

Instructions to submit meet results to state
Home team coach submits the results to the state rankings
Meet results must be submitted within 72 hours of the conclusion of the meet

You will need the following saved to a USB drive:

1. Full Meet Manager backup of the meet
 - a. In Meet Manager, on the main page, click on “File” then “backup”. It will ask where you want to copy back up file. In left box, click down arrow and select your USB drive. Click ok and then ok again.
Backup file will show in your USB drive as follows:
Swmm6BkupNAME OF MEET.-02.zip
2. Full results file of all teams
 - a. In Meet Manager, on the main page, click on “File” then “Export”, then “Results for Swim Manager or SWIMS or NCAA or USMS”. A box labeled “Export Results” will come up. Just click OK. Do not select a specific team as you want to export the results for all teams. Box will come up showing “Export File Progress”. Once completed, click OK. Box will come up asking where you want to copy file. Go to left box and click down arrow and select the USB drive. Click ok.
Meet results file will show in your USB drive as follows:
Meet Results-NAME OF MEET-DATE OF MEET-001.zip
3. PDF file of full meet results: For this file, go to your Meet Manager, click on “Reports” then “results” then “select all” then “create report”.
On that page, look to the top left corner and you will see an icon that looks like two disks or pieces of paper overlapping one another. Click on that, then click OK. It’s going to give you a warning about an email program, but just click OK. Then it will give you export options and just click OK again. Then it will ask you where you want to send this file, so on your left, scroll down and click on your USB drive. Then click on “file name” and name your file. Then click save.
4. Name of referee
5. Email address of referee

NOW YOU ARE READY!

1. Go to www.sportstiming.com/SCHSS/
2. Scroll down and click on the “Meet Results” box
3. Click on “load meet results”
4. Input information
Date of meet
Submission type: final results pre-filled
Hosting High School: YOU (click down arrow to find your school)
Organization: South Carolina High School League (click down arrow to select)
District: district 2 Piedmont (click down arrow to select)
Meet Type: click down arrow to select
Course: 25 yards
Timing used: click down arrow to select (usually manual, 3 stopwatches)
Meet Referee’s name

Meet referee's email address
Your contact information

Once you have inputted all the information asked for, then you attach your files.

1. Click on "choose file" for each section and find each file on your USB drive and attach.
2. Click submit!
3. Results are loaded Monday thru Thursday.
4. If you have questions/concerns about a time, contact Billy Culbertson with Sportstiming at billy.culbertson@sportstiming.com
5. My advice: check the state rankings to ensure that your meet was loaded to the rankings. E.G. select one of your swimmers that swam a qualifying or consideration time at the meet and check to make sure that time is showing.