

# Creating a Top Ten Report for Individual Swims

Revised 5/26/2011

At the end of each swim season, the LMSC Top 10 recorder must compile and submit a Top 10 tabulation report to the National Swims Administrator. LATE SUBMISSIONS WILL NOT BE ACCEPTED. The reports are due as follows:

Course	Times Performed by:	Tabulation Due Date:
SCY (short course yards)	May 31	<i>June 30</i>
LCM (long course meters)	September 30	<i>October 20</i>
SCM (short course meters)	December 31	<i>January 26</i>

Your Top Ten submission should contain two files:

- one for **individual** swims, and
- one for **relay** swims.

## Accessing the USMS Administrative Tools

Go to <https://www.usms.org/usmsadmin/> to log in with your user name and password.

Home / Site/Database Administration

### USMS Site/Database Administration

## Welcome to The USMS Site Administration

Login with your username and password:

[Forgotten Your Password?](#)

Login is required to access the administrative area.

Enter your login ID and password

**LMSC Tools**

- [LMSC Information](#)
- [LMSC Officer Listing & EMail Aliases](#)
- [Meet Results & Top Ten](#)
- [Sanctions & Calendar of Events](#)

Select "Meet Results & Top Ten" (your menu may look different from this one)

Home / [Site/Database Administration](#) / Meet Results & LMSC Top Ten

**In This Section**

- [Meet Results Home](#)
- [Add a Meet](#)
- [Top Ten Report](#)

**LMSC Meet Administration**

- [Add a new meet](#)

Select "Top Ten Report"

Home / [Site/Database Administration](#) / [Meet Results & LMSC Top](#)

**Top Ten Submission**

**Create a Top Ten Report**

To create a top ten submission file, fill out and submit the form below and email that file to [topten@usms.org](mailto:topten@usms.org).

LMSC:

Course:

Year:

Enter your LMSC name (it may already be chosen for you), the course, and the year for which you want to create the report. This will be the year in which the season ended. See the date chart on Page 1.

## Creating a Top 10 Report for Individual Swims

First resolve any unconfirmed swimmers or relays that appear in red in the meet list (there are none in this example)

### Top Ten Submission

#### 2011 Michigan LMSC Short Course Yards Meets

Please review the list of meets below that will and will not be included in this report. Use the link to remove/include the meet in the top ten report. **Please resolve any unconfirmed swimmers below in red before creating the report.**

#### Meets that WILL be included in this report:

October 10, 2010, [Milan Masters Kick-Off \(20101010MILANY\)](#) [ [remove meet](#) ]  
November 14, 2010, [West Bloomfield Fall Swim Meet \(20101114WBLOOMY\)](#) [ [remove meet](#) ]  
December 4, 2010, [CATS Crescendo & Pentathlon Swim Meet \(20101204CATSPNY\)](#) [ [remove meet](#) ]  
December 12, 2010, [Ann Arbor Active Against ALS Holiday Relays \(20101212ALSRELY\)](#) [ [remove meet](#) ]  
January 9, 2011, [Lake Orion Liquid Lightning's 2011 Masters "Kickoff" \(20110109LORIONY\)](#) [ [remove meet](#) ]  
January 23, 2011, [Harper Creek Splash and Dash \(20110123HARPERY\)](#) [ [remove meet](#) ]  
February 20, 2011, [West Michigan Masters 24 Annual Swim Classic \(20110220WEMICHY\)](#) [ [remove meet](#) ]  
March 6, 2011, [West Bloomfield High School - Winter Meet \(20110306WBLOOMY\)](#) [ [remove meet](#) ]  
April 15-17, 2011, [Michigan Masters 2011 State Championship Meet \(20110415MICHSTY\)](#) [ [remove meet](#) ]

#### Create Reports:

Click below to create an individual or relay top ten report using the meets shown above. The report will be generated in a new browser window. To save/submit the report:

- In the report browser window, select the entire contents of the window (control-a)
- Click in the report browser window and copy all text (control-c)
- Open a text editor such as Microsoft's NotePad and paste (control-v) the text into that window. Save this as a text file from NotePad and email the file to [topten@usms.org](mailto:topten@usms.org).

