Adding Results via Results Upload

Results can be uploaded into the database from a CSV results file, they will then display and can be matched and approved in order to be published onto the Results Portal.

Quick Steps: Events > Results Manager > Results > Actions > Add

1. Click on the **Events** module on the top menu

2. Click on **Results Manager** on the left menu > **Results**

3. Click **Actions** on top right menu > **Add**

4. Type in a **Report Title**, **Report Date** (this is the date of the meet/event), select the particular meet by using the **Select Meet** drop down list (this will drop down a list of any manually created Meets and Events events), and the **venue** of the meet.

5. Upload the result file (note: the file must be in .csv format) by clicking the **Choose File** icon, selecting the file from your computer, and clicking **Save**.

6. The file has now been uploaded and can be viewed by clicking on **Results** on the left menu > and clicking **Actions** > **View** against the relevant Report. Navigate to the **Results** Tab to view the list of individual entrants contained within the report.

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