female Only

Events

Standard Events
 Time Trial Events
 Swim-off Events

Relays

Relays Plus Athletes
 Relays Without Athletes
 No Relays

Include Splits
 Final Results Only
 Semi-Final Results Only
 Copy last .hy3 and .cl2 file
 Exclude Foreigners
 Exclude Birth Dates
 Exclude Diving
 Exclude Bonus Events

Use Alternate Team Abbr
 Only Include Athletes with a USS ID

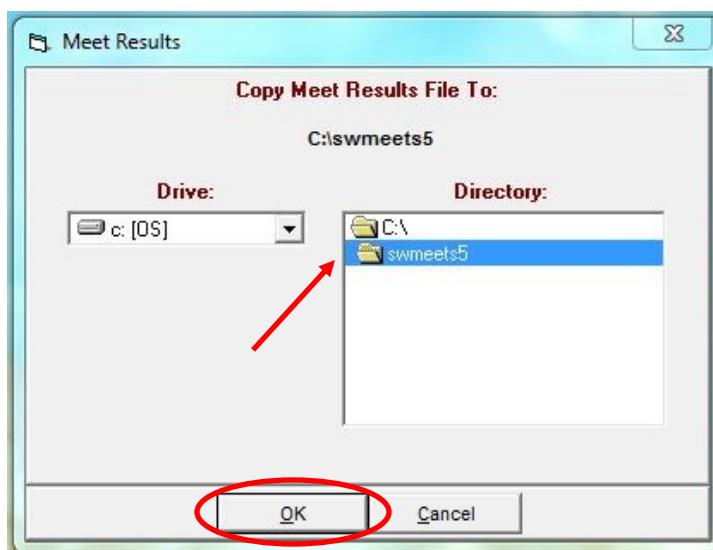


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Step	Instruction
4	You will be prompted with the screen below when your export has finished. Click OK .



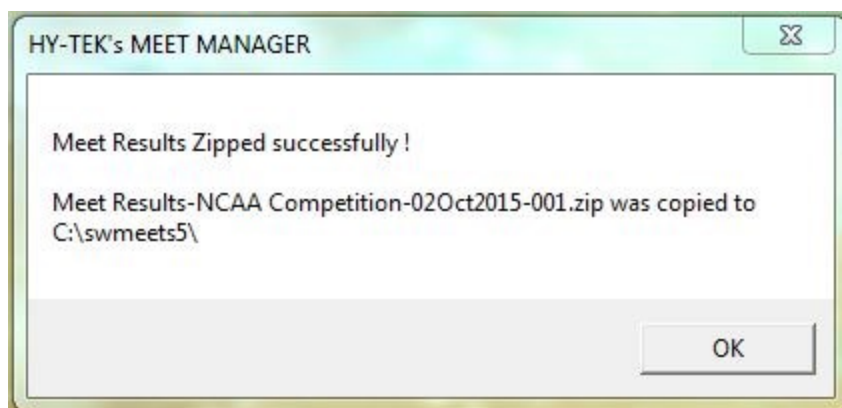
5	Meet Manager now shows you the default folder that the exported results file will be saved in. You may change this location if you wish, but make sure you know how to find the folder. Click OK .
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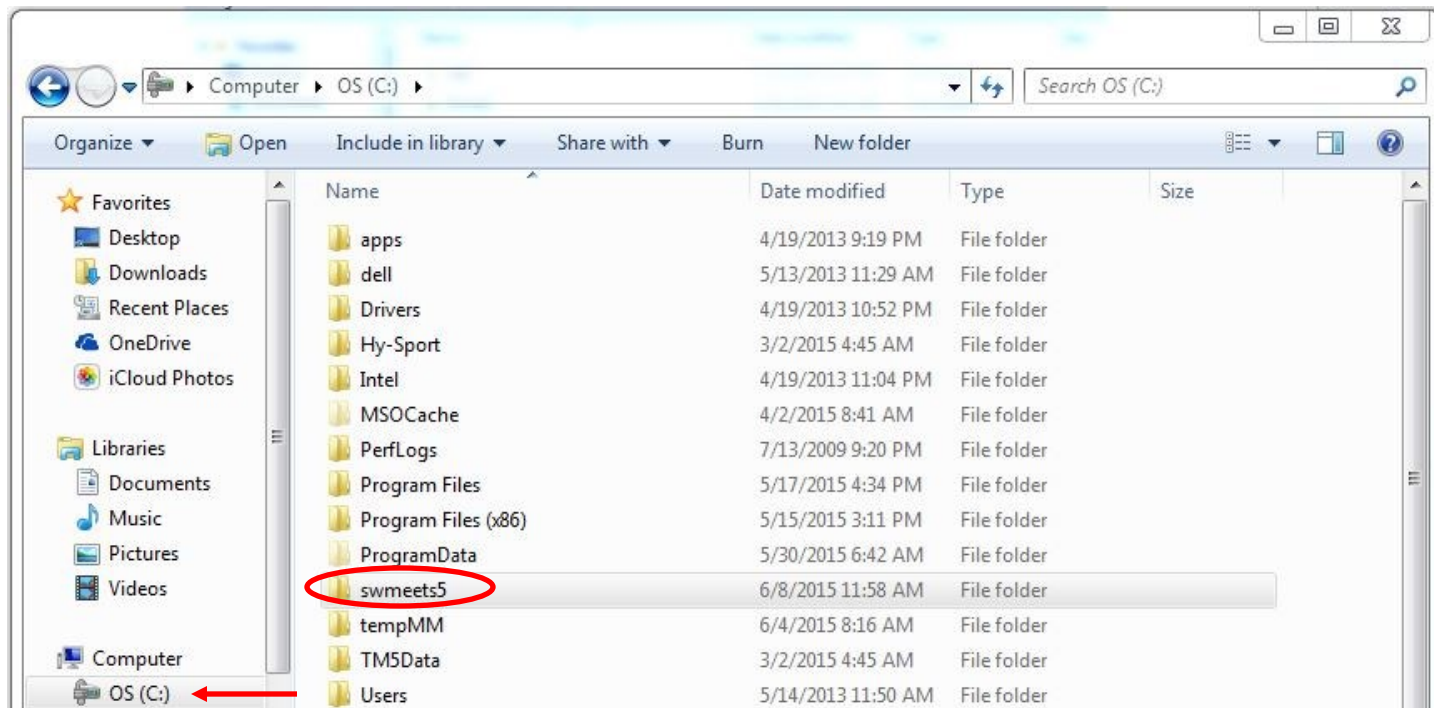


