NCAA results submission instructions, Spring 2018

For most "typical" regular season races (2-8 teams, one race per boat class):
- Go to: http://www.row2k.com/results/submit.cfm
- Select "Collegiate Women (with NCAA crews competing)"
- 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 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)
  - Open new form: 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 in the past, 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.
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> 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.
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> **If row2k already has the complete results in another format, only the NCAA events need to be entered into the system.**

For regattas at which both men and NCAA women are competing:
- **DO NOT USE the "Men's and Women's Combined Races" form; instead input the men's races in one form, and the women's races in another**
- Use the same regatta name (e.g. "Daffodil Cup, women's racing" in one form, then "Daffodil Cup, men'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.

For Championships and for larger regattas with heats and finals:
- Use the Heats and Finals forms linked at http://www.row2k.com/results/submit.cfm:
- 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
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For even larger regattas and regattas with unusual racing formats, or if uncertain how to enter results:
Contact Ed Hewitt at ed@row2k.com before trying to enter the results.