

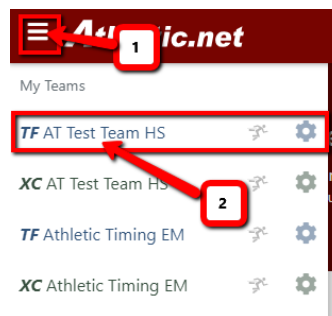
NORTH DAKOTA UPLOADING RESULTS DIRECTIONS

Step 1: Export the complete meet results from your meet management software in the semi-colon delimited results format.

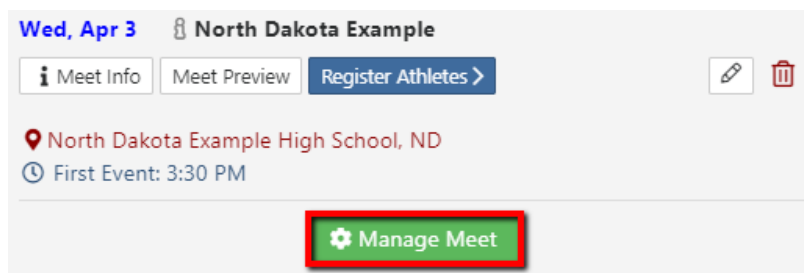
In **HyTek**, click **File > Export > Semi-Colon Delimited Results** and then click the OK button.

In **MeetPro**, click **File > Export > Results** and choose the Semi-Colon option and click OK.

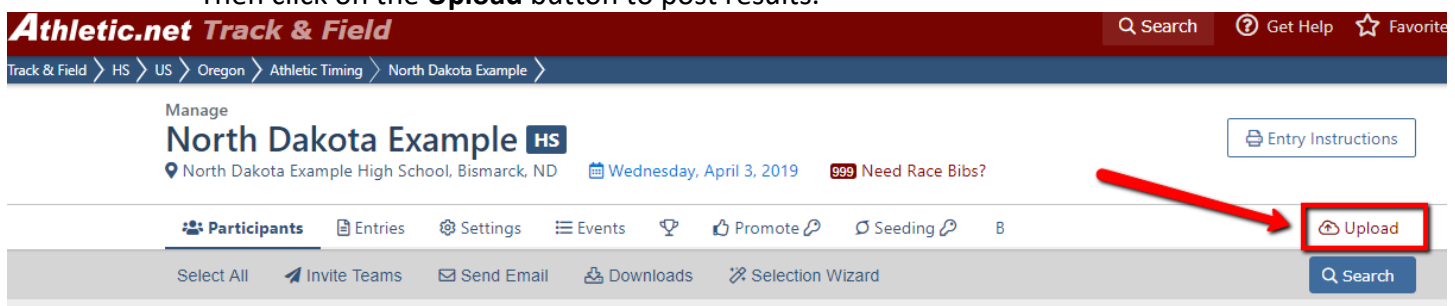
Step 2: Sign in to Athletic.net. Go to your team page. You can find it under the **My Teams** section of your account's home page, or by clicking on the navigation menu in the upper left hand corner, then clicking on your team.



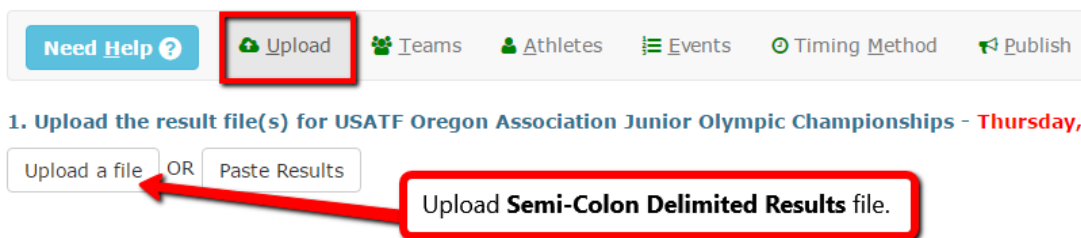
Step 3: From your team's home page, click on the meet on your calendar to expand the options. Click the **Manage Meet** button to access your Host Tools for the event.



Then click on the **Upload** button to post results.

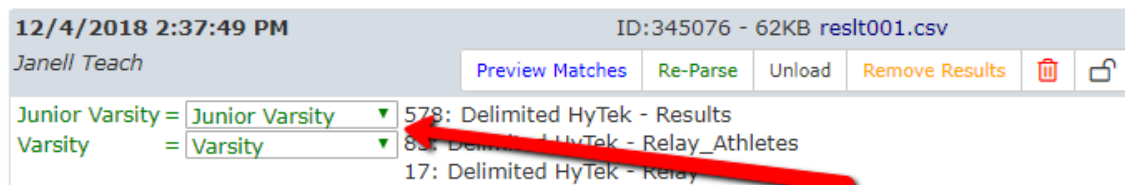


Step 4: On the **Upload Results** page, you will start on the **Upload** tab. Click the **Upload a file** button and upload your complete results file in the format specified.