[Create Individual Top Ten Report](#) [ [Preview report content](#) ]

[Create Relay Top Ten Report](#) [ [Preview report content](#) ]

Second, click on "Preview report content" to view what will be included in your Top Ten report. This is a good way to catch errors or omissions before you generate the Top Ten report.

The Preview opens in a new window or tab. Here is a portion of the preview:

Michigan Top 10 Submission Preview for 2011 SCY			
<u>Women 18-24 50 Y Freestyle</u>			
1	26.86	Jacqueline Scholz, F19, 191J-077R1,	<a href="#">20110220WEMICHY</a>
2	27.85	Meagan M Kloote, F24, 190P-06GXP,	<a href="#">20101114WBLOOMY</a>
3	28.30	Brianne C Crandall, F19, 191C-075VY,	<a href="#">20110220WEMICHY</a>
4	28.62	Sara L Rokicki, F19, 191D-06KSC,	<a href="#">20110123HARPERY</a>
	29.06	Jamie Everett, F24, ,	<a href="#">20101114WBLOOMY</a> , non-member
5	29.10	Emily J Bartlett, F18, 191B-073KP,	<a href="#">20110220WEMICHY</a>
6	29.17	Kelsey M Stieber, F19, 191J-075N0,	<a href="#">20110220WEMICHY</a>
	29.61	Emily J Bartlett, F18, 191B-073KP,	<a href="#">20110109LORIONY</a> , duplicate
	30.64	Emily J Bartlett, F18, 191B-073KP,	<a href="#">20101204CATSPNY</a> , duplicate
7	31.21	Kelly L Hungerford, F20, 1919-075VA,	<a href="#">20110220WEMICHY</a>
	31.87	Kelly L Hungerford, F20, 1919-075VA,	<a href="#">20110123HARPERY</a> , duplicate
8	33.27	Stacie R Carr, F23, 190M-06517,	<a href="#">20101010MILANY</a>
9	33.92	Michelle C Gallihugh, F24, 1915-06MV6,	<a href="#">20101204CATSPNY</a>

Look through the preview to verify the accuracy of your data. In the above example you would verify that Jamie Everett is a non-member, and that the fastest of Emily Bartlett's times is the one being submitted.

