

## Manually Entering a Swimmer's Times

Occasionally you might receive some meet results that are not in an electronic format. If one or two members swim in a USA Swimming sanctioned event, for example, you need to enter those meet results into the database without uploading the results of all of the USA members. If your LMSC hosts a very small, hand-timed meet, they might just put the results into a spreadsheet.

The tools give you the ability to manually add a meet and the participants' times to the database.

You can also use this tool to add one swimmer to a meet that you have previously uploaded.

From the main page, click  
"Add a new meet"

### North Carolina Event Results Administration

[Add a new meet](#)

Showing All Available North Carolina Meets in Current Seasons (7 meets)

Filter List of Meets:

Select an existing meet to administer:

Dates	Course	LMSC	Swimmers	2021 Meets
Oct 30, 2021	SCY	NC	0	<a href="#">Coastal Masters Fun-vitational (20211030Coast2Y)</a> [ Delete Meet ]
Aug 21-26, 2021		NC	0	<a href="#">Masters Swimming High Performance Camp (20210821HP21)</a> [ Delete Meet ]
Jul 21-25, 2021	SCY	NC	847 member	<a href="#">2021 U.S. Masters Swimming Short Course Yards National Championship (20210721S002NCY)</a> [ Delete Meet ]
Jun 19-20, 2021	SCY	NC	0	<a href="#">2021 Bodyarmor State Games (20210619BA211Y)</a> [ Delete Meet ]
Jun 19-20, 2021	SCY	NC	40 member	<a href="#">2021 Bodyarmor State Games (20210619BA21Y)</a> [ Delete Meet ]
Jan 2, 2021	SCY	NC	19 member	<a href="#">SwimMAC Masters January 2021 Intrasquad Meet (20210102MAC2Y)</a> [ Delete Meet ]
Dates	Course	LMSC	Swimmers	2020 Meets
Dec 12, 2020	SCY	NC	24 member	<a href="#">SwimMAC Masters December 2020 Intrasquad Meet (20201212MacISY)</a> [ Delete Meet ]

## Event Results Administration - Add an Event

Make up a 6-character meet identifier

(\* = Required)

\*Identifier:  (Up to 6 character abbreviation for event -- DO NOT include date of event or course type, as they will be added automatically)

\*Country:

\*LMSC:

\*Course:

\*Sanction:

\*Event Title:

Event Description:

\*Start Date:    (use 4-digit year)

Same as Start Date

End Date:    (use 4-digit year)

Event Location:

Event Web Site:

Entry Form:

Results URL:

Enter the meet information. The fields with asterisks are required. For a meet that was sanctioned by USA Swimming, enter it as "USMS Recognized."

Were all USMS requirements met, including the pool length measurement, correct number of officials and timers, and swimsuit requirements?:

\*Is this a Postal Event?:  yes  
 no

USMS National Championship?:

USMS.org On Line Entries Used?:

## Event Results Administration - 2021 NC Wave Capital City Invitational

### Event Details:

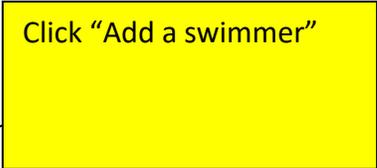
(change)

**Course:** Long Course Meters

**Dates:** Nov 1-2, 2021

**Sanction:** Recognized by the North Carolina LMSC

Click "Add a swimmer"



### Event Results:

- [Upload](#)
- [--OR-- Add a swimmer](#)  
(use this option only if you don't have a results file to upload but would like to manually add individual swimmers and results to the event)

Instead of selecting "Upload," you will select "Add a swimmer." This selection allows you to manually add swimmers and results to the meet.

Continued on next page....

