How do I add meets and upload their results?

How to Add Meets & Upload Meet Results:

To add a meet, you will need to log in to your account. If you have not created your new USA Swimming account, you will need to do so prior to logging in. If you were a previous SWIMS member, you will need to link your Member ID to your new account. If you need assistance on how to create your account, please follow these links.

[How to setup your new USA Swimming account if you were a previous SWIMS member.](#)

[How to setup your new account if you are new to USA Swimming.](#)

To login, please go to hub.usaswimming.org. Where you will see the following "Login" page.

LOGIN

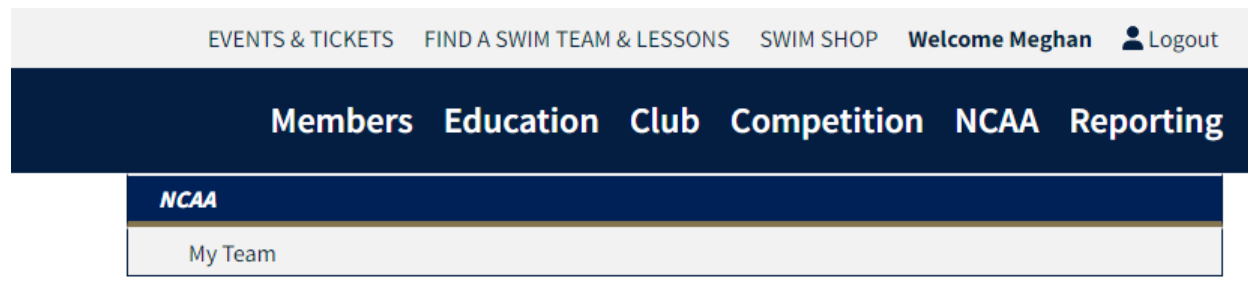Please login with your username and password.

Username:

Password:

LOGIN

FORGOT PASSWORD

CREATE A LOGIN

Once you have logged in, you will be taken your member dashboard. You will see the NCAA tab in the upper right hand corner. You will click on that tab to see the following "My Team" link:

Once you click on the "My Team" link, you will be taken to the "View/Edit Team" page. Here you will click on the "Meets" pill and then select the "Add Meet" button.
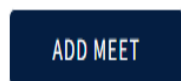

Once you have clicked on the "Add Meet" button, you will see the following page, where you will need to enter the required information, such as the "Meet Name", "Start Date", "End Date", "Meet Classification", "Meet Course(s)", and "Facility". The "Meet Software" is an optional field within the form.

Add Meet

Meet Name*	Start Date*	End Date*
Michigan Test Meet	September ∨ 23 ∨ 2022 ∨	September ∨ 23 ∨ 2022 ∨

Meet Classification*	Meet Software	Meet Course(s)*
Collegiate Dual Meet ∨	Hy-Tek Meet Manager ∨	SCY ∨

Facility*	Altitude (ft)	City
Canham Natatorium ∨	Unknown	Ann Arbor

State	Country	
MI	US	

SAVE   BACK

Once you have entered all of the required information, you will then click the "Save" button to save the information you've entered and then be taken to the "Meet Sessions" page.

ADDITIONAL NOTES: YOUR FACILITY MUST BE ADDED IN THE 'FACLITITES' TAB BEFORE YOU CAN SAVE YOUR MEET.

Once you are on the "Meet Sessions" page, you will need to click on the "Add Session" button to add meet sessions to your meet.

Meet Sessions

Meet Name: Michigan Test Meet

Meet Dates: 09/23/2022 - 09/23/2022

ADD SESSION

SESSION NUMBER	SESSION TYPE	SESSION DATE	WARM UP TIME	START TIME
No Sessions				

CONTINUE

Once you have clicked the "Add Session" button, you will be taken to the following page where you will need to enter the required information, such as "Session Number", "Session Type", and "Session Date". The "Warm Up Time" and "Start Time" are optional fields in this form.

Add Session

Meet Name: Michigan Test Meet

Meet Dates: 09/23/2022 - 09/23/2022

Session Number*

| 1 |

Session Type*

| TimedFinal | ⌄ |

Session Date*

| 09/23/2022 | ⌄ |

Warm Up Time

| 07 | ⌄ | | 30 | ⌄ |

Warm Up Time (12-hour clock)

7:30 AM

Start Time

| 09 | ⌄ | | 30 | ⌄ |

Start Time (12-hour clock)

9:30 AM

| SAVE | BACK |

Once you have entered all of the required information, you will click the "Save" button which will save the information you have entered.

