

## Creating your results file: Instructions

### 1. General Information for individual races

(For other races: teams / relays / stage races see end of document)

- One result file per race. (If you have 4 races you need to create 4 excel files)
- One combined results file for all participants in that event – men, women, all ages
- One line for each participant

Example

	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	2:43:52	Simpson	Bart	M	1979-08-22	USA	428	Springfield	SAC
3	2	2:47:36	Simpson	Lisa	F	1981-04-19	USA	513	Springfield	SAC
4	3	3:10:45	Flanders	Ned	M	1952-01-15	CAN	214	Springfield	Leftorium
5	4	5:59:10	Burns	Montgomery	M	1921-09-15	USA	1	Springfield	Atoms
6	DNF		Simpson	Homer	M	1956-06-18	USA	794	Springfield	SAC

These are the column headings for your race results. You can copy and paste this into your result file.

Ranking	Time	Family name	First Name	Gender	Birthdate	Nationality	Bib Number	City	Team
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Headings in **RED** are compulsory and these fields must be completed for all participants

Headings in BLACK are optional, these are extremely helpful in the event of a lost result

For runners who did not finish

DNF in Ranking column

TIME column empty - **(please, do not write the time at the last checkpoint)**

Athletes who entered the race but did not start (DNS) are NOT to be included in the list.

### Creating your Results file

The results file can be made by modifying your existing results or creating a new file.  
There is also a template available for download

### Cells formatting

The row headings must be included and must start in cell A1 in English

Arial typeface, Normal, Black, no special characters

## Time

The time must be presented in the format

HH:MM:SS

Hours : Minutes : seconds

If the time is less than one hour enter 00 for the hours 00:45:15 (45minutes : 15seconds)

[Click here for time formatting instructions](#)

## Runners with the same time

If two runners have the same time, then they should have the same ranking.

In the example below the runners are equal 2nd, so there is no third place. The next placed runner is 4th.

	A	B	C	D	E	F
1	Ranking	Time	Family Name	First Name	Gender	Birthda
2	1	2:43:52	Simpson	Bart	M	1978-08
3	2	2:47:36	Simpson	Lisa	F	1981-04
4	2	2:47:36	Flanders	Ned	M	1952-01
5	4	3:10:45	Burns	Montgomery	M	1921-09
6	5	5:59:10	Simpson	Homer	M	1956-06
7						

## Birthdate

ITRA now required the full birthdate. DAY MONTH AND YEAR must be submitted.

The birthdate must be presented in the format

YYYY-MM-DD

Year – Month – Day

1984-03-21

If you are copying your birthdates from another document, please make sure you change the format BEFORE you copy and paste and verify after that the month and day have not swapped. (Date formatting instructions)

Please ensure all the dates are in the same format

(do not have 1984-03-18 & 1987/02/25 in the same document)

- **Nationality:**

You can download the World Athletics country codes (Excel document) by [clicking here](#).

## If the result is not accepted in your organiser space

- Make sure to start in cell "**A1**" with the headings in row 1
- The first runner results should be in row 2

- Make sure there are **no empty cells**
- Your birthdates are all formatted correctly and formatted the same way. (Do not have 1984-02-28 & 1983/12/19 in the same file)
- Make sure there is **NO** logo or additional text added (like the race's name, the distance...)
- Make sure your results file still matches your runner entry details
- Delete all additional information not listed above.

## Additional information for races done in team / relay / stage

General information:

- One combined results file for all participants in that event – men, women, all ages
- One line for each participant
- One results file per category – 1 file for solo, 1file for team of 2, 1file for team of 4.

## Stage Race

- One result file with the overall results (time, ranking). We do not accept individual stage results.

## Team Race

- Ranking & time is the same for all members of the same team
- One result file for each team category. If your event has a 'team of 2 category' and 'team of 4 category' you will need to upload 2 different results files

	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	2:47:36	Simpson	Bart	M	1979-08-22	USA	428	Springfield	SAC
3	1	2:47:36	Simpson	Lisa	F	1981-04-19	USA	429	Springfield	SAC
4	2	3:10:45	Flanders	Ned	M	1952-01-15	CAN	214	Springfield	Leftorium
5	2	3:10:45	Simpson	Homer	M	1956-06-18	USA	215	Springfield	Leftorium
6	DNF		Smithers	Waylon	M	1951-12-25	USA	1	Springfield	Atoms
7	DNF		Burns	Montgomery	M	1921-09-15	USA	2	Springfield	Atoms

## Relay Race

- One results file for each individual leg of the relay. If the relay consists of 4 legs then you will need to upload 4 results files.

**Annotations:**

- Your file MUST start in cell A1
- All the headings in red are mandatory. Make sure the spelling of these headings is correct!
- Use CIO 3 letter code, not the full country name
- The 'Ranking' and 'Time' column must be sorted in ascending order. (First to last place, fastest to slowest time)
- 'DNF' should be in the ranking column
- Upload 1 excel file per race. Do not use multiple sheets for different distances
- Time format is Hours:Minutes:Seconds
- Time cell is empty for 'DNF'
- We require the full birthdate with the correct formatting : YYYY-MM-DD (Year-Month-Day)
- These are optional fields. They are very helpful for runners to find lost results

Ranking	Time	Family Name	First Name	Gender	Birthdate	Nationality	City	Bib Number
1	05:03:14	HALEP	Simona	M	1991-09-27	ROU	Constanta	10
2	05:31:07	FEDERER	Roger	M	1981-08-08	SUI	Bale	1
3	05:35:59	HINGINS	Martina	F	1980-09-30	SUI	Košice	2
4	05:36:17	HEWITT	Lleyton	M	1981-02-24	AUS	Adelaid	8
5	05:50:29	WILLIAMS	Serena	F	1981-09-26	USA	Saginaw	5
6	05:51:00	NADAL	Rafael	F	1986-06-03	ESP	Manacor	3
7	05:54:03	DJOKOVIC	Novak	M	1987-05-27	SRB	Belgrade	4
8	05:58:38	GRAFF	Steffi	F	1969-06-14	GER	Mannheim	6
9	06:02:54	NA	Li	F	1982-02-26	CHN	Wuhan	9
DNF		MCENROE	John	M	1959-02-16	USA	Wiesbaden	7
DNF		PAIRE	Benoit	M	1989-05-08	FRA	Avignon	11