## Meet Administration - Add Swimmer

### 2021 NC Wave Capital City Invitational (LCM)

Nov 1-2, 2021

To look up members and have a chance to auto-populate the form below with information from the registration database, fill in your search criteria and select Lookup:

**Last Name:**   Match any part of last name  
 Search for swimmers whose last name "sounds like" this

**Swimmer ID:**   
(last 5 characters of reg #)

**Birth Date:**   
(format YYYY-MM-DD)

**LMSC:**

**Search for the swimmer. You can choose the LMSC to narrow down the results.**

## Meet Administration - Add Swimmer

### 2021 NC Wave Capital City Invitational (LCM)

Nov 1-2, 2021 Select the member to assign to the swimmer from the matching members below or search the registration database again, or edit the current swimmer details in the lower form directly. **More likely matches are listed first and bolded.** (1 possible matches found)

Member	Options
Reg: 131Y-023KN ID: 023KN Braun, Erika L Birthday: <input type="text"/> Age: 49 Sex: F Club: NCMS North Carolina Masters Swimming	<a href="#">Select Member</a>

Look up another name in the registration database for this swimmer listing:

**Last Name:**   Match any part of last name  
 Search for swimmers whose last name "sounds like" this

**Swimmer ID:**   
(last 5 characters of reg #)

**Birth Date:**   
(format YYYY-MM-DD)

**LMSC:**

**Click "Select member"**

**Swimmer Details: (Current swimmer details in Red)**

First Name:  ()

MI:  ()

Last Name:  ()

Swimmer ID:

Registration Number:  ()

Sex:  ()

Age:  (0)

Age Group:

Birth Date:  (use 4-digit year) ()

Club Abbr:  ()

Status:  ▼

- unconfirmed
- member**
- foreigner
- nonmember

The form gets populated with that member's registration information. Choose "member" to indicate the person is a registered member

Club Abbr:  ()

Status:  ▼

Then click "Submit"

## Meet Administration - Swimmers

### 2021 NC Wave Capital City Invitational

#### Event Details:

(change)

**Course:** Long Course Meters

**Dates:** Nov 1-2, 2021

**Sanction:** Recognized by the North Carolina LMSC

**Uploaded Results:**

The swimmer is entered. Now click "View/Edit Swims" to enter her times.

#### Swimmers (1 Total):

[Add a new swimmer to the meet](#)

Name	Sex	Age	Birthdate	Club	Reg#	Status/Options
Erika L Braun	F	49	<input type="text"/>	NCMS	131Y-023KN	member <a href="#">Edit Swimmer</a>   <a href="#">View/Edit Swims</a>

## Swimmer Results from 2021 NC Wave Capital City Invitational

### Results for Erika L Braun, F49, NCMS

[Add a new swim for this swimmer](#)

[Add a new relay including this swimmer](#)

[View a list of all swimmers](#)

No individual event results found for this swimmer at this meet.

We are adding individual swims

# Meet Administration - Add A Swim

2021 NC Wave Capital City Invitational

## Event Details:

[\(change\)](#)

Course: Long Course Meters

Dates: Nov 1-2, 2021

Sanction: Recognized by the North Carolina LMSC

Uploaded Results:

## Swimmer

Erika L Braun, F49, NCMS ▾

## Event Details

Event Number

Distance

▾ Stroke

▾ Round (most Masters meets are run in Prelims)

If this is a split request swim, the ID of the split swim

Heat

Lane

Seed Time

Final Time

▾ Event Status

Place

Points

Add Swim

Enter as much information as you have. The bold fields are required.

Then click "Add Swim"

See next page for a definition

27.17 Final Time

OK ▾ **Event Status**

OK Place

DQ

NS Points

SCR

DNF Add Swim

EXH

NT

The event status will typically be "OK," which means it was a legal swim with a valid time. (Otherwise you would probably not be entering the swim.)

## Swimmer Results from 2021 NC Wave Capital City Invitational

**Results for Erika L Braun, F49, NCMS**  
[Add a new swim for this swimmer](#)

[Add a new relay including this swimmer](#)

[View a list of all swimmers](#)

**Women's Results**

Women 45-49 50 Meter Freestyle Prelims  
[Edit Swim or Request Splits](#) | [Delete Swim](#)

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P1	Name	Age	Club	Seed Time	Final Time	Points
---	Braun, Erika L	49	NCMS	NT	27.17	

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The 50 Free swim has been entered. To continue adding swims, click "Add a new swim for this swimmer"