Accepting Results

Once results have been uploaded and matched, they can then be approved either on bulk or individually. Once this process has been completed, they will display on the national Results Portal.

Quick Steps: Events > Results Manager > Results > Click on the relevant report > Actions > Accept All

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

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

3. Click **Actions** > **View** against the results report you wish to approve

4. To accept all results on bulk, click **Actions** in the top right menu > **Accept All**

5. A pop-up window will appear, click **Accept** and the system will accept all of the matched results on bulk

6. A confirmation screen will appear indicating the process was successful, click **OK**.

7. To individually accept a result, within the within the actual Report > Results tab, navigate to the relevant record you wish to accept. Select **Actions** > **Approve** against this record.

8. The record's status will change to Approved.

Related Articles

[template("related")]