



# Procedures for Sending Event Files 2024 Season

## Introduction

The purpose of this document is to furnish information regarding the process for creating and uploading race result files in XML format to the U.S. Ski & Snowboard auto-scoring system. This very basic “how-to” document was drafted during the initial introduction of computers for managing events and producing results. As officials have become more comfortable with the use of computers, the document has been updated, but it must still address some basic issues. Hopefully more experienced computer users will accept the need for education of these basics.

## Creating a Race Result File - Input

All of the data keyed into a computer is called “input”: Telling the machine *what competitors* are going to be in the race, what kind of race it is, where the race is taking place (area and course) and then via data obtained from your timing system, *who has what time*.

One thing you should *NOT* input is a control character or characters out of the Unicode ranges such as <, >, “, etc. The auto-scoring processor may not accept these characters, and it’s easier to avoid an issue than try and track down why your XML file is being rejected.

## Race Result Files - Output

All events require two types of output event files: The first file is the printed copy of the race results, including the official results and, if required by the level of event, the race penalty calculation. These documents are signed by the Technical Delegate; the originals are retained by the OC and copies are included in the Technical Delegate’s event file.

The second output file is the file that you will upload at [race-results.usskiandsnowboard.org/](http://race-results.usskiandsnowboard.org/) and, if required by the level of event, to [alpineresults@fiski.com](mailto:alpineresults@fiski.com). This file is a simple text file that is saved in a special format known as XML. This “XML” format is the only format that the U.S. Ski & Snowboard and FIS autoscoring processors will accept.

## Software Doesn’t Work

There are two common complaints that we continue to hear: The “software doesn’t work” and “the software freezes”. If the software has been properly installed, these problems should not occur. However, if it is a sudden problem, it is possible you have too many programs or windows open. Try closing all other applications; that usually solves the problem. However, you may need to restart the computer in order to reset the full system.

Accessing and using a race file stored in the “cloud”, a network drive or a thumb drive could also cause a “freeze”; storage to hard drive with backup to “cloud”, etc., is recommended.

If addressing these options does not solve your problem, contact an experienced Race Administrator or the U.S. Ski & Snowboard Competition Services Coordinator at (435) 647-2037 for assistance. If you are not using one of the U.S. Ski & Snowboard-approved timing/race result software versions, you will have to contact your software vendor.

## More Information About These Files

- Using the race code that you input, the software will name all race result files for “XML” output with the same method.
- U.S. Ski & Snowboard files start with the U.S. Ski & Snowboard-assigned race code (***F, M, N, or U*** followed by ***4 numbers*** (zero-9; e.g., ***F2056***). Remember: Only 1 character;

make sure you input the numeric character “zero” and not the alpha character “O” in the 4-number section! As a reminder, “F” designates FIS scored events, “M” designates Masters scored events, “N” designates non-scored events, and “U” designates U.S. Ski & Snowboard Scored events.

- FIS XML files are identified with the host nation (e.g., USA) followed by the 4-digit FIS-assigned codex that you input into the database. (e.g., USA7805). Again, you must remember to input the numeric character “zero” and not the alpha character “O”.
- For both types of races, there will be one file per race, per gender. It is important that you test your software in order to verify the procedure required to generate and upload the required XML file.
- An important item to verify is that you are actually uploading the result XML file and not the event XML race file. As noted earlier, XML format is the only format the FIS and U.S. Ski & Snowboard autoscoring processors will accept.
- If your software does not allow you to verify the data contained in the XML file prior to transmission, it is strongly suggested that you save the file to a preferred location – either to an external drive or to a specific location on your hard drive. Saving the file, re-opening it, and verifying its content prior to transmission may eliminate errors.
- If your review of the XML file shows an error, it is strongly suggested you correct the error in the actual race file, re-create the transmission file and re-verify its accuracy prior to transmission. Although it is possible to edit the XML file using Notepad or Notepad++, actual correction of the error is always your best option. This way the XML file can be recreated at a later date if needed. ***Do not use Word or Word Perfect to correct an error; using these or other word processing programs can damage an XML file.***
- When uploading the XML file, transmission errors may occur. These are usually caused by firewall or corporate network restrictions and can be adjusted by the IT Department. If you do utilize this function, add yourself to the email list of recipients to verify that the server has accepted and sent the XML file.

