

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	Springfield

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

Example: Race in « Stages »

	A	B	C	D	E	F	G	H	I
1	Ranking	Time	Family name	First name	Gender	Birthdate	Nationality	Bib number	City
2	1	36:15:07	SIMPSON	Bart	M	1979-08-22	USA	428	Springfield
3	2	37:02:46	SIMPSON	Lisa	F	1981-04-19	USA	513	Springfield

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

	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	02:43:52	SIMPSON	Bart	M	1979-08-22	USA	428a	Springfield	SAC
3	1	02:43:52	SIMPSON	Lisa	F	1981-04-19	USA	428b	Springfield	SAC
4	2	02:50:17	FLANDERS	Ned	M	1949-11-07	USA	357a	Springfield	ATS
5	2	02:50:17	FLANDERS	Maude	F	1952-02-24	USA	357b	Springfield	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 »

	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	02:43:52	SIMPSON	Bart	M	1979-08-22	USA	428a	Springfield	SAC
3	2	02:50:17	FLANDERS	Ned	M	1949-11-07	USA	357a	Springfield	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	Springfield	ATS

2. Open an Excel sheet

- 1 Excel sheet per results category
- Start in cell A1
- Joint ranking: scratch ranking, all ages, men and women combined
- Header in English
- 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	<i>City</i>	<i>Team</i>
1	02:43:52	SIMPSON	Bart	M	1979-08-22	USA	428	<i>Springfield</i>	<i>SAC</i>
2	02:47:36	SIMPSON	Lisa	F	1981-04-19	USA	513	<i>Springfield</i>	<i>SAC</i>

Table legend: **Obligatory** *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

The screenshot shows a software interface with a list of categories on the left and a configuration window for 'Personnalisée' on the right. The 'Type' field is set to 'aaaa-mm-jj' and the 'Aperçu' field shows '29089'. The 'Personnalisée' category is selected in the list.

Nationality:	« Text »	USA
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* Use the IOC 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 : YYYY-00-00

* **Be careful! The COMPLETE birthdate will be required for next year!**

* Be careful to well respect the DASHES between numbers

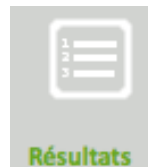
5. Log into your ITRA personal space



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

6. Upload the results file on your ITRA personal space

- Go in the « Results » column



- Click on the following button



- 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.

- 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 acceptance:

- 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 IOC country codes:

Code	Country	Code	Country	Code	Country
AFG	Afghanistan	BUL	Bulgaria	ESA	El Salvador
ALB	Albania	BUR	Burkina Faso	ESP	Spain
ALG	Algeria	CAF	Central African Republic	EST	Estonia
AND	Andorra	CAM	Cambodia	ETH	Ethiopia
ANG	Angola	CAN	Canada	FIJ	Fiji
ANT	Antigua and Barbuda	CAY	Cayman Islands	FIN	Finland
ARG	Argentina	CGO	Congo	FRA	France
ARM	Armenia	CHA	Chad	FSM	Federated States of Micronesia
ARU	Aruba	CHI	Chile	GAB	Gabon
ASA	American Samoa	CHN	China	GAM	The Gambia
AUS	Australia	CIV	Ivory Coast	GBR	Great Britain
AUT	Austria	CMR	Cameroon	GBS	Guinea-Bissau
AZE	Azerbaijan	COD	DR Congo	GEO	Georgia
BAH	Bahamas	COK	Cook Islands	GEQ	Equatorial Guinea
BAN	Bangladesh	COL	Colombia	GER	Germany
BAR	Barbados	COM	Comoros	GHA	Ghana
BDI	Burundi	CPV	Cape Verde	GRE	Greece
BEL	Belgium	CRC	Costa Rica	GRN	Grenada
BEN	Benin	CRO	Croatia	GUA	Guatemala
BER	Bermuda	CUB	Cuba	GUI	Guinea
BHU	Bhutan	CYP	Cyprus	GUM	Guam
BIH	Bosnia and Herzegovina	CZE	Czech Republic	GUY	Guyana
BIZ	Belize	DEN	Denmark	HAI	Haiti
BLR	Belarus	DJI	Djibouti	HKG	Hong Kong
BOL	Bolivia	DMA	Dominica	HON	Honduras
BOT	Botswana	DOM	Dominican Republic	HUN	Hungary
BRA	Brazil	ECU	Ecuador	INA	Indonesia
BRN	Bahrain	EGY	Egypt	IND	India
BRU	Brunei	ERI	Eritrea	IRI	Iran

Code	Country	Code	Country	Code	Country
IRL	Ireland	MAR	Morocco	PAR	Paraguay
IRQ	Iraq	MAS	Malaysia	PER	Peru
ISL	Iceland	MAW	Malawi	PHI	Philippines
ISR	Israel	MDA	Moldova	PLE	Palestine
ISV	Virgin Islands	MDV	Maldives	PLW	Palau
ITA	Italy	MEX	Mexico	PNG	Papua New Guinea
IVB	British Virgin Islands	MGL	Mongolia	POL	Poland
JAM	Jamaica	MHL	Marshall Islands	POR	Portugal
JOR	Jordan	MKD	Macedonia	PRK	North Korea
JPN	Japan	MLI	Mali	PUR	Puerto Rico
KAZ	Kazakhstan	MLT	Malta	QAT	Qatar
KEN	Kenya	MNE	Montenegro	ROU	Romania
KGZ	Kyrgyzstan	MON	Monaco	RSA	South Africa
KIR	Kiribati	MOZ	Mozambique	RUS	Russia
KOR	South Korea	MRI	Mauritius	RWA	Rwanda
KOS	Kosovo	MTN	Mauritania	SAM	Samoa
KSA	Saudi Arabia	MYA	Myanmar	SEN	Senegal
KUW	Kuwait	NAM	Namibia	SEY	Seychelles
LAO	Laos	NCA	Nicaragua	SIN	Singapore
LAT	Latvia	NED	Netherlands	SKN	Saint Kitts and Nevis
LBA	Libya	NEP	Nepal	SLE	Sierra Leone
LBR	Liberia	NGR	Nigeria	SLO	Slovenia
LCA	Saint Lucia	NIG	Niger	SMR	San Marino
LES	Lesotho	NOR	Norway	SOL	Solomon Islands
LIB	Lebanon	NRU	Nauru	SOM	Somalia
LIE	Liechtenstein	NZL	New Zealand	SRB	Serbia
LTU	Lithuania	OMA	Oman	SRI	Sri Lanka
LUX	Luxembourg	PAK	Pakistan	SSD	South Sudan
MAD	Madagascar	PAN	Panama	STP	São Tomé and Príncipe

Code	Country	Code	Country
SUD	Sudan	YEM	Yemen
SUI	Switzerland	ZAM	Zambia
SUR	Suriname	ZIM	Zimbabwe
SVK	Slovakia		
SWE	Sweden		
SWZ	Swaziland		
SYR	Syria		
TAN	Tanzania		
TGA	Tonga		
THA	Thailand		
TJK	Tajikistan		
TKM	Turkmenistan		
TLS	Timor-Leste		
TOG	Togo		
TPE	Chinese Taipei[5]		
TTO	Trinidad and Tobago		
TUN	Tunisia		
TUR	Turkey		
TUV	Tuvalu		
UAE	United Arab Emirates		
UGA	Uganda		
UKR	Ukraine		
URU	Uruguay		
USA	United States		
UZB	Uzbekistan		
VAN	Vanuatu		
VEN	Venezuela		
VIE	Vietnam		
VIN	Saint Vincent and the Grenadines		