Results Upload Process for Approved Meets – Manual Team Manager Entry

What is your Club's responsibility?

If your Club is holding an approved meet you will need to follow these steps to ensure:

- the results are approved; and
- the results are uploaded correctly.

Note: Clubs will now be responsible for uploading their meet results into ClubLANE (regardless of whether your meet was run using Online Meet Entry).

Step 1. Before the meet

Create your meet online in ClubLANE (for help click here).

Name your meet according to the SQ Meet Name Template.
- (Year) (Club) (SC/LC) (A Grade/B Grade/Development/Introductory) Meet
- *For example:*
  - *2016 Commercial SC A Grade Meet*
  - *2017 Marlin Coast LC Introductory Meet*

Step 2. Before the meet

Email Swimming QLD (entries.qld@swimming.org.au) with:

1. Event Code
2. Name of meet

It is at this point that Swimming Qld will change the meet results status to be approved.

Step 3. After the meet

Email Swimming QLD (results.qld@swimming.org.au) with:

1. The TM File for the meet as a compressed Zip File which will have the title:
   Meet Results – Meet Name – Meet Date
2. The ClubLANE **Event Code** and the **Name** of the meet in ClubLANE

Note: Please ensure you follow the Swimming QLD Meet Name Template when titling your meet in the ClubLANE system and that the TM File reflects the same meet name.

Step 4. After the meet

Upload your results to ClubLANE (for help click here):
1. Log in to ClubLANE and open the meet.
2. Select the Meet Manager tab.
3. Import the original TM Entry file from Meet Manager (for help click here).
4. Select the Export Entries to Meet Manager option.
5. Import Results from Meet manager as a TM Results file.
6. Publish Results *(please note this step is essential for the result to show on Results Central)*

Note that as Swimming Qld has already updated the results status to approved (in Step 2) your results will automatically show in Results Central as soon as you upload them.