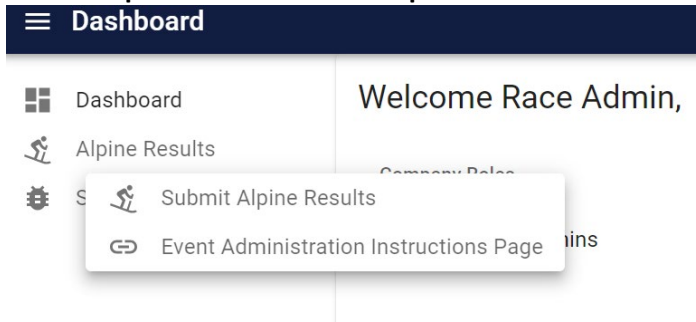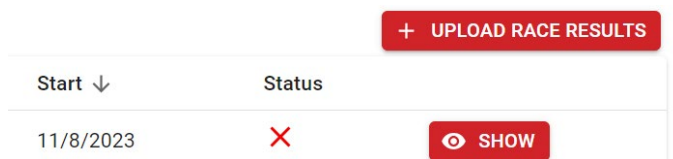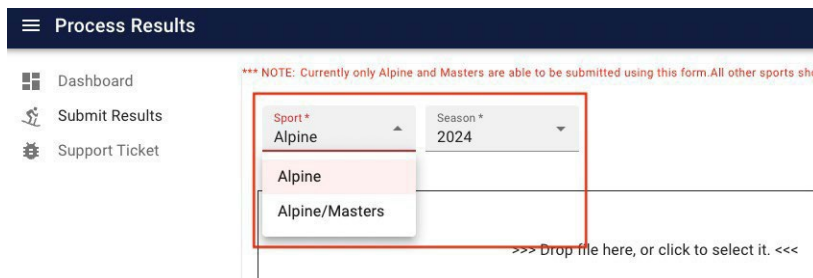**ALPINE RESULTS SUBMISSION:**

1. You must contact competitionservices@usskiandsnowboard.org to have your U.S. Ski & Snowboard credentials added to our approved list of users. Club credentials have been added, but individual user credentials must be added separately.

2. Go to https://dashboard.usskiandsnowboard.org/ and sign in with your pre-approved credentials.

3. Choose **Alpine Results > Submit Alpine Results**

4. In the upper right corner choose "**Upload Race Results**"

5. From the drop-down menu choose Alpine or Alpine Masters as appropriate (currently these are the only choices).

6. Choose the file you want to process.

    ➢ If your PDF packet is complete when you are uploading your XML, you can load both the XML and PDF at the same time.

    ➢ If your PDF is **not** ready when you upload your XML, you need to send that later. Email the packet to resultpackets@usskiandsnowboard.org as done in previous seasons.

7. Click "**Save**" > this will start the file processing and bring up a screen showing progress.

8. You will see one of two types of **Race Score Status** once the file has run. Hopefully, "Progress 100%; Status: done" if the file loaded successfully like this example. At this point we encourage checking the results online by clicking "**Go to online race results**" to be sure everything looks as intended.

9. If there are errors with your file, you will see something like this.

If you receive an error and the file does not load, you can correct your file and submit it again. Click the box "**Common Errors with Results XML Files**" to help you in your correction.

10. In either case, you can click the "**Show Expanded Results Report**" to see more information on how the file loaded.

Thank you for your patience as we transition to this new system. We believe it will make things easier to process and track both race results and supporting documentation going forward. Email competitionservices@usskiandsnowboard.org with questions or problems.