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Step	Instruction
6	You should receive the following message: Meet Results Zipped Successfully! Click OK .



7	Navigate to your C drive and open the folder titled swmeets .
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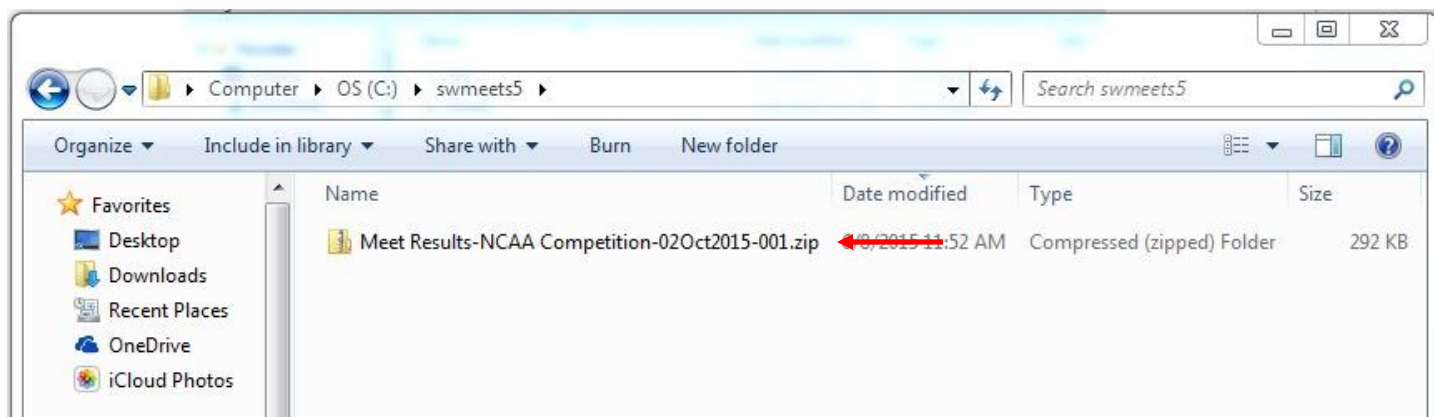


If you have any questions send an email to ncaa@usaswimming.org.



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Step	Instruction
8	As you can see below, there is now a meet results .zip file in the swmeets folder.



9	Please attach the meet results .zip file in an email to ncaa@usaswimming.org .
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