

Divisions - Explanation & Creation

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Quick Steps: Events > Meets > Divisions > Actions > Add

A division classifies events based on age groups and allows the results to be categorised and searched based on the groupings.

Please note: This is only available at the national level.

To create a division in Events > Results Manager

1. Click on the **Events** module on the top menu
2. Click on **Results Manager** on the left menu
3. Click on **Meets** on the left menu > **Divisions**
4. Click **Actions** on top right menu > **Add**
5. Add in a **Title** for the Division. This will appear in the front end search results
6. Add in **Code** that will be contained in Meet Manager file that is imported into the Results Portal
7. Add in **Division Number**
8. Add in **Age Range**
9. Click **Save**

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