

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 BARS. 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 BARS and we'll now run through how to do that.

- **Step 1 Logging in**

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

- **Step 2 Getting the template**

Once you have logged in, you need to download the template for your results. To do this, click 'Admin' in the top right-hand corner, then click 'Event Results' on the left side of the page.

A small menu will pop up and you need to click 'Submit Results'. This page will have a dropdown box in the middle, click on it and select the competition that you are submitting the results for.

The page will update and there'll be a button to 'Download Template'. Click this button and save the template onto your computer, it can be useful to save it with the name and date of the competition.

If you've run more than one competition, they will all show up on this list so make sure to check you pick the right one from the list. If you plan to run lots of competitions, it may be useful to save the template to your computer so can skip this step so you won't have to download it every time you need to upload results.

- **Step 3 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 4 Filling in the template**

Now you've got all the paperwork you need to fill in your results template and upload it into BARS. 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. BARS 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:

- Do not add any columns or tabs to the template. The system will reject your upload if you change any of the formatting.
- 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'
- 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 5 Uploading the template**

Now you've filled in the template, you need to save it and then upload it into BARS for BWL to check and approve. To do this, follow the instruction in Step 2 but instead of clicking 'Download Template', click 'Choose File' from the Bulk Upload section of the page.

Select the template you have just completed and then click 'Submit' at the bottom of the page.

If the form is filled in correctly, you'll get a message at the top of your screen to say the results have been successfully submitted. If there are any errors, they will pop up at the top of the screen in red. 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.