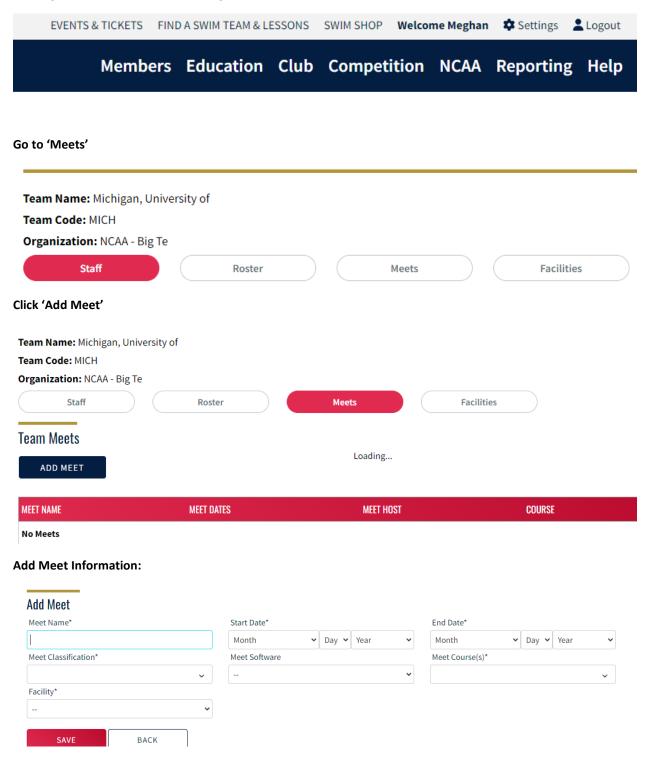
# How to Add Meets & Upload Meet Results

Go to your NCAA Tab and click 'My Team':



ADDITIONAL NOTES: YOUR FACILITY MUST BE ADDED IN THE 'FACLITITES' TAB BEFORE YOU CAN SAVE YOUR MEET.

A 1 1	Meet
	Meer
nuu	MODE

Meet Name*		Start Date*				End	
Michigan Test Meet		September 🗸	23 🗸	2022	~	Sep	
Meet Classification*		Meet Software				Meet	
Collegiate Dual Meet	~	Hy-Tek Meet Manager		~	SCY		
Facility*		Altitude (ft)				City	
Canham Natatorium	~	Unknown			Ann		
State		Country					
MI		US					

End Date*					
September	~	23	~	2022	~
Meet Course(s)*					
SCY					~

Arbor

Click 'Save'

# Add 'Meet Sessions' by clicking 'Add Session'

SAVE BACK

# **Meet Sessions**

Meet Name: Michigan Test Meet

Meet Dates: 09/23/2022 - 09/23/2022

SESSION NUMBER	:	SESSION TYPE	SESSION D	ATE WARM	UP TIME	START TIME	
No Sessions							
CONTINUE							
Add Session							
Meet Name: Michigan Tes	st Meet						
Meet Dates: 09/23/2022 -	09/23/2022	2					
Session Number*			Session Type*		Session Date*		
1			TimedFinal	~	09/23/2022		~
				Warm Up Time (12-hour o	clock)		
Warm Up Time							
Warm Up Time 07	~	30	~	7:30 AM			
	~	30	~	7:30 AM Start Time (12-hour clock	<)		

# Click 'Save'

Once all Meet Sessions have been added, click 'Continue'

# Meet Sessions

### Meet Name: Michigan Test Meet

Meet Dates: 09/23/2022 - 09/23/2022

ADD SESSION							
SESSION NUMBER	SESSION TYPE	SESSION DATE	WARM UP TIME	START TIME			
1	TimedFinal	09/23/2022	7:30 AM	9:30 AM	Ľ		
CONTINUE	l be seen here:						
Feam Meets							
ADD MEET			Report Period				
ADD MEET							

MEET NAME	MEET DATES	MEET HOST	COURSE	
Test Meet	10/01/2022 - 10/01/2022	Michigan, University of	SCY	Ō
Michigan Test Meet	09/23/2022 - 09/23/2022	Michigan, University of	SCY	Ō

# HOW TO UPLOAD MEET RESULTS:

Once the meet has been completed, you will see a new icon pop up

Test Meet 2 09/21/2022 - 09/21/2022 Michigan, University of SCY 1 I	
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Click the upload icon:

# Meet Upload

Meet Name: Test Meet 2 Meet Host: Michigan, University of Meet Dates: 09/21/2022 - 09/21/2022



Individual Times: 0

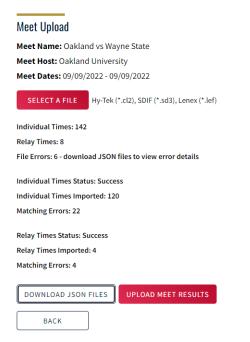
**Relay Times: 0** 

File Errors: 0



Click 'Select a File'

#### **Click 'Upload Meet Results'**



This is what the page will look like. If the 'Times Status' states 'Success'. The meet results were uploaded. You can then click back, and you are done!