HOW TO SUBMIT YOUR RACE RESULTS ONLINE ?

1. Results categories

- **Race done in « Solo »:**
  - One line for each participant
  - Men and women combined
  - All ages

Example: Race « Solo »

	A	B	C	D	E	F	G	H	I
1	Ranking	Time	Family name	First name	Gender	Birthdate	Nationality	Bib number	City
2	1	02:43:52	SIMPSON	Bart	M	1979-08-22	USA	428	Springfield
3	2	02:47:36	SIMPSON	Lisa	F	1981-04-19	USA	513	Springlfield

- **Race in « Stages »**: <u>1 results file for all the race</u>
  - One line for each participant
  - Men and women combined
  - All ages
  - Time of the different stages **combined**

Example: Race in « Stages »

Ranking	Time	Family name	First name	Gender	Birthdate	Nationality	Bib number	City
1	36:15:07	SIMPSON	Bart	M	1979-08-22	USA	428	Springfield
2	37:02:46	SIMPSON	Lisa	F	1981-04-19	USA	513	Springlfield

- o **Race in « Team »:**
  - One line for each participant
  - Men and women combined
  - All ages
  - Same ranking
  - Same time

Example: Race in « Team » of 2 runners

Ranking	Time	Family name	First name	Gender	Birthdate	Nationality	Bib number	City	Team
1	02:43:52	SIMPSON	Bart	M	1979-08-22	USA	428a	Springfield	SAC
1	02:43:52	SIMPSON	Lisa	F	1981-04-19	USA	428b	Springlfield	SAC
2	02:50:17	FLANDERS	Ned	M	1949-11-07	USA	357a	Springlfield	ATS
2	02:50:17	FLANDERS	Maude	F	1952-02-24	USA	357b	Springlfield	ATS

- o **Race in « Relay »:** 1 results file per relay (relay n°1, relay n°2...)
  - One line for each participant
  - Men and women combined
  - All ages

Example: Excel file named « Relay n°1 »

Ranking	Time	Family name	First name	Gender	Birthdate	Nationality	Bib number	City	Team
1	02:43:52	SIMPSON	Bart	M	1979-08-22	USA	428a	Springfield	SAC
2	02:50:17	FLANDERS	Ned	M	1949-11-07	USA	357a	Springlfield	ATS

Example: Excel file named « Relay n°2 »

	A	B	C	D	E	F	G	H	I	J
1	Ranking	Time	Family name	First name	Gender	Birthdate	Nationality	Bib number	City	Team
2	1	03:21:08	SIMPSON	Lisa	F	1981-04-19	USA	428b	Springfield	SAC
3	2	03:27:49	FLANDERS	Maude	F	1952-02-24	USA	357b	Springlfield	ATS

2. Open an Excel sheet

- o 1 Excel sheet per results category
- o Start in cell A1
- o Joint ranking: scratch ranking, all ages, men and women combined
- o Header in English
- o Arial typeface, Normal, Black, no special characters

*Example: if an event propose a 50 km **in Solo AND in Relay**, there will be 1 ranking for the Solo format and 1 ranking for the Relay (men and women combined) = **2 Excel sheets***

3. Copy EXACTLY the first line, in English, in the following order:

Ranking	Time	Family name	Name	Gender	Birthdate	Nationality	Bib Number	City	Team
1	02:43:52	SIMPSON	Bart	M	1979-08-22	USA	428	Springfield	SAC
2	02:47:36	SIMPSON	Lisa	F	1981-04-19	USA	513	Springfield	SAC
DNF		SIMPSON	Homer	M	1956-06-18	USA	794	Springfield	SAC

Table legend:
- • **Columns with red header : obligatory**
- • DNF = Did Not Finish (*Facultative*)

4. Use EXACTLY the following cell formats:

- **Column** « **Format** » Value

- Ranking: « Number » positive integer **1**
- Time: « Hour » **HH:MM:SS** (36:24:13)
- Family name: « Text » **FAMILY NAME** (SIMPSON)
- Name: « Text » **NAME** (Bart)
- Gender: « Text » **M** (male) or **F** (female)
- Birthdate: « Personalised » **YYYY-MM-DD** (1979-08-22)

Go in "category", "personalized" and write in your software language:
yyyy-mm-dd
aaaa-mm-jj
...

