# UK Orienteering League

# Results Upload Requirements and Guidance

## Introduction

Uploading UKOL results is the same process as uploading any other event's results to the British Orienteering website, with the key difference that the courses must have specific names, as described below. These guidelines assume that users are familiar with the process of uploading results to the website.

## Requirements

To be recognised as an event within the UKOL competition series, some (or all) of the courses within the uploaded results file must have course names in a specific format. Firstly, the course name should start with "UKOL", and secondly, the course name must include the age classes allocated to that course according to the UKOL rules and event circumstances.

For example: "UKOL Black (M18,M20,M21,M35,M40)" or "UKOL Blue (M16,M55,M60,W35,W40)".

The naming of courses in this manner will need to be undertaken after the event, since event results software will not cope with such long course names.

## Process Guideline

This is a suggested process for UKOL results upload to meet the requirement above.

1. Run the event with standard course names (e.g. Black, Brown, 01, 02, A, B, etc)

2. After the event, export the results CSV file as normal (this is the file you would normally use for uploading to Routegadget, Winsplits, Splitsbrowser, British Orienteering results website).

3. Open that CSV file in a text editor (not a spreadsheet!). Windows Notepad is ideal. The data fields should be separated by semi-colons, which is the default format for some results software. However, if the data is comma separated, then you first need to replace the commas with semi-colons (in Notepad: Edit, Replace, Replace All).

4. For each of the UKOL courses, undertake a global "Replace" operation, so that the current course name is replaced with the new course name. Beware courses that contain the same word, i.e. ensure that your search term is unique to the course which you are currently editing. For example, don't replace "Brown" with "UKOL Brown (M21)", because that would also affect the instances of "Short Brown". Instead, replace ";Brown;" with ";UKOL Short Brown (M21);" – use of the semi-colons will ensure instances of Short Brown are skipped. Where there is more than one age class, separate these with commas, for example (W40,W45,W50). Use of commas to separate age classes is the reason you must use semi-colons to separate the data fields.

5. Repeat step 4, for each of your different UKOL courses. There is no need to rename non-UKOL courses.

6. Upload the processed file to the British Orienteering website Finished Events page as for any other event. You should see that the event is processed as normal (including the allocation of ranking points, as appropriate). In addition, you should see that the points scores on the UKOL page have also been calculated.

7. If in doubt, ask for help. It's an easy process when you know what you're doing, but you could waste a lot of time if you are unclear about what is required, and we want to avoid this!

Thanks for your help in supporting the UKOL Competition.

British Orienteering Event Manager