Results reporting instructions for IOF event organisers

Results from IOF events, including WRE, must be submitted to the IOF <u>on the day of the event</u>. There are two ways to provide the results:

1. Results saved in IOF XML 3.0 format
This is the preferred way to provide results. Check if the event software supports the IOF XML 3.0 result file format. If it does, create such a file and send it to results@orienteering.org. An example of an IOF XML 3.0 result file can be downloaded from http://orienteering.org/wre-results-instructions/

2. Results saved in IOF Results Import Template (Excel)
If the event software is not able to create IOF XML 3.0 result files, you have to fill in the results in a special Excel spreadsheet, which can be downloaded from http://orienteering.org/wre-results-instructions/. Please fill in the spreadsheet according to the instructions, and send it to results@orienteering.org.

Required information in the files
The data required is quite simple. For the event, we need to know:
- Event/competition date
- Discipline (FootO, MTBO or SkiO)
- Type (Middle, Long or Sprint)

For each class, we need to know:
- Class name

Then for each athlete who started, we need to know:
- place in the race (leave empty if DSQ, DNF or MP)
- IOF Athlete ID
- First name(s)
- Last name(s)
- Nationality
- Birth year
- Club (optional)
- Run time (in HH:MM:SS or HH:MM:SS,t)
- Result status code. Choose one of the following (further explanation at the bottom of the document):
  - **OK**
  - **DSQ** = disqualified
  - **DNF** = did not finish
  - **MP** = mispunch

IOF Athlete ID
Whether results are provided as IOF XML 3.0 format or as an Excel spreadsheet, each competitor must be assigned their unique IOF Athlete ID. This is why the competitors must provide their IOF Athlete IDs upon entry. Thanks to this ID, the competitor's result can be associated with the correct person in the IOF World Ranking database. It is the responsibility of the organiser to ensure that each competitor is assigned the correct ID.

IDs for all persons in the IOF World Ranking database can be found in the World Ranking system in the Athletes menu.

> *Tip*: If the event software can import IOF XML 3.0 person list files, it is wise to download such a file from the World Ranking System (menu Athletes) and import it. The organiser can then be confident that all competitors are assigned the correct IDs.

Nationality
Each competitor's nationality must be provided in the result files. The International Olympic Committee's 3-letter codes, available in the World Ranking system in the Federations menu, shall be used to identify the federation each athlete is representing.

Result status codes
The different codes shall be used as follows:

OK		The competitor is approved.
DSQ	= disqualified	Means that the competitor probably has a complete set of punches but has for some other reason been disqualified (e.g. went through an out-of-bounds area).
DNF	= did not finish	Means that the competitor, for some reason, abandoned the course part way through and did not attempt to find any further control points.
MP	= mispunch	Means that the competitor did not have a complete set of control punches in the correct order in their control card when they finished.

Notice that the results official shall also be familiar with the IOF World Ranking Event Guidelines available at http://orienteering.org/foot-orienteering/event-organizing/organisers-guidelines/, especially chapters 4 (Start lists), 7 (Entries), 8 (IOF Athlete IDs), and 20 (Results).