

COMMON QUESTIONS for Top Ten Processing

REUPLOADING MEETS

There are 4 things you should know about uploading and reuploading meet results. [Reuploading results AFTER you've submitted your report causes problems for Top 10.](#)

1. When you upload meet results, it automatically creates a swim ID for each swim that will link to any splits if they exist, when looking at one's results. Note that the times in the grid below have some underlined (most distances longer than 50s) and some not underlined (see the 400 and 800 Free). When you click the links (times with underlines) it will display the splits and meet details. **So what happens if you reupload?**

Short Course Meters Results [[SCY](#) | [LCM](#)]

SCM Results for 65-69 Age Group							
Name	Date (MeetID)	Age	Club	Event	Heat/Lane	Time	Place
Laura B Val	2016-11-19 (20161119PSMSCMS)	65	TAM	50 Free	H4 / L2	29.30	1
Laura B Val	2016-10-02 (20161002SAC-1S)	65	TAM	50 Free	H7 / L5	29.99	1
Laura B Val	2016-12-02 (20161202SCMCHAS)	65	TAM	100 Free	H5 / L4	<u>1:05.27</u>	1
Laura B Val	2016-11-19 (20161119PSMSCMS)	65	TAM	100 Free	H3 / L1	<u>1:06.39</u>	1
Laura B Val	2016-10-07 (20161007WCM-2S)	65	TAM	100 Free	H3 / L5	<u>1:06.86</u>	1
Laura B Val	2016-01-30 (20160130TOC-1S)	65	TAM	200 Free	H1 / L5	2:25.41	1
Laura B Val	2016-12-02 (20161202SCMCHAS)	65	TAM	200 Free	H6 / L5	<u>2:26.93</u>	1
Laura B Val	2016-01-30 (20160130TOC-1S)	65	TAM	400 Free	H1 / L5	5:06.74	1
Laura B Val	2016-01-30 (20160130TOC-1S)	65	TAM	800 Free	H1 / L5	10:34.67	1
Laura B Val	2016-01-30 (20160130TOC-1S)	65	TAM	1500 Free	H5 / L8	<u>20:21.61</u>	1
Laura B Val	2016-10-02 (20161002SAC-1S)	65	TAM	50 Back	H7 / L7	34.12	1
Laura B Val	2016-10-07 (20161007WCM-2S)	65	TAM	50 Back	H2 / L2	35.10	1

When you reupload, those swim IDs change for each swim in that meet. Is that a problem? It's not for the above type of results, BUT it can be a problem for Top 10. Once the submission is sent in, the Swim ID that was submitted with the swim is what is used for Top 10. The Top Ten swims have a link that displays the meet where the time came from (see the example of links in a top ten list below). If that swim ID gets changed from a reupload after the submission, the link won't work.

400 Freestyle SCM Women 65-69 (2016)

#	Name	Age	Club	LMSC	Time
1	Laura B Val	65	TAM	Pacific	<u>5:06.74</u>
2	Shirley A Loftus-Charley	65	VMST	Virginia	<u>5:22.78</u>
3	Charlotte M Davis	66	PSM	Pacific Northwest	<u>5:44.47</u>
4	Fran E Hare	66	PBM	Florida Gold Coast	<u>5:48.26</u>
5	Christie M Hayes	68	NEM	New England	<u>5:50.12</u>
6	Barbara G Dunbar	67	SDSM	San Diego - Imperial	<u>5:55.22</u>

2. **If I reupload a meet, what happens to the original upload?** Reuploading is supposed to wipe out all the swims that were originally uploaded along with any changes that were manually made. So if you reupload and there were any changes the first time such as adding split requests, you may have to remember to do those same changes.

COMMON QUESTIONS for Top Ten Processing

3. **Should I reupload if there is a correction to be made?** It depends on the timing of the reupload and the reason for the correction(s).
- The LMSC Standards look at the date of upload to see if meets are uploaded in a timely manner. The last upload (or reupload) is the date that is used.
 - If the reupload happens before you've submitted your top ten report, it won't affect the top ten, so shouldn't be a problem for that.
 - If the reupload is AFTER you've submitted your top ten report, check with me to see if I've completed processing your report. (see comments in #1 above regarding the swim IDs) You may be able to reupload and resubmit your report. Reprocessing your submittal is not always simple, so check with me first. If it's a case of changing one time or adding a split, it may be simpler all around to make the change manually rather than reuploading.

Note: Swims/times should NOT be deleted, especially if splits are involved. Better to mark a swim as a DQ or EXH (exhibition). Neither DQ nor EXH will appear in the rankings or top 10. Our Event Results database is supposed to be an archive of swims including DQs and no shows and did not finish.

