

## Rankings results upload guide

Requirements to upload results:

1. PDF format of results provided by Sport Systems or Hytek
  - a. Sport Systems uses the LENEX format with LEF files
  - b. Hytek uses the Neutral Data format with HDR and MRF files

Start here before uploading results:

1. Approved Licensed Meet applications are submitted through the new system by Swim England
2. Meet promoters receive an email to confirm the application is approved with their license key and license number – Email preview shown below for a test Meet.

**Licensed meet application approval**

Hi Amir

Thank you for your recent application to host a licensed swimming meet. Your application has now been approved by your Region:

**Application details**

Name of event: **Test Meet Level number**  
Meet start date: 28/09/23  
Meet end date: 28/09/23  
Licence number: 2WM232257  
Your unique Licensed meet key: 2EAD6C7B-AAC9-4A68-B284-C598E9F2DA40

If you have any questions about your application, please contact your Regional Licensing Officer.

[Email my Regional Licensing Officer](#)

**How to submit your meet results**

You can now submit your event results to [swimmingresults.org](https://swimmingresults.org) even quicker by using the Results Uploader.

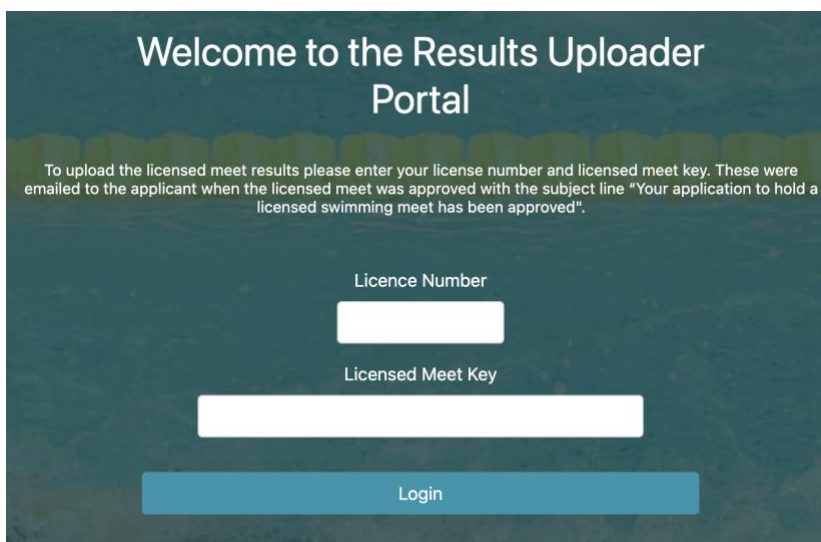
Before uploading your results, we recommend validating your results with our online tools, [LENEX Results Check](#) and [MRF Results Data Validation](#). This will help identify any issues with your results.

To upload the licensed meet results, you'll need the Licence number and Licence meet key from above. Make sure to keep this email safe.

Once you've submitted your results, they will show online within a couple of hours.

[Submit your meet results here](#)

3. Meet promoters can upload results using the license key and license number via <https://resultsuploader.swimming.org/>, once the results are ready.



To login, you will require the following from the Approved email:

- Licence Number
- Licensed Meet Key

Once logged in, follow the prompts by entering your contact details:



## Licensed Meets Portal London Region

### Event Details

Meet Name: Amir Chopra 25M  
Licence Level: 2      Licence Number: LR230622  
Start Date: 27/04/2023      Finish Date: 27/04/2023

Please provide your contact details. If you have previously uploaded results for this event the previous contact details will be displayed.

### Contact Details

First Name:   
Last Name:   
Email Address:

Next, upload the PDF results first

Please upload a copy of the results in either Microsoft Word or PDF format.

### Documents



Files:

Followed by the LENEX/Neutral Data Format results files









### Results

Format:   
Files:

The LENEX format will be a LEF file. Ignore .RES files

 NM2301\_NDorsetSC.LEF  
 NM2301.RES

For Neutral Data Format, ensure all .HDR and .MRF files have no spaces in the file name. It should look similar to the below. Ensure you upload all files.

Name
 LC23S1.hdr
 LC23S1.mrf
 LC23S2.hdr
 LC23S2.mrf
 LC23S3.hdr
 LC23S3.mrf
 LC23S4.hdr
 LC23S4.mrf

4. Email confirmation sent to Meet Promoters to confirm results have been received

**We've received your results**

Hi Amir

We've received your results for the licensed meet - Test Meet 24 Aug.

Your results file will now be processed and, if successful, it will be uploaded to swimmingresults.org within the next couple of hours. If there are any issues including matching failures, a member of our team will be in touch.

If you have any questions in the meantime, please contact the team via the button below.

[Contact our team](#)

**Your event details**

Name of event: Test Meet 24 Aug  
Licence number: NW232041

5. Results will upload to Rankings within 1-2 hours if successful with the below email sent to confirm - <https://www.swimmingresults.org/showmeetsbyevent/>

## Your results have been processed

Hi Amir

We've processed your results for the licensed meet - SE London Summer Championships 2023. The results now show on [swimmingresults.org](https://swimmingresults.org).

Don't forget that you must also submit a Licensed Meet Referee report and Promoter report. These should be submitted to your Regional Licensing Officer. [You can download the forms here.](#)

If you have any questions, please contact the team via the button below.

Contact our team

Swim England  
Pavilion 3, SportPark, 3 Oakwood Drive,  
Loughborough University, Leicestershire, LE11 3QF



6. If you receive an email stating there is an issue with your results file, please refer to the [FAQs](#).