Tier 3 Competition Results Processing Guide

This guide explains how to submit the results of your Tier 3 competition to British Weight Lifting so that they can be verified, approved and uploaded quickly after your event.

Part 1 – The Protocol Sheet
At the end of your competition the first thing you need to do is save your competition protocol sheet (the scoreboard) electronically, email it to competitions@britishweightlifting.org and print it out if possible. You'll need this document to help with the next steps.

Part 2 – The Rankings Upload Sheet
To get competition results to show on the BWL rankings list, they must be put onto a template and uploaded into the Sport 80 competition system. We recommend two people doing this job together to speed it up.

When you register your competition, you automatically gain access to submit the results of the competition through the Sport 80 competition system and we'll now run through how to do that.

Step 1: Getting the template

We have a results template available on our website. You can find it **here.**

Step 2: Preparing to fill in the template

To fill in the template, you need two sets of information; the protocol sheet, and the entry report for your competition. You've already got the protocol sheet so now we'll look at how to get the entry report.

Log in to your club account – to change from your personal account, click the menu button in the top-right corner and select the club account. Once in the club account, click 'Admin', then 'Events' on the left side of the page, then 'Competition'. You'll now have a list of competitions that you can access as an administrator. Find the competition you are working on and click the cog icon on the right side of the page, this takes you into the admin panel for the event.

Inside the admin panel there is a menu on the left side of the page, you need to find and click on 'Reports' and then click to download the 'Lifters Report'. The lifters report will contain all the entry information for your competition, and most importantly for this task, the membership number for every lifter who entered your event.

Step 3: Filling in the template

Now you've got all the paperwork you need to fill in your results template and upload it into the Sport 80 competition system. Below is a miniature version of the template with some notes on how and what to put in each field.

Field Name	Lifter membership ID	Official member ID	Lift Date	Age Category	Bodyweight	Snatch weight 1-3	Clean & jerk weight 1-3
What to put in	The membership number for the lifter	The membership number for the center referee	The date the competition took place. Take care to type it the same way as in the column title	Select the age category from the dropdown list. Make sure to check the age ranges in the TCRR	Put in the lifter's exact bodyweight from weigh in. the Sport 80 competition system will then automatically put them in the right category	For good lifts just type in the number, e.g., 45 For no lifts put a minus sign in front e.g., -45 If no attempt, then put in a '0'	

Things to remember:
- o Do not add any columns or tabs to the template. The system will reject your upload if you change any of the formatting.
- o If a lifter didn't make any attempts but did weigh in, still include them but set the weight attempt fields (columns F-K) to '0'
- o You should already know the center referee's membership number from when you

  checked their TO license but if you do need to check, you can ask BWL.

Step 4: Logging in

To begin, you must log in to your personal the Sport 80 competition system account - this is the account that is linked to your club account but is in your own name.

Step 5: Uploading the template

Now you've filled in the template, you need to save it and then upload it into the Sport 80

competition system for BWL to check and approve.

To do this, you must find the competition on Sport 80 and look for 'Results submission'.

Now click on 'Choose a file' and select the template you have just completed and then click 'Upload'.

The results will appear on screen and ask you to 'Confirm'.

If there are any errors, they will pop up at the top of the screen in in a box. You'll need to correct them and then follow Step 5 from the beginning.

What happens next?

After uploading your results, the BWL competitions team will get a notification that results have been uploaded and need to be reviewed. The team will check the results to make sure there are no obvious errors and then approve them.

As soon as the BWL competitions team approves the results, they are immediately included in the national rankings.

If you are notified of any errors, it's important that you contact British Weight Lifting at competitions@britishweightlifting.org immediately so we can rectify them.

Please note, the Sport 80 competition system will not accept results for under 12 results due to the different results format using technique points