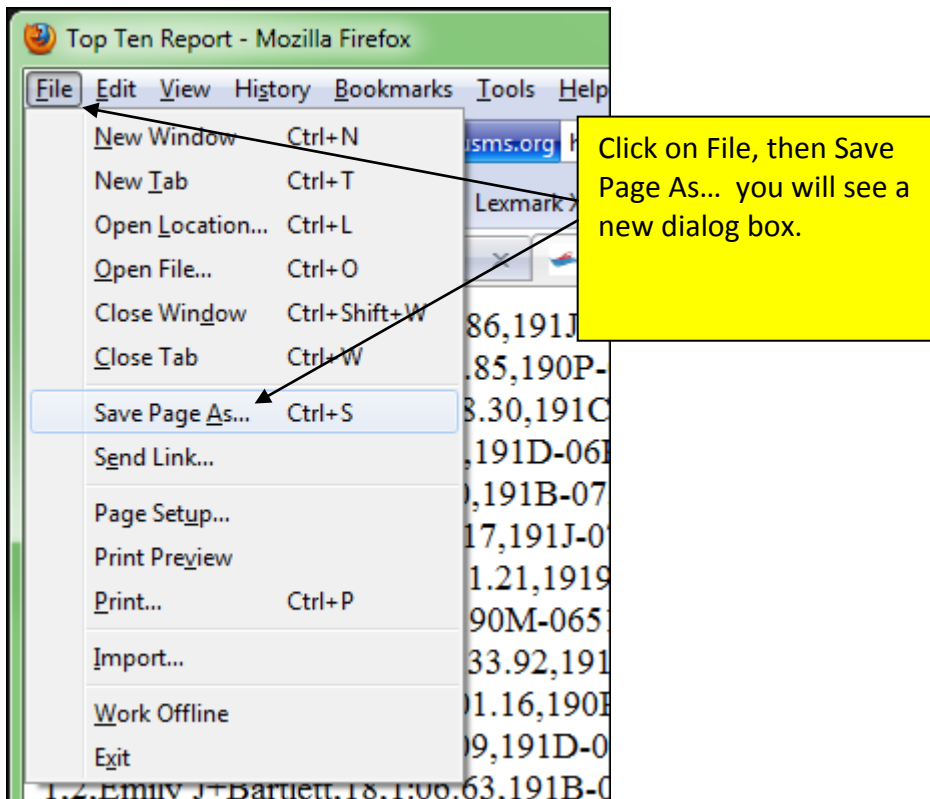
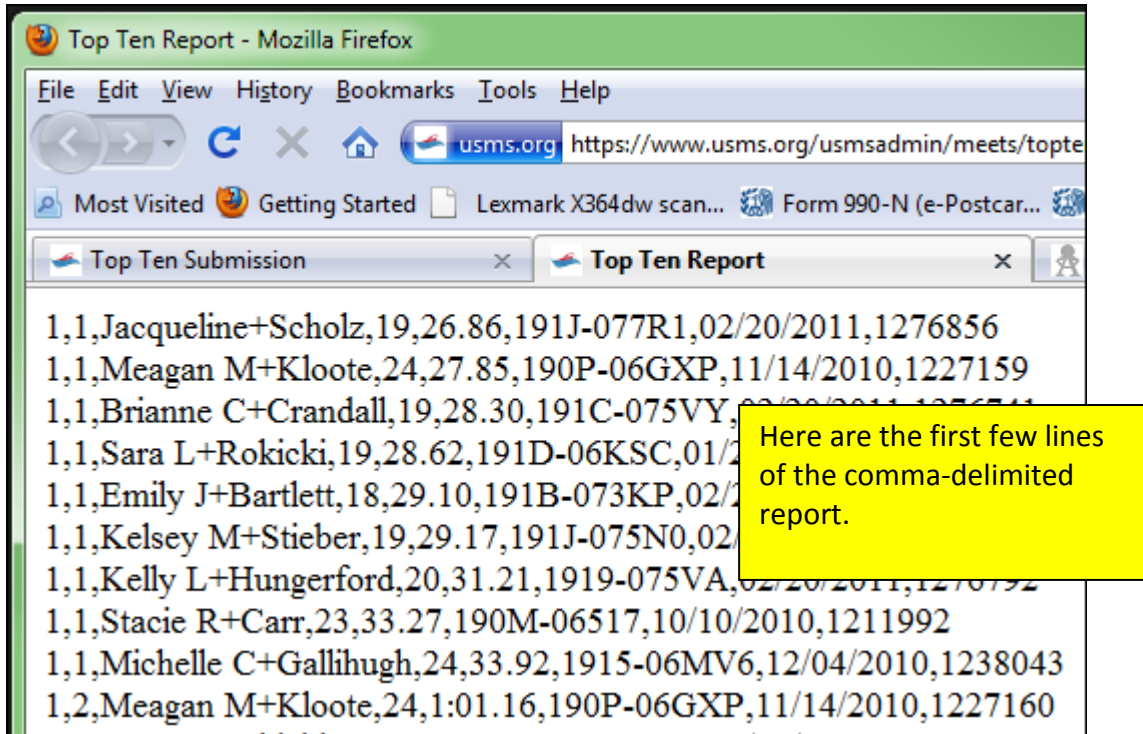
Once you are satisfied that the report is accurate, go back to the previous window or tab.