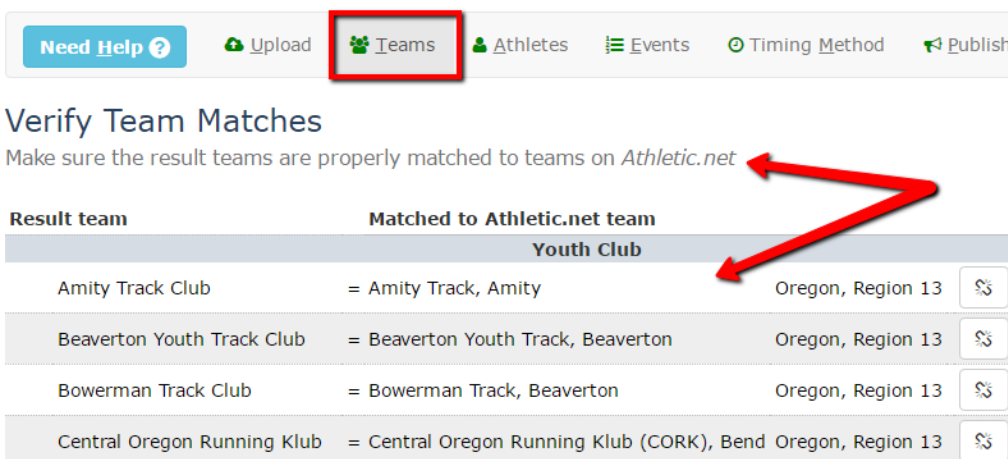


Once the file has uploaded, check to make sure that divisions are matched up properly. They will automatically match up if division IDs were not adjusted on Athletic.net and the same ones were used in your meet management software.

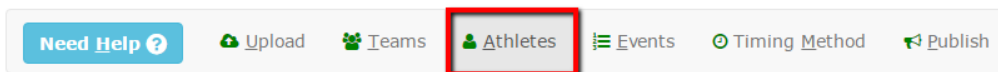
2. Match result divisions to Athletic.net divisions.



Step 5: Continue on to the **Teams Tab** where you will review and make sure that each of the teams in the results file is correctly matched up to the team listed on Athletic.net.



Step 6: Next, on the **Athletes Tab**, you should see that all athletes from the results are already matched to team rosters on Athletic.net. This is due to using Athletic.net for meet registration for all athletes.



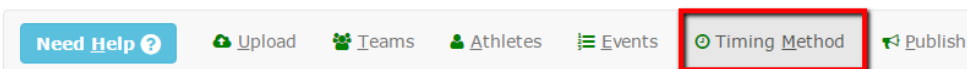
Match Athletes

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

All Athletes are Matched to Rosters!

Step 7: Continue to the **Events Tab** where you will adjust any heights/weights that need to be posted differently for certain divisions (for example, if JV throws a different shot put weight).

Step 8: On the **Timing Method Tab**, click the Hand Timing or FAT button to designate the primary timing method. If specific events were timed differently, you have options below to adjust.

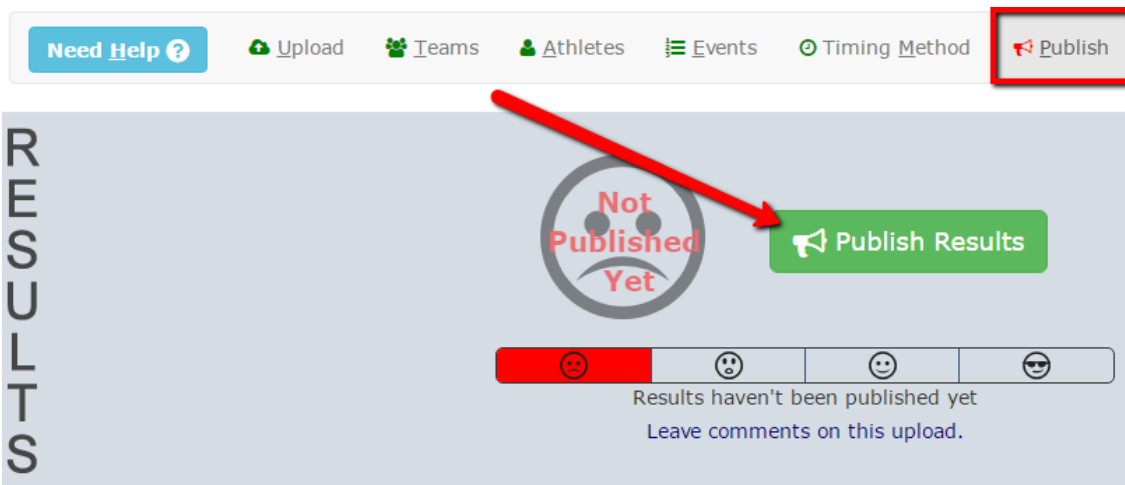


Set the primary timing method for this meet



Then Change Individual Events *if* you need to. (Make sure to set the primary method first)

Step 9: **Publish Tab** – Click the **Publish Results** button and then click the **Mark Official** button.





When you **Mark Official** the results, Athletic.net and the coaches in your meet are notified that the results are posted on the meet site and official.