



NCAA RESULTS REPORTING



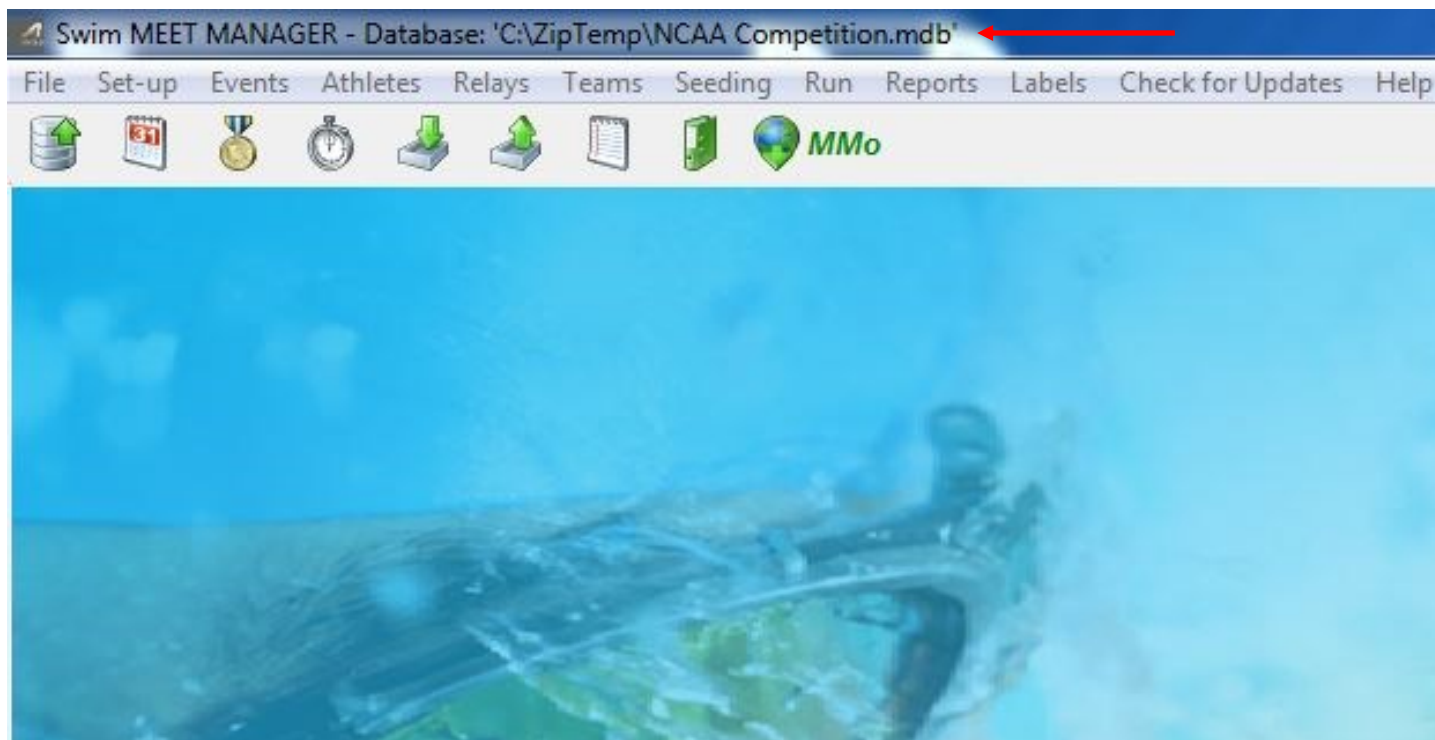
It is the responsibility of the host and/or the head coach from each competing institution to submit competition results within 72 hours after the meet ends.

Please allow USA Swimming up to 72 hours to upload results. If you do not see your team's times on the NCAA times searches within 72 hours of sending the results, please reach out to ncaa@usaswimming.org.

The times appearing on the NCAA times searches are considered official and eligible for entry to the NCAA Championships.

*** These directions only apply to Meet Manager version 2.0 and higher. We **cannot** upload meet backup files, PDFs, .html files, or results files from Team Manager.

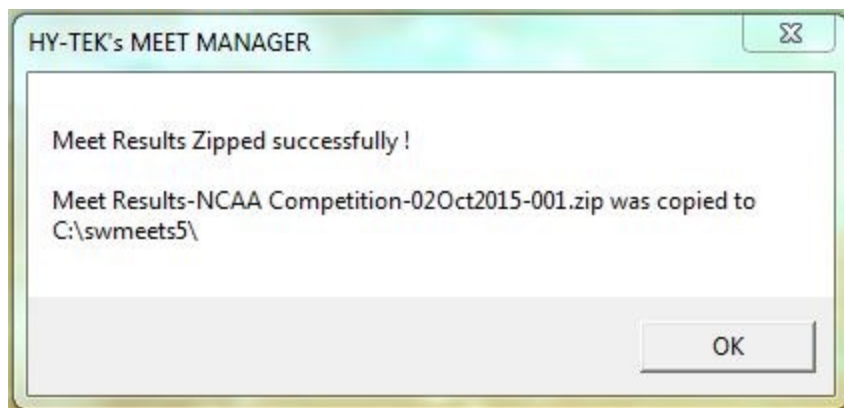
Step	Instruction
1	Make sure the meet you wish to export results for is currently open in Meet Manager.