Once you have added all of the Meet Sessions, you will click the "Continue" button.

Meet Sessions

Meet Name: Michigan Test Meet
Meet Dates: 09/23/2022 - 09/23/2022

ADD SESSION

SESSION NUMBER	SESSION TYPE	SESSION DATE	WARM UP TIME	START TIME	
1	TimedFinal	09/23/2022	7:30 AM	9:30 AM	✎

CONTINUE

After you have clicked the "Continue" button on the "Meet Sessions" page, you will be taken to the "Team Meets" page where you will see all meets that have been added.

Team Meets

ADD MEET

Report Period

2022-2023

MEET NAME	MEET DATES	MEET HOST	COURSE	
Test Meet	10/01/2022 - 10/01/2022	Michigan, University of	SCY	🗑
Michigan Test Meet	09/23/2022 - 09/23/2022	Michigan, University of	SCY	🗑

How to upload meet results:

Once the meet has been completed, you will see a new icon is available. This is the "Upload" icon. You will need to click this icon in order to be able to upload your meet results.

| Test Meet 2 | 09/21/2022 - 09/21/2022 | Michigan, University of | SCY | ⬆ 🗑 |

After you have clicked on the "Upload" icon, you will see the following page.

Meet Upload

Meet Name: Test Meet 2

Meet Host: Michigan, University of

Meet Dates: 09/21/2022 - 09/21/2022

SELECT A FILE Hy-Tek (*.cl2), SDIF (*.sd3), Lenex (*.lef)
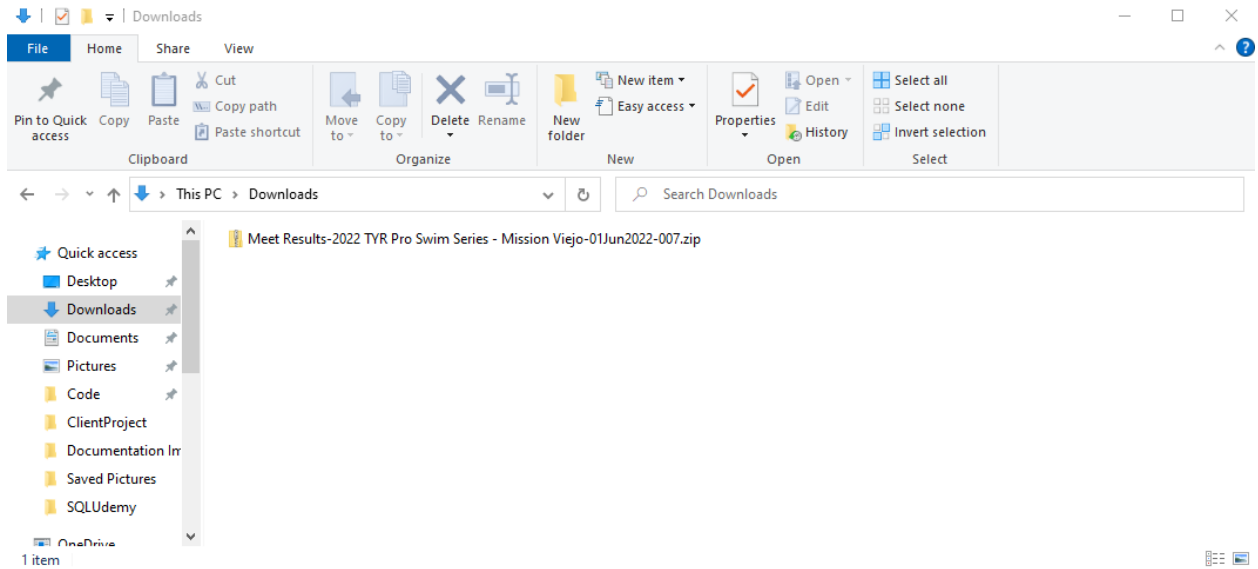
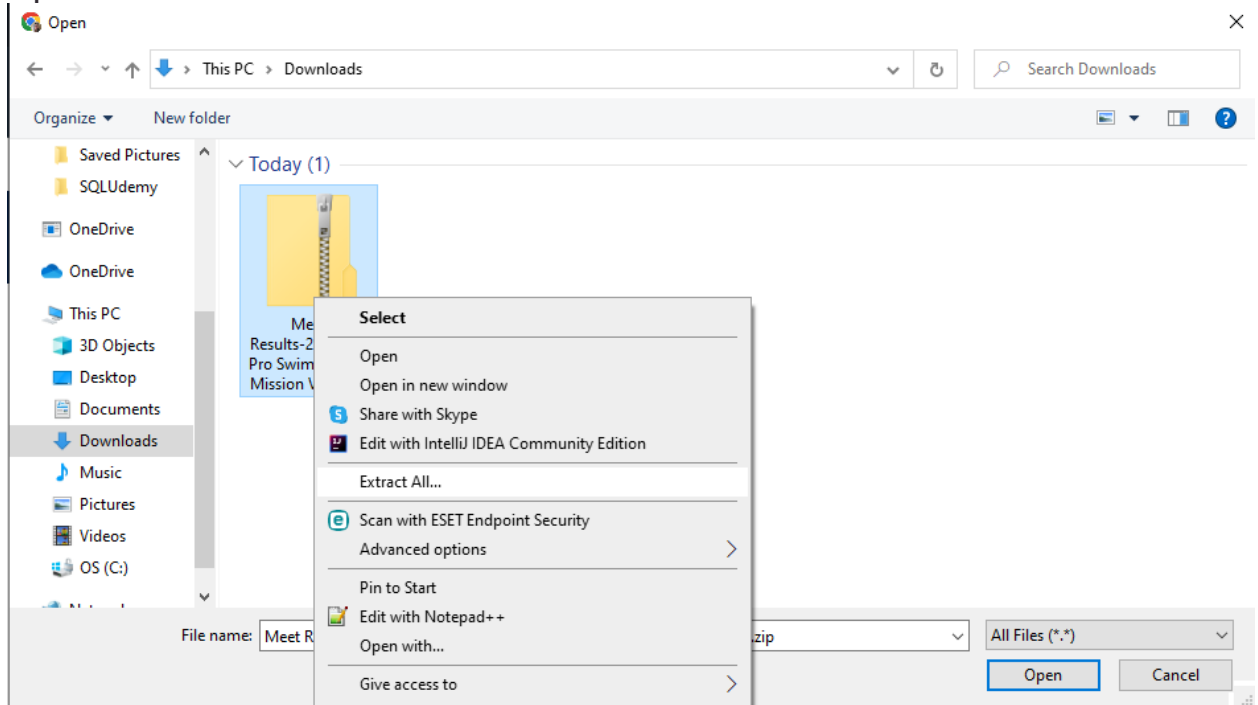**Individual Times: 0**

