

NCAA results inputting instructions, Spring 2014

For the majority of "typical" regular season races (for 2-7 teams, one race per boat class):

Go to: <http://www.row2k.com/results/submit.cfm>

- Select Collegiate Women
- Select the checkbox for your Division (Select Multi-Divisional if the race includes multiple divisions)
- Click Show Teams
- Click on the checkbox for all teams participating in the races
Fill out rest of form as usual

For regattas that include multiple dual meets within a larger regatta:

- All of the above steps apply
- Break out the results into the actual duals, and enter as if they were specific matches unto themselves; an example could be:
 - *Charles River Challenge: Boston University vs. Northeastern (then enter all the results for those)
 - *Charles River Challenge: USC vs. Brown (then enter all the results for those), etc.

For large regattas for which row2k already has "complete" results in a different format:

As last year, every women's racing result will have to be entered into the system – so for regattas that send us a spreadsheet or a link, the Women's NCAA events still need to be entered into the system directly, hopefully by the regatta organizers, and if not by the coaches.

Thus, for regattas that have many other events going on - the Governor's Cup, the Daffodil Cup, the Husky Open, etc, the results for the NCAA women's events will still need to be entered into the row2k system as outlined above and below.

For these, **if row2k already has the complete results in another format, only the NCAA events** (V8, 2V8, V4 for D1; two Varsity eights for DIII; the eight and four for DII) need to be entered into the system.

For regattas at which both men and women are competing (there could be a couple of ways to do this):

- **Avoid the "Men's and Women's Combined Races" form, and input the men's races in one form, and the women's races in another**
- Use the same regatta name (e.g. "Daffodil Cup, men's racing" in one form, then "Daffodil Cup, women's racing" in another form)
- For regattas that overall are too big for the forms, send us the spreadsheet of all the racing for posting, and then input the NCAA women's events in the Collegiate Women's forms.

(continued on next page)

For the critical season-ending championships, as well as for larger regattas with heats and finals:

- Please use the Heats and Finals forms:
- ON THESE FORMS, PLEASE DO NOT USE THE BACK BUTTON. After you finish entering a race, hit Submit, then close that window before starting a new result.
- On each, as you enter the results make sure to choose the Divisions and do the checkboxes for each team:

<http://www.row2k.com/cf/champs.cfm?mode=heats>

<http://www.row2k.com/cf/champs.cfm?mode=finals>

For even larger regattas like the Knecht Cup, and perhaps some others:

Some of these will be easy, some will be trickier, and some may be forced to be dealt with on an ad hoc basis; if you know of a specific upcoming regatta for which the results will be especially challenging (this will probably include only regattas that race more than seven across, or require more than three heats in the NCAA-specific events), please let Ed Hewitt know (ed@row2k.com)