If you are having problems preparing and/or uploading your XML file, contact an experienced Race Administrator (a/k/a “Dial-A-Friend), or the U.S. Ski & Snowboard Competition Services Coordinator at (435)647-2037, or email [competitionservices@usskiandsnowboard.org](mailto:competitionservices@usskiandsnowboard.org).

### **Finding my Race Result File**

When choosing a location for your XML file, you must remember that accessing it for transmission requires saving it in an easily found location. However, if you know you saved your file but cannot find it (and it happens to all of us), and if you are using a Windows based program try using the *SEARCH* application and search the “C” drive. (Searching with the U.S. Ski & Snowboard or FIS assigned race code will identify all storage locations for a file with that identifier.)

### **Submitting the Results**

Below are some hints to help properly submit your XML results to U.S. Ski & Snowboard and/or FIS.

1. It is important that all results get submitted as soon as possible after the race. If there were any changes to the race dates, event type, or gender, notify [competitionservices@usskiandsnowboard.org](mailto:competitionservices@usskiandsnowboard.org) preferably before the event and definitely before results are submitted. Changes have to be made manually to the

database before results can be submitted. The earlier U.S. Ski & Snowboard is notified, the sooner your results can be processed – DO NOT wait until after the race to notify U.S. Ski & Snowboard of changes.

2. FIS events are also race date, event type, and gender specific. Like the U.S. Ski & Snowboard autoscoring processor, the FIS database has to be changed before results are submitted. If changes are made prior to the event, contact U.S. Ski & Snowboard Competition Services so they can notify FIS. *If changes are made on-site, the event Technical Delegate is responsible for contacting FIS.*
3. Prior to transmission, verify the contents of the file: header data, date, penalty, codex, etc.
4. If errors are found, close the file, return to the actual race file and make required corrections, then repeat the verification process. U.S. Ski & Snowboard auto-score processor will not accept the results if the U.S. Ski & Snowboard ID and the First and Last name of the athlete do not match the U.S. Ski & Snowboard database. e.g., the processor does not know that Robert’s nickname is Bob, so it can’t identify Robert Smith and Bob Smith as being the same person. If you have a question, use the “Member Lookup” tool on the U.S. Ski & Snowboard website and verify the name against the assigned U.S. Ski & Snowboard ID.
5. If your file is accurate, save it in a place where you can easily find it, e.g., your desktop or an external storage device.
6. DO NOT include “HARD COPY”; neither the U.S. Ski & Snowboard nor the FIS autoscoring processors will recognize the file and may reject the transmission.
7. With the exception of the new dual-gender non-scored events, each gender has its own race code. You must not submit results with different race codes in the same race file.
8. Use the assigned Race Code as the subject of the email:
  - a. For all U.S. Ski & Snowboard events, use USA race code (1 Alpha+4 numeric) race code (Ex. U1234)
  - b. DO NOT include anything but the race code in the Subject Line.
  - c. DO NOT include messages inside the email. The computer strips off any notes, and human eyes never see them. If you need to send a note, send it separately to [competitionservices@usskiandsnowboard.org](mailto:competitionservices@usskiandsnowboard.org).
10. For a U.S. Ski & Snowboard non-FIS event, upload the race result XML file at: [race-results.usskiandsnowboard.org/](http://race-results.usskiandsnowboard.org/)  
**NOTE: Login for clubs hosting sanctioned events or a previously-approved login for individuals who do not have access to the club login will be required in order to access the upload platform. If an official is unable to log in, or if uploads are not successful, contact Competition Services for assistance.**
11. For a FIS event, the race result XML file must be submitted twice:  
Uploaded at: [race-results.usskiandsnowboard.org/](http://race-results.usskiandsnowboard.org/) and also submitted as an email attachment to [alpineresults@fisski.com](mailto:alpineresults@fisski.com). \*
12. **DO NOT UNDER ANY CIRCUMSTANCES:**
  - a. Attach and upload the actual event file; neither the U.S. Ski & Snowboard nor the FIS auto-scoring processors will recognize or accept this type of file format.
  - b. Attach multiple race result files to one email.