Relay Times: 0

File Errors: 0

BACK

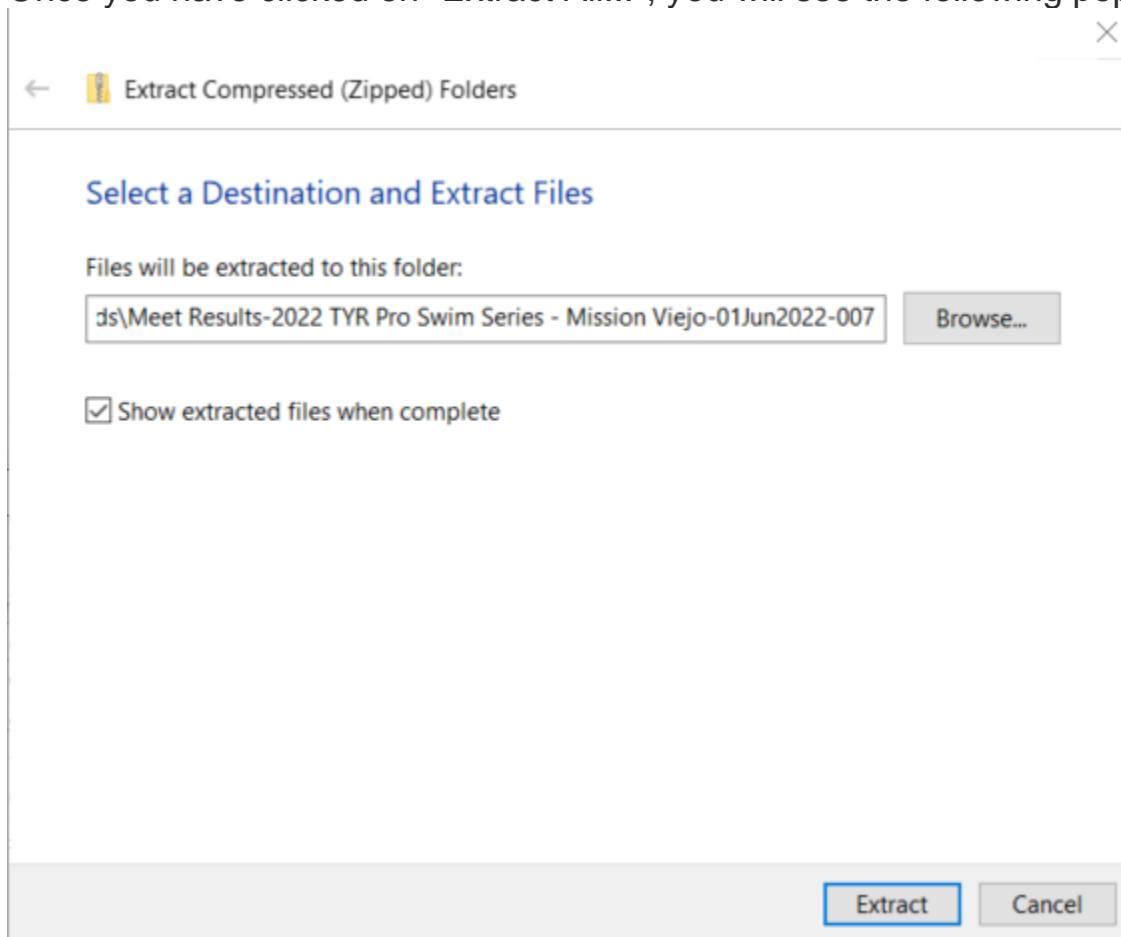Here you will click the "Select A File" button. This will open a pop-up that shows the zip files on your

