



Preparing Official Event Results

2017/2018

As an event on the World Snowboarding (WS) platform, all participating riders are eligible for World Snowboarding Points List (WSPL) Ranking Points. In order to process your result, attribute points to your riders and update the WSPL Rankings, we need your support and cooperation. We have prepared this information sheet to assist you in the process of tabulating and submitting official results for your event.

It is very important to have fast and accurate reporting of event results so that WS can quickly update result display and rankings.

Please follow the steps below to prepare event results for World Snowboarding platform and WSPL ranking lists. If you need further assistance with any of the steps below please email us at: ranking@worldsnowboarding.org

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1) Step 1: Download athlete listings from World Snowboarding platform

We frequently publish an excel file that can be downloaded from WS platform, which includes ALL riders currently listed in the World Snowboarding database system. We recommend downloading the most recent available file immediately prior to your event registration and verifying rider name spellings and nationalities during rider registration so that the names on your start and results lists are spelled exactly as they are in the World Snowboarding database.

It is very important to use the rider names exactly as shown in the database, even if a rider informs you that his/her name is spelled incorrectly. If a rider name as shown in the database is misspelled, please notify us by email or ask the rider to request a name modification by email: ranking@worldsnowboarding.org or riders@worldsnowboarding.org

The **Athlete Listing file** can be found on the WS website, at the Event Organizer download section: <http://www.worldsnowboarding.org/event-submission/>

2) Step 2: Rider Registration/Race Office

As an event on the World Snowboarding platform, you can use the **free WS Online Athlete Registration System**. This system is one of the services that we provide as an event benefit and will help you to attract more riders to your event, to reduce your workload, to speed up accreditation and to produce results quickly and accurately. Please contact us to register for this service.

If you do not use the WS registration system, the following steps will be necessary to complete a standard rider registration at your event.

- a) Have riders complete and sign registration forms and waivers
- b) Enter rider details in your event software
- c) Check if rider is listed in World Snowboarding athlete database
- d) Verify first and last name and nationality, and correct spelling to match spelling in your event system. Remember, name spellings **MUST** follow the spellings in the World Snowboarding database. If a name is misspelled in World Snowboarding database, please email us, but still use the spelling shown in World Snowboarding database
- e) Accept entry fee and hand out BIB number
- f) After registration is closed, create start list for the event

3) Step 3: Tabulating results

Regardless of the type of system you use to tabulate scores and results, it is important that you work with the rider data collected and verified at registration. If your event has multiple contest parts, like qualification, semi-finals and finals, make sure to prepare correct results for each contest part and start tallying according to your specific event rules. If you have questions about how to efficiently tabulate scores and tally results, please contact us at: ranking@worldsnowboarding.org

4) Step 4: Preparing the official result for World Snowboarding

To make sure the results of all riders at your event are included on the World Snowboarding Ranking List, you will need to write up your event results for each discipline and gender separately on the World Snowboarding Official Result Template and save it as an Excel file





(.xls or .xlsx). *Results will not be accepted in any other format!* Please do NOT change this template and please follow the instructions carefully.

You can find the **Official Result Template** on the WS website, at the Event Organizer download section: <http://www.worldsnowboarding.org/event-submission/>

How to create and submit the World Snowboarding Official Result File:

1. Open the WS_Official_Result_Template.xls in Excel
2. Copy/Paste Information in the corresponding columns (Note: the minimum information required for all riders who participated is Rank, First Name, Last Name and Nation).
3. Save the file as an “Excel Workbook (.xlsx)” or “[...] (.xls)” and re-name the file properly (see step 4) Note: Accurate naming of the files is very important, as we don’t use a header to define competition and gender.
4. Save and re-name the World Snowboarding Result Template file, complete with all results in the following format:
<YYYYMMDD_EventLevel_EventName_Location_Country_Format_Gender>

