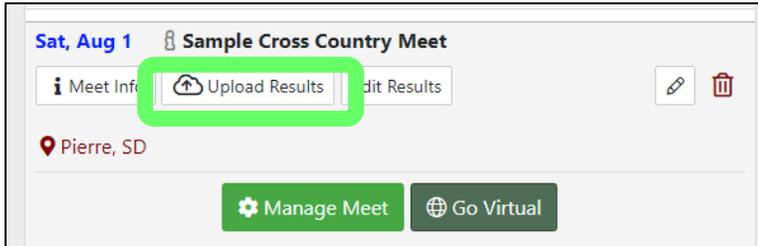


# ATHLETIC.NET – UPLOAD MEET RESULTS

1. Click: Meet Name (from team calendar/schedule on Athletic.net)



2. Click: Upload Results



3. If prompted to "Edit Meet Divisions", do the following. **Otherwise, skip to Step 4.**
  - a. Click: Add Race Division



b. Select Division Name (click drop-down arrow), Distance and Level

Edit Meet Divisions

Male

Name  
New Division

5000  
Meters

2:00 AM

ID 1 Team Max ---

Race Max ---

[/!\ No Course](#) [Advanced Settings](#)

High School  
Middle School  
College  
Club  
Unattached

Entries:

c. Repeat for each gender and event/race held at meet

d. Click: Close

Middle School  
College  
Club  
Unattached

Entries:

+ Add Race Division

+ Add Race Division

Club  
Unattached

Entries:

+ Add Race Division

Close

4. Click: Upload a file

**Sample Cross Country Meet** Saturday, August 1, 2020  
UNOFFICIAL RESULTS [Ask questions below](#)

**Admin Tools**

Clear All Audits   Lock Meet   View All Parses | Watch Parse | Unattached   Level 1

Clear Unattached on Publish | [View Published Results](#)

**Edit Meet Divisions** - Meet Levels:  High School    Middle School    Club    Collegiate    Unattached

**Need Help** ?

[Upload](#)   [Teams](#)   [Athletes](#)   [Publish](#)   [Audit](#)

**1. Upload the result file(s) for Sample Cross Country Meet - Saturday, August 1, 2020**  
We highly recommend uploading Semi-Colon-Delimited (.csv) result files. [View Common Supported Formats](#)

OR

5. Navigate and select results file that was exported from Hy-Tek Meet Manager

This PC > Desktop

New folder

Name	Date modified
CrossCountry	7/31/2020
Track	5/21/2020
.aspx	12/3/2019
.pdf	12/3/2019
EXPORTING MEET RESULTS FROM HY	8/31/2020
HomePts	5/5/2020
HOW-TOS	8/17/2020
Officials Registration	6/18/2015
reslt001	8/31/2020
StoredProcedures	5/7/2020
SURFACE	10/2/2019
TFMM 6.0	7/11/2017

6. Match Hy-Tek results to Athletic.net divisions

**2. Match result divisions to Athletic.net divisions.**

8/31/2020 1:30:14 PM   ID:259147 - 8KB reslt001.csv

Aaron Magnuson   [Preview Matches](#)   Re-Parse   Unload   Remove Results    

RaceID: F - 2;;5000;F;;3;Class B =

RaceID: M - 1;;5000;M;;3;Class B =

7. Click: Next

2. Match result divisions to Athletic.net divisions.

8/31/2020 1:30:14 PM ID:259147 - 8KB reslt001.csv

Aaron Magnuson

Preview Matches Re-Parse Unload Remove Results

RaceID: F - 2;;5000;F;;3;Class B = F - 5,000 Meters Varsity (2 - HS)

RaceID: M - 1;;5000;M;;3;Class B = M - 5,000 Meters Varsity (1 - HS)

Edit Athletic.net Meet Divisions Next >

Admin options

View All Parses

Download All Uploads

8. Click: Accept Match for all teams on Verify Team Matches page (if necessary)

Verify Team Matches

Make sure the result teams are properly matched to teams on *Athletic.net*

2 Teams have one or more matching athletes. 'Accept Match' if correct. Close

Athletes	Result Team	Matched to Athletic.net Team
2	HS Harding County	Harding County, Buffalo South Dakota, B
2	HS Takini	Takini, Howes South Dakota, B

High School

Accept Match

Accept Match

Re-run auto team match Next >

9. Click: Next

Verify Team Matches

Make sure the result teams are properly matched to teams on *Athletic.net*

Result team Matched to Athletic.net team

High School

Re-run auto team match Next >

10. Match Athlete name from results (blue highlight) with possible athlete name on Athletic.net

a. Shouldn't be necessary if using Athletic.net to download rosters/entries prior to meet

Match Athletes

Make sure that result athletes are properly matched to athletes on *Athletic.net*

0 out of 1 athletes matched

Review Matches

HS

Takini

10	Max Bobtail Bear
8	<b>Matt Bobtail Bear</b>
10	Maximus Bobtail Bear
No Match	

11. Click: Next

Match Athletes

Make sure that result athletes are properly matched to athletes on *Athletic.net*

Go to Old Match Next >

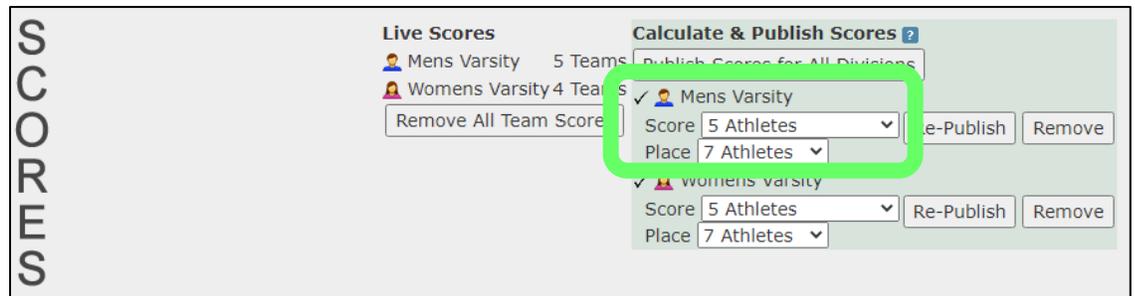
12. Click: Publish Results



13. Click: Mark 'Official'



14. If Team Scores are kept at meet, select number of athletes to score and place for each division.
- a. Score = number of runners used to calculate team score
    - i. Typically, 5 for Class AA, 4 for Class A, 3 for Class B
  - b. Place = number of runners who can place for each team (score number plus pushers)
    - i. Typically, 7 for Class AA, 6 for Class A, 5 for Class B



15. Click: Publish Scores for All Divisions or Re-Publish for specific divisions only