computer.

Do no select the zip file, as this will not upload. Instead, you will right click the zip file and click on "Extract All..."
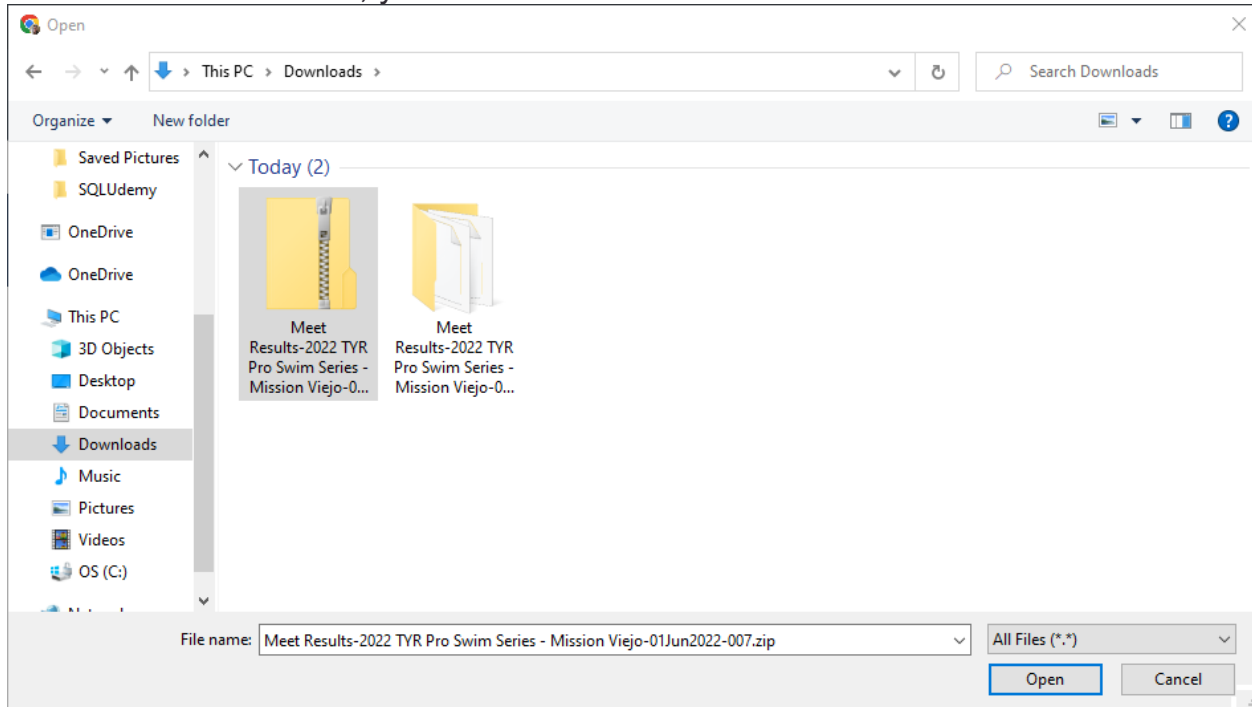
Once you have clicked on "Extract All...", you will see the following pop-up:
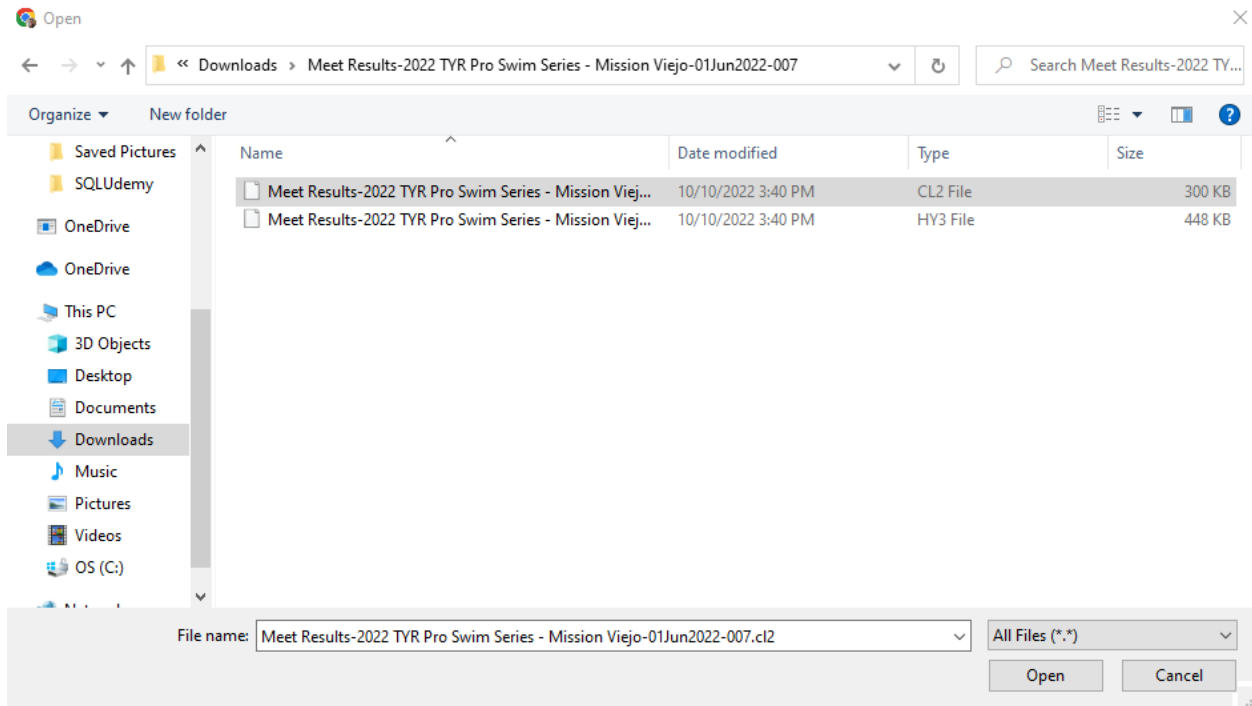

Here you will select where you would like these files to be extracted to on your computer and then click the "Extract" button in the bottom corner. After you

have extracted the file, you will be able to see the new folder.

To access the file that needs to be uploaded, you will double click on the folder that does not have a zipper on it, where you will see the following:

Here you will click on the file that has a "Type" of "CL2 File" and then click the "Open" button. You will then click on the "Upload Meet Results" button where you will see the following results.

Meet Upload

Meet Name: Oakland vs Wayne State
Meet Host: Oakland University
Meet Dates: 09/09/2022 - 09/09/2022

SELECT A FILE   Hy-Tek (*.cl2), SDIF (*.sd3), Lenex (*.lef)

Individual Times: 142

Relay Times: 8

File Errors: 6 - download JSON files to view error details

Individual Times Status: Success

Individual Times Imported: 120

Matching Errors: 22

Relay Times Status: Success

Relay Times Imported: 4

Matching Errors: 4

DOWNLOAD JSON FILES   UPLOAD MEET RESULTS

BACK

Note: This is what the page will look like. If the 'Times Status' states 'Success'. The meet results were uploaded. You can then click back, and you are done! If you see any numbers greater than 0 for "Matching Errors", please reach out to NCAA@usaswimming.org.