## Additional Notes

1. Upload your results at the end of each day for immediate posting on the U.S. Ski & Snowboard and FIS websites; they must be submitted within 24 hours after an event's completion. This is especially important if you are on points list deadline! ***Results not received before a points list deadline will not be included in the next list.***
2. **Results uploaded to U.S. Ski & Snowboard will be confirmed immediately; errors, if any, will be noted.** You should receive an acknowledgement-of-receipt from FIS shortly after submitting your XML file. If you do not receive the acknowledgement-of-receipt email, then the email may either not have been sent or not been received.

If the FIS parsers are down, results will not process until they are back up; wait approximately 30 minutes and try again. If you still don't receive an acknowledgement of receipt, send an email to [competitionservices@usskiandsnowboard.org](mailto:competitionservices@usskiandsnowboard.org) and advise them of the problem. DO NOT continue to send and re-send! ***NOTE: If you have sent your files from a ".org" email address, and your transmission was unsuccessful, you may need to switch to a ".com" email address.***

You can verify whether or not an email was sent by adding your email as a recipient. You can verify whether or not a file was received by verifying whether or not the results have been posted on the applicable website.

3. Once results are processed, a direct link will allow a review of the posted results. Additional viewing for results posted on the U.S. Ski & Snowboard website; e.g., by Technical Delegates, will require using the "Event Lookup" tool. The FIS Technical Delegate is responsible for verifying accuracy of FIS results posted on the FIS website prior to filing online FIS Technical Delegate Report.
4. You must still submit an event document packet prepared in a scanned/PDF booklet format and uploaded at [race-result.usskiandsnowboard.org/](http://race-result.usskiandsnowboard.org/); use the U.S. Ski & Snowboard race code as the title of the packet. (Refer to "5. Non-FIS Event Document Packets" and/or to "6. FIS Event Document Packets" in the "Master Packet of Forms".) ***Do not submit via "google docs"; do reduce size of PDF file!***

Paper document packets will be accepted by U.S. Ski & Snowboard. However, documents must be submitted to FIS, FIS will only accept electronic packets. Regardless of what process is used, "originals" must be securely stored until they are no longer required. *(Unless a serious injury or accident occurred, it is recommended packets be retained for a minimum of one (1) year. In cases of serious injury or accident, immediately contact U.S. Ski & Snowboard for instructions.)*

5. U.S. Ski & Snowboard no longer provides an online event registration system. If the online system being used by your Organizing Committee (OC) does not calculate and submit the required head taxes amounts, the OC is responsible for calculating and submitting all Head Tax amounts and Head Tax documents as required by the level of the event.

## Conclusion

Hopefully this document has been helpful. Please feel free to contact U.S. Ski & Snowboard if you have any questions.

U.S. Ski & Snowboard Competition Services Coordinator

Phone: (435) 647-2037

Fax: (435) 649-3613

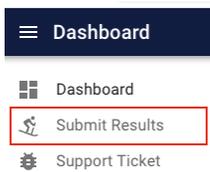
[competitionservices@usskiandsnowboard.org](mailto:competitionservices@usskiandsnowboard.org)



### ALPINE RESULTS SUBMISSION:

1. GOTO and sign in > [US Ski & Snowboard Public Panel \(usskiandsnowboard.org\)](https://usskiandsnowboard.org)
2. GOTO > DASHBOARD

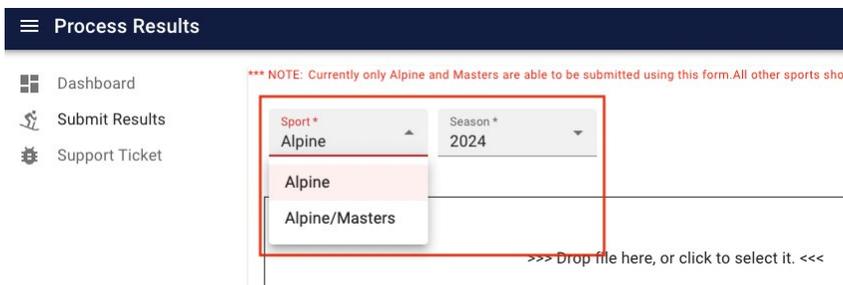
3. Choose > **Submit Results**



4. => In the upper right corner choose **“Upload Race Results”**



5. From the drop-down menu CHOOSE > ALPINE or MASTERS (currently these are the only choices)



- Choose the correct file you would like to score and please note if it is a zip file, there should only be one xml. The program will **not** load multiple xml files from one zip.
- Click **“SAVE”** > this will start the race file processing and bring up a screen showing progress.

