

## How to Add Meets & Upload Meet Results

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

EVENTS & TICKETS FIND A SWIM TEAM & LESSONS SWIM SHOP Welcome Meghan Settings Logout

Members Education Club Competition NCAA Reporting Help

Go to 'Meets'

Team Name: Michigan, University of

Team Code: MICH

Organization: NCAA - Big Te

Staff Roster Meets Facilities

Click 'Add Meet'

Team Name: Michigan, University of

Team Code: MICH

Organization: NCAA - Big Te

Staff Roster Meets Facilities

### Team Meets

ADD MEET

Loading...

MEET NAME	MEET DATES	MEET HOST	COURSE
No Meets			

Add Meet Information:

### Add Meet

Meet Name\*

Meet Classification\*

Facility\*

Start Date\*  Month  Day  Year

Meet Software

End Date\*  Month  Day  Year

Meet Course(s)\*

SAVE BACK

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

## Add Meet

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

[SAVE](#) [BACK](#)

Click 'Save'

Add 'Meet Sessions' by clicking 'Add Session'

## 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
No Sessions				

[CONTINUE](#)

## Add Session

**Meet Name:** Michigan Test Meet

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

Session Number*	1	Session Type*	TimedFinal	Session Date*	09/23/2022
Warm Up Time	07	30	Warm Up Time (12-hour clock)	7:30 AM	
Start Time	09	30	Start Time (12-hour clock)	9:30 AM	

[SAVE](#) [BACK](#)

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	

CONTINUE

All your meets will be seen here:

## Team Meets

ADD MEET

Report Period

2022-2023

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

## 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	 
-------------	-------------------------	-------------------------	-----	---

Click the upload icon:

---

## Meet Upload

**Meet Name:** Test Meet 2

**Meet Host:** Michigan, University of

**Meet Dates:** 09/21/2022 - 09/21/2022

SELECT A FILE

Hy-Tek (\*.cl2), SDIF (\*.sd3), Lenex (\*.lef)

**Individual Times:** 0

**Relay Times:** 0

**File Errors:** 0

BACK

Click 'Select a File'

Click 'Upload Meet Results'

---

## Meet Upload

**Meet Name:** Oakland vs Wayne State

**Meet Host:** Oakland University

**Meet Dates:** 09/09/2022 - 09/09/2022

SELECT A FILE

Hy-Tek (\*.cl2), SDIF (\*.sd3), Lenex (\*.lef)

Individual Times: 142

Relay Times: 8

File Errors: 6 - download JSON files to view error details

Individual Times Status: Success

Individual Times Imported: 120

Matching Errors: 22

Relay Times Status: Success

Relay Times Imported: 4

Matching Errors: 4

DOWNLOAD JSON FILES

UPLOAD MEET RESULTS

BACK

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!