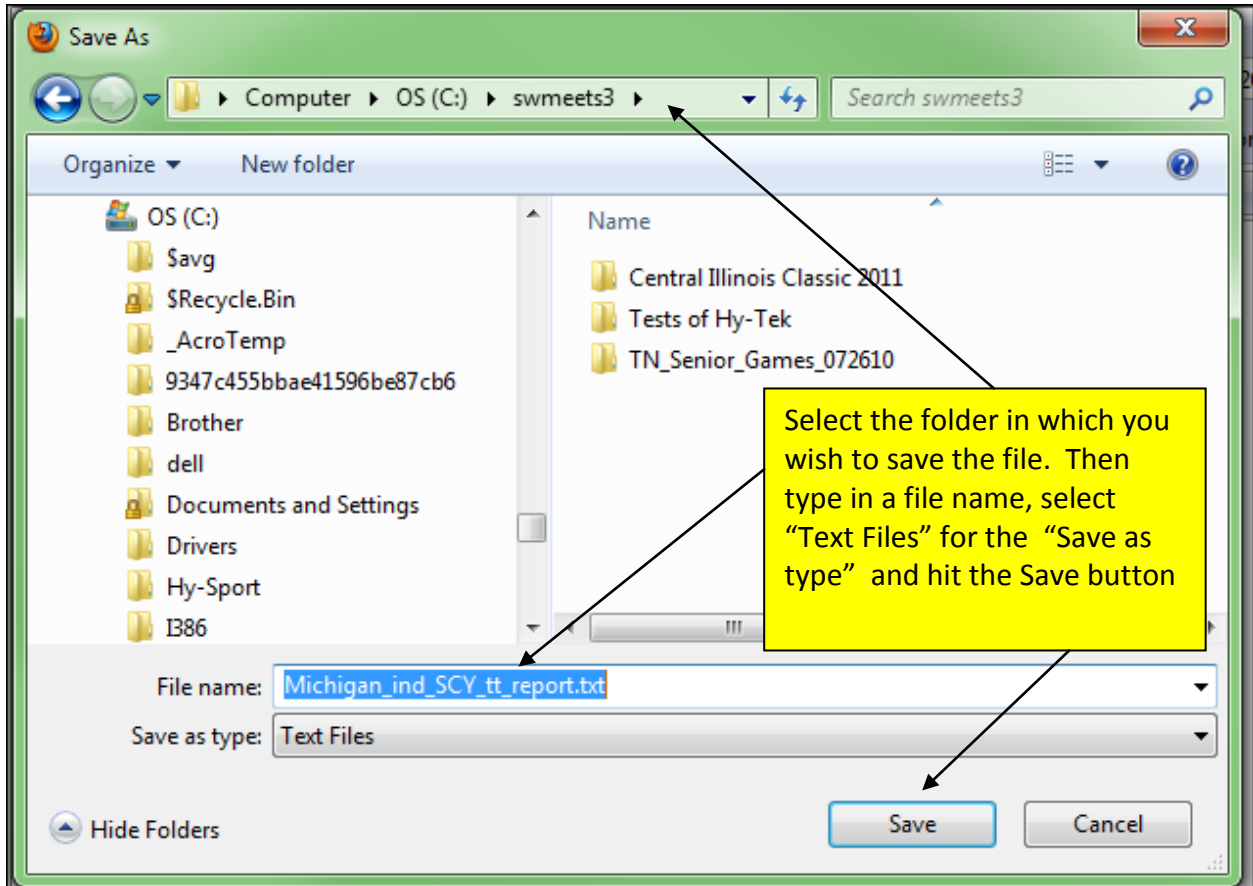
Open a text editor, such as Microsoft's Notepad, and save this as a text file from NotePad and email the file to [top](#)

[Create Individual Top Ten Report \[ Preview report content \]](#)  
[Create Relay Top Ten Report \[ Preview report content \]](#)

Click on "Create Individual Top Ten Report" to create the submission file for your LMSC's individual swims

The report will appear in a separate browser window or tab. Here is an example of part of the report:





Your Top Ten individual submission has been created! Continue to the next page to create your relay submission.

Submit these files to the National Swims Administrator:

Mary Beth Windrath  
20 Gardner Place Apt 80  
Oneonta, NY 13820  
TopTen@usms.org