Process Results

Dashboard  
Member Look Up  
Members  
Submit Results  
Support Ticket

\*\*\* NOTE: Currently only Alpine and Masters are able to be submitted using this form. All other sports should continue to use their existing results scoring process.

Sport \* Alpine  
Season \* 2024

RESULTS XML FILE

>>> Drop file here, or click to select it. <<<

XML or ZIP files only; ZIPs should contain only one race result XML. Drag/drop file here or click to select it from the file browser.

U0777.xml

RACE PACKET PDF FILE

>>> Drop file here, or click to select it. <<<

PDF files with single race packet; ZIPs may contain multiple files. Drag/drop file here or click to select it from the file browser.

SAVE

- You will be able to that the xml file’s progress as it loads. Once complete you will see one of two messages:

[Race Score Status](#)

Progress 100%; Status: done

[Messages](#)

Race F0183 with penalty 27.91 has been processed!

[Warnings / Info](#)

Club name in results file [Palisades Tahoe] for this race did not match event info.

Competitor: CURCI, COLE (USA) 6468298 has not met the background check requirement.

Competitor: MACK, DECLAN (USA) 6517149 has not met the background check requirement.

Competitor: BROWN, OSCAR (USA) 6441975 has not met the background check requirement.

Competitor: CURCI, COLE (USA) 6468298 did not meet all requirements; status was changed from DNF1 to NPS.

Competitor: MACK, DECLAN (USA) 6517149 did not meet all requirements; status was changed from DNF1 to NPS.

Competitor: BROWN, OSCAR (USA) 6441975 did not meet all requirements; status was changed from DNF2 to NPS.

Athletes with incomplete requirements should not have been allowed to start. Their status has been changed to NPS. They were removed from the penalty calculation if they were part of it.

▶ [SHOW EXPANDED RESULTS REPORT](#)

[Job Run ID](#)

b762be90-db51-48fc-b0f8-79edd900af6a

[SHOW THE ATTACHED FILE IN THE FILE BROWSER](#)

[Job Parameters / Input](#)

▶ { . . . } 7 items

Check official results:

[Go to online race results](#)

[Score another results file](#)

[Race Score Status](#)

Progress 50%; Status: error

[Messages](#)

Race F0178 has already been processed to the U.S. Ski & Snowboard database, or it is not part of this season's schedule. Changes to the result will need to be completed by U.S. Ski & Snowboard staff. If you think the result did not process correctly, please contact Competition Services (cs@usskiandsnowboard.org), and provide the race code and the problem.

[Warnings / Info](#)

Club name in results file [Palisades Tahoe] for this race did not match event info.

▶ [SHOW EXPANDED RESULTS REPORT](#)

[Score another results file](#)

[Job Run ID](#)

bd2e0636-df38-455d-8602-431f2eb5cae6

[SHOW THE ATTACHED FILE IN THE FILE BROWSER](#)

[Job Parameters / Input](#)

▶ { . . . } 8 items

9. The first message indicates the race has loaded with zero errors. At this point we encourage checking the results online as these are the official results published and used for point lists.

- If they are correct and posted, you now have the option to upload the corresponding PDF documents.

10. If there are errors, you will see something like this:

Race Score Status  
**Progress 50%; Status: error**

Messages  
Race season [2024] does not match XML header [2023]

[Score another results file](#)

▶ SHOW EXPANDED RESULTS REPORT

[COMMON ERRORS WITH RESULTS XML FILES](#)

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Job Run ID  
**9ecef5ea-d8dd-4635-9408-5c62d04b2edf**  
SHOW THE ATTACHED FILE IN THE FILE BROWSER

Job Parameters / Input  
▶ { . . . } 7 items

11. For your convenience you can click on the box “Common Errors with Results XML Files” to help with possible issues.
12. When you believe it has been fixed, you can continue to submit/rescore as many times as needed until it has been processed.

Thank you for your patience as we transition to this new system. We believe it will make things much easier to track and submit both race results and supporting documentation going forward.