

PROCEDURES FOR SUBMITTING MIDLAKES RESULTS

Results for ALL MEETS, including out of division, need to be submitted to the Midlakes website. *The Home pool is responsible for this task.* Results should be submitted within 24 hours of the conclusion of the meet.

Report for Website: To create the report for the Midlakes website use these selections:

1. Pdf option from Hy-Tek
2. Columns / Format Tab
 - a. Triple Columns (this will allow results to be printed out in fewer pages)
 - b. Relay names - 4
3. Include in Results Tab
 - a. Records
 - b. Time standards
 - c. Entry time
 - d. DQ Codes
 - e. Include Team Scores - Combined score
4. Splits Tab - None
5. Select All events
6. Create the report
7. Click the PDF Icon on the bar at the top of the report - it is next to the Printer Icon
8. Name the file created. Example: SS @ KGR A-Meet 6-15-11**
9. You must email this file to results@midlakesswimleague.org
10. The subject line of the email should be the same as the name of the results file: SS @ KGR A-Meet 6-15-11**
11. The results will be posted to the website Scoreboard at <http://www.teamunify.com/Home.jsp?team=reclmslwa>
12. **It is important that we keep the naming scheme consistent to ensure that the results are posted correctly. If you are unsure of the correct name check the Scoreboard or the Swim Meet Schedule posted on the League website.**