EXHIBITION SWIMS

Exhibition swims do not exist in the rulebook. However, we use them in the Event Results database to prevent a swim from automatically being part of the Top Ten and Rankings.

What kinds of swims get marked Exhibition?

- When a swim appears to be short and we cannot verify it because of lack of meet documentation (usually backup time information).
- Splits that cannot be verified.
- Relays that are invalid due to club problems, such as not all swimmers on the same club. See Note on relays.
- Relays that are invalid due to gender such as 3 of one gender and one of the other gender. See Note on relays.
- On rare occasions, swims in a meet are marked as exhibition so as not to be included for scoring points. In many of those cases, the swims are still valid for top ten and can be changed to OK, depending on the reason given for the exhibition.

Why not remove/delete these problem swims?

- Our Event Results database is the archive of all results, which includes No Shows, DQs, and bad times.
- if we delete a swim accidentally, the only way to get it back is to reupload the entire meet. By marking problem swims as Exhibition, if it is a mistake, the swim can easily be changed back to OK. A deleted swim cannot. Ex. A 1500 was deleted accidentally and manually added back, but of course none of the splits show any longer. It would have been better to mark the swim as exhibition instead of deleting.

Note on relays – Using the Check for Relay errors will make any such problem relays marked as Exhibition, so you don't have to update the relay separately.

USA MEETS

Swims from Masters swimmers that compete in USA meets are allowed to automatically count their swims for Top 10 and Rankings, as long as the pool has a valid measurement on our pool list. The USA pool list is no longer sufficient. **How do the swims get into our Event Rankings?**

The swimmers are responsible for notifying their local top ten recorder to get their swims from a USA meet included. The local top ten recorder can check to see if the meet already exists in our Event Results Database. If not, the meet can be added, with a link to the official results and the proper information added, including the pool name and location. It also helps to have a link to the meet information. These meets are considered automatically Recognized by USMS. It helps to add a note in the meet description that the meet is a USA meet. If

COMMON QUESTIONS for Top Ten Processing

the meet already exists under a different LMSC, contact that LMSC's top ten recorder to ask if they can input the swim(s) for you.

FOREIGN MEETS

When a USMS swimmer swims in a foreign meet, the type of meet determines whether or not they can count their times for USMS top ten. If it is sanctioned by a World Aquatics (formerly known as FINA) member, World Aquatics requires that the swimmer must choose which country's membership (if they have more than one) they will use to register for the meet. They must swim under their USMS membership to count for USMS top ten times. If not, their times can still be entered in our Event Results Database, but they would have to be listed as a foreigner. But unless there are other USMS swimmers in that meet, foreign swimmers will not show up in the database.

When there are foreign meets with many USMS swimmers, the National Office tries to get results to upload, rather than entering each person manually. With only one or two USMS swimmers in a foreign meet, they would be added the same way as entering swims from a USA meet.

If the foreign meet is NOT run by a World Aquatics member, such as World Games, then the meet needs a formal Recognition from USMS prior to the meet, which also includes an Observer report, in order to count for top 10.

UNCONFIRMED SWIMMERS

If you have a large number of Unconfirmed swimmers due to workout groups, there is a way to make volume club changes. Click the "Audit Swimmer" link for that event. Up at the top of that page it shows "Accept all Reg Club suggestions for Club Abbreviation:" with a box to enter one, and then a GO button.

Enter the club suggested in red for a swimmer with the "wrong" club (i.e. workout group) and hit the GO button. It will change that swimmer's club to the one you entered and any others that match that club in red, to the entered club and confirms them. If you have multiple clubs to change, you may have to click the "Audit Swimmer" link again.

MEETS with KIDS

When you have a meet that includes kids, it's preferred to have the kids removed prior to uploading. That saves you a lot of changes for each of those kids. There are a few options to do this:

- Check if the meet host can send you the results of only the masters swimmers. (Not always possible or willing)
- If you have the Meet Manager backup,
 - a) follow the instructions in our tutorials for producing the results with just the Masters swimmers.
(this may not work for relays)

Or try this method:

- b)
 1. In Meet Manager go to Set-up, Division/Region Names, Regions. There Add a region and call it something like Masters.
 2. Go to Teams and edit each Masters team - by selecting the Region for Masters in the Region drop down box.
 3. When you go to export results on that screen in the region drop down box select the Region Masters so that only those results are exported.
(this should work for relays if all relay members are USMS members)

Or

COMMON QUESTIONS for Top Ten Processing

- c) Send the backup file to the National Swims Administrator (topten@usmastersswimming.org) and I'll be happy to remove the kids for you and send you the results of just the masters swimmers for you to upload.
- If you have only the Results file from Meet Manager, send your file to the National Swims Administrator (topten@usmastersswimming.org) and I'll be happy to remove the kids for you and send back the results of just the masters swimmers for you to upload.