

Uploading Meet Results to ScoreCat

Directions for meets not using ProScore

After entering all scores and meet information, email the completed CSV file to:
kgesia4@gmail.com

Download the Files

- ScoreCat Women's Meet Import Template
- Sample Completed Women's Import File

Use the blank template for your meet. The sample shows how a completed file should look.

Instructions

1. Open the Women's Meet Import Template in Excel, Google Sheets, or Apple Numbers.
2. Complete the **MEET INFO** section at the top.
3. Enter one athlete per row. Replace the example athlete row with your meet results.
4. Enter each athlete's final event scores. Leave a score blank if the athlete did not compete that event.
5. Leave the **Rank** and **All-Around** cells blank. ScoreCat calculates them during import.
6. Save or download the completed file in **CSV format**.
7. Email the completed CSV file to the Illinois Webmaster at **kgesia4@gmail.com**.

Important File Requirements

- Use the current template posted on the Illinois website.
- Do not rename, remove, add, or reorder columns.
- Keep the file in CSV format when saving.
- Do not submit a PDF or Excel workbook.
- Enter final scores only.
- Enter one athlete per row.

Team Competition

If the meet includes team competition:

1. Set **Team Scoring?** to **Yes**.
2. Enter how many scores count per event.
3. Check each athlete's team or club information.

ScoreCat calculates team results from athlete scores. Do not enter separate team totals.

Athlete Information

USAG ID numbers and dates of birth are optional. Include them when available. This information helps ScoreCat match results to the correct athlete.

Final Check

Confirm the meet information is complete, all athletes are listed, scores match the official results, uncompleted events are blank, team scoring information is correct, columns are unchanged, and the file is still a CSV.

The Illinois Webmaster will submit the completed results to ScoreCat for import.