

# Adding a Result Manually

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*Once a result report has been created you have the ability to manually add a result to this report. This may be in the case where the result is not contained in a results file but needs to be associated to the relevant meet/event.*

**Quick Steps: Events > Results Manager > Results > Click on the relevant report > Actions > Add Result**

1. Click on the **Events** module on the top menu
2. Click on **Results Manager** on the left menu > **Results**
3. Within the Result Report Listing, select **Actions > View** against the report you wish to manually add a result to.
4. Click on **Actions** within the top right menu > **Add Result**
5. From here, fill in all of the relevant result information, then click **Submit**.
6. The result will then be added to this report and automatically display as unmatched. You will be required to match the result to a member from here.

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