2012 RESULTS REQUIREMENTS

PLEASE DISTRIBUTE TO ALL EVENT TIMERS/TIMING COMPANIES

Electronic race results for adult events must be submitted to USA Triathlon and your Regional President within 15 business days of the event.

Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I	Column J	Column K
USAT #	**Last Name**	**First Name**	**Sex**	**DOB**	**Email**	**State**	**Zip code**	**Country**	**Category**	**Final Time**

Column A = USAT # (ten digits or shorter)

Column B = Last Name

Column C = First Name

Column D = Sex (F or M)

Column E = DOB (mm/dd/yyyy)

Column F = Email

Column G = State (use 2 digit state code)

Column H = Zip Code (5 digit code)

Column I = Country (3 digit country code)

Column J = Category (age group, open, or elite)

Column K = Final Time (hours:minutes:seconds.tenths of seconds)
Note: If someone finishes in under one hour it is important that you enter the time with a 0: (zero colon) before the time is entered. For example: 0:59:24.

1. Acceptable file formats are **CSV** or **Excel**. **Word, HTML, a link to online results, or hardcopy files will be returned.**

2. Separate worksheets must be submitted for each race of an event. For example, if an event has a short and long triathlon, two Excel worksheets must be submitted.

3. Files can **only** contain the columns listed above and the language examples listed to the left. A file template has been included on the Documents Tab of the online website to help format the data (2012 Results Sheet.xls).

4. Only athletes who are annual USAT members on November 1 of the race year will be included in the final rankings.

5. Proof your file before sending. Athlete inquiries regarding the accuracy and receipt of results will be directed to the race director.

6. Include the event name and date in the email subject line and email the results to the following locations:

   a. rankings@usatriathlon.org
   b. your Regional President – see http://www.usatriathlon.org/regions/contents/region-contacts.aspx

7. Please email rankings@usatriathlon.org if you have any questions about the results requirements.