

## Sending your Meet Results to Colorado USA Gymnastics using a Generic Spreadsheet

**ALL RESULTS MUST BE SENT IN .CSV (Comma Separated Values) FORMAT.**

**PLEASE NAME ALL EXPORTED FILES IN THE FOLLOWING FORMAT:**

**ClubName-Sanction#-FirstDateOfMeet**

**For any meets which are not entered into either ProScore or BeyondTheScores where you have the ability to export the results (such as possibly small mobility meets, or reporting the scores for your athletes from out of state meets to fulfill Colorado/National athlete mobility and State qualification tracking requirements) you must follow the following process:**

**Step 1** Download the Generic Results Template from [cousag.com](http://cousag.com)

**Step 2** Open the file in Excel or the spreadsheet program of your choice.

**Step 3** Fill in **ALL** of the information. Leave column headings **AS THEY ARE**, and fill in the information below them.

**Step 4** Save the file. Please name it per the naming convention listed above.

**Step 5** Email the file to [results@cousag.com](mailto:results@cousag.com)