- Nationality: « Text » **USA**

    * **Use the IAAF country codes indicated at the end of this procedure (not to be confused with ISO standards!)**

- Bib Number: « Number», positive integer **428**
- City: « Text » **Springfield**
- Team: « Text » **SAC**

* **If you do not know the complete birthdate, put the year only** : **YYYY**

* **Be careful! The COMPLETE birthdate will be required for next year!**
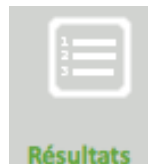
* **Be careful to well respect the DASHES between numbers**

5. Log into your ITRA personal space

Connexion

Identifiant

Mot de passe

☐ Rester connecté

Connexion

o   Go to « My Space », « Races Management »
o   **Check there is one line created for each race category** (Solo, Team, Stages, Relay…)

6. Upload the results file on your ITRA personal space

o   Go in the « Results » column

Résultats

o   Click on the following button

o   The file has been accepted

→ Now, you will need to wait the results' validation by our service (manual step), the red cross allows you to delete your file.

o   The results are accepted and published

How the performance index is calculated?

- A first calculation is realised automatically (empirical approach based on the distance, the route's D+ and time)
- Then, the result of the first calculation is multiplied by an **adjustment coefficient** (which takes into account the trail's hazards). More the number of runners with known results is important, more reliable is the multiplier.
- **The manual step** consists in **assigning a maximum of runners to their ITRA runner page**, in addition to the automatic assignment, and to **control the reliability of the obtained performance indexes**.

7. If you still have a problem with the results file's acceptation:

- Make sure there is **no empty cells** and that they do not contain **any character font**
- Make sure there is **NO** logo or text added (like the race's name, the distance…)
- Make sure to start in cell "**A1**"

8. If the runner's result does not appear on his/her ITRA runner page:

- The family name, first name, birthdate, gender or nationality **does not correspond to the existing runner page**
  → A new page is automatically created (duplicate).
  → Pay attention to the Spanish compounded names and surnames!
- Only the **5 best performances of the last 36 months** appear on the runner page.

9. List of the IAAF country codes*:

IAAF codes are identical to IOC codes except for Lebanon.

You can download the list of the countries and their IAAF codes (Excel document) by clicking here.

Code	Country name - English	Code	Country name - English	Code	Country name - English
AFG	Afghanistan	CAF	Central African Republic	GHA	Ghana
ALB	Albania	CHA	Chad	GIB	Gibraltar
ALG	Algeria	CHI	Chile	GBR	Great Britain
ASA	American Samoa	TPE	Chinese Taipei	GRE	Greece
AND	Andorra	COL	Colombia	GRN	Grenada
ANG	Angola	COM	Comoros	GUM	Guam
AIA	Anguilla	CGO	Congo	GUA	Guatemala
ANT	Antigua and Barbuda	COK	Cook Islands	GUI	Guinea
ARG	Argentina	CRC	Costa Rica	GBS	Guinea-Bissau
ARM	Armenia	CIV	Côte d'Ivoire	GUY	Guyana
ARU	Aruba	CRO	Croatia	HAI	Haiti
AUS	Australia	CUB	Cuba	HON	Honduras
AUT	Austria	CYP	Cyprus	HKG	Hong Kong, China
AZE	Azerbaijan	CZE	Czech Republic	HUN	Hungary
BAH	Bahamas	PRK	Democratic People's Republic of Korea	ISL	Iceland
BRN	Bahrain	COD	Democratic Republic of the Congo	IND	India
BAN	Bangladesh	TLS	Democratic Republic of Timor-Leste	INA	Indonesia
BAR	Barbados	DEN	Denmark	IRQ	Iraq
BLR	Belarus	DJI	Djibouti	IRL	Ireland
BEL	Belgium	DMA	Dominica	IRI	Islamic Republic of Iran
BIZ	Belize	DOM	Dominican Republic	ISR	Israel
BEN	Benin	ECU	Ecuador	ITA	Italy
BER	Bermuda	EGY	Egypt	JAM	Jamaica
BHU	Bhutan	ESA	El Salvador	JPN	Japan
BOL	Bolivia	GEQ	Equatorial Guinea	JOR	Jordan
BIH	Bosnia and Herzegovina	ERI	Eritrea	KAZ	Kazakhstan
BOT	Botswana	EST	Estonia	KEN	Kenya
BRA	Brazil	ETH	Ethiopia	KIR	Kiribati
BRU	Brunei Darussalam	FSM	Federated States of Micronesia	KOS	Kosovo
BUL	Bulgaria	FIJ	Fiji	KUW	Kuwait
BUR	Burkina Faso	FIN	Finland	KGZ	Kyrgyzstan
BDI	Burundi	FRA	France	LAO	Lao People's Democratic Republic
CAM	Cambodia	PYF	French Polynesia	LAT	Latvia
CMR	Cameroon	GAB	Gabon	LBN	Lebanon
CAN	Canada	GAM	Gambia	LES	Lesotho
CPV	Cape Verde	GEO	Georgia	LBR	Liberia
CAY	Cayman Islands	GER	Germany	LBA	Libya