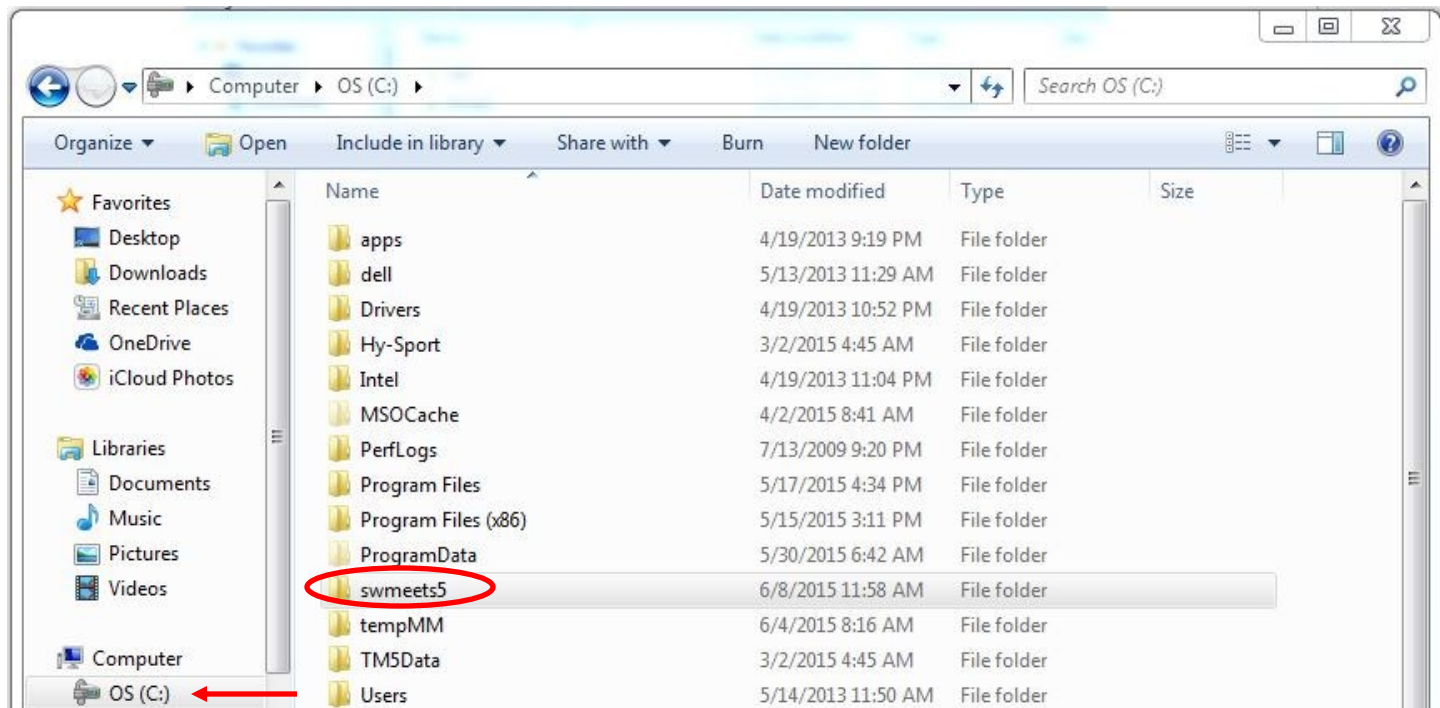


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Step	Instruction
6	You should receive the following message: Meet Results Zipped Successfully! Click OK .



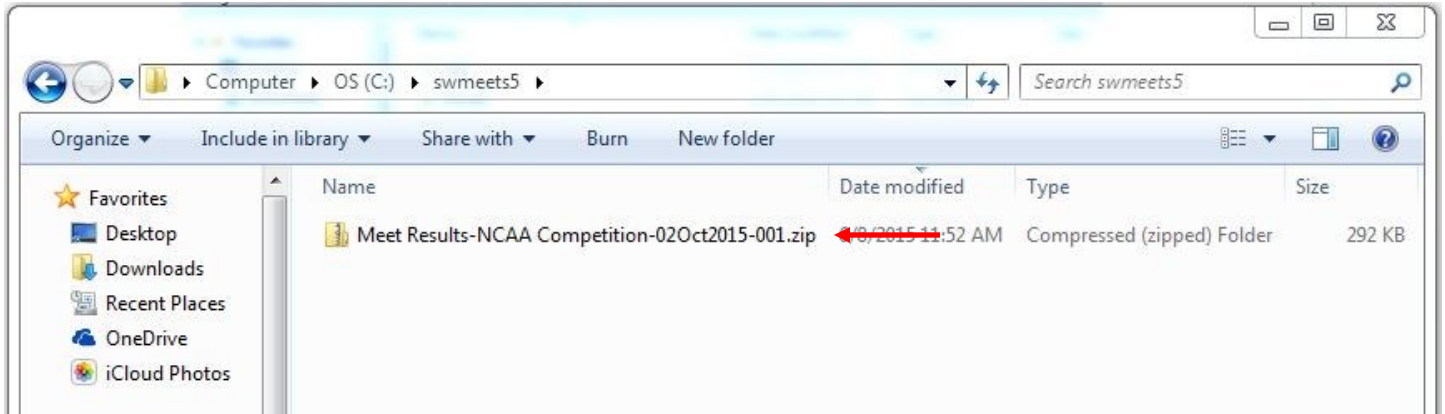
7	Navigate to your C drive and open the folder titled swmeets .
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Step	Instruction
8	As you can see below, there is now a meet results .zip file in the swmeets folder.



9	Please attach the meet results .zip file in an email to ncaa@usaswimming.org .
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