Code	Country name - English	Code	Country name - English	Code	Country name - English
LIE	Liechtenstein	PNG	Papua New Guinea	SWE	Sweden
LTU	Lithuania	PAR	Paraguay	SUI	Switzerland
LUX	Luxembourg	CHN	People's Republic of China	SYR	Syrian Arab Republic
MAC	Macao	PER	Peru	TJK	Tajikistan
MAD	Madagascar	PHI	Philippines	THA	Thailand
MAW	Malawi	POL	Poland	MKD	The Former Yugoslav Republic of Macedonia
MAS	Malaysia	POR	Portugal	TOG	Togo
MDV	Maldives	PUR	Puerto Rico	TGA	Tonga
MLI	Mali	QAT	Qatar	TTO	Trinidad and Tobago
MLT	Malta	KOR	Republic of Korea	TUN	Tunisia
MHL	Marshall Islands	MDA	Republic of Moldova	TUR	Turkey
MTN	Mauritania	ROU	Romania	TKM	Turkmenistan
MRI	Mauritius	RUS	Russian Federation	TKS	Turks and Caicos Islands
MEX	Mexico	RWA	Rwanda	TUV	Tuvalu
MON	Monaco	SKN	Saint Kitts and Nevis	UGA	Uganda
MGL	Mongolia	LCA	Saint Lucia	UKR	Ukraine
MNE	Montenegro	SAM	Samoa	UAE	United Arab Emirates
MNT	Montserrat	SMR	San Marino	TAN	United Republic of Tanzania
MAR	Morocco	STP	Sao Tome and Principe	USA	United States of America
MOZ	Mozambique	KSA	Saudi Arabia	URU	Uruguay
MYA	Myanmar	SEN	Senegal	UZB	Uzbekistan
NAM	Namibia	SRB	Serbia	VAN	Vanuatu
NRU	Nauru	SEY	Seychelles	VEN	Venezuela
NEP	Nepal	SLE	Sierra Leone	VIE	Vietnam
NED	Netherlands	SGP	Singapore	IVB	Virgin Islands, British
NZL	New Zealand	SVK	Slovakia	ISV	Virgin Islands, US
NCA	Nicaragua	SLO	Slovenia	YEM	Yemen
NIG	Niger	SOL	Solomon Islands	ZAM	Zambia
NGR	Nigeria	SOM	Somalia	ZIM	Zimbabwe
NFI	Norfolk Island	RSA	South Africa		
NMI	Northern Mariana Islands	SSD	South Sudan		
NOR	Norway	ESP	Spain		
OMA	Oman	SRI	Sri Lanka		
PAK	Pakistan	VIN	St Vincent and the Grenadines		
PLW	Palau	SUD	Sudan		
PLE	Palestine	SUR	Suriname		
PAN	Panama	SWZ	Swaziland		