

Updated: February 11, 2019

We have updated the results upload tool at [www.idpa.com](http://www.idpa.com).

With the release of this version of the uploader, we have revamped every aspect of the tool. To use the tool, from your profile menu (top right of your screen) select Upload Scores.

There are now four distinct tabs in the Uploader section:

- My Upload History - Contains a history of all the results that YOU have uploaded to the system, with the capability to expand and export the entries.
- Add Classifier Scores - This is where you will come to upload Classifier scores, including the Traditional 72 round method, the abbreviated 5x5, or the PCC -specific classifier.
- Add Match Scores - This is where you will upload any match scores you would like in the IDPA database. Remember, Local (Tier I) matches do not qualify for match bumps or Nationals points, but you may use IDPA as a score repository for local matches as often as you like.
- Apply Match Bumps - This is where you can apply Match Bumps for Tiered/Sanctioned matches for which you or another club contact have uploaded scores. You may NOT apply bumps for a match that you did not host.

## USING THE TOOLS

For both Match and Classifier uploads, you may upload PractiScore data, or use our provided template. **The following fields are required when uploading:**

- Place (numerical)
- Division (SSP, ESP, CCP, CDP, CO, PCC, BUG, REV)
- Class (UN, NV, MM, SS, EX, MA, DM)
- Last Name
- First Name
- IDPA ID
- Total Score (This is the TOTAL TIME, **INCLUDING** POINTS DOWN AND PENALTIES)
- Total PD
- Any Penalties (columns P-T)

When entering penalties in our template, columns P, Q, R and S are penalty count fields. These fields should be populated with total NUMBER of penalties of that type for the match or classifier, NOT the value of those penalties. For example, if a match had eight stages, and a shooter had a total of three hits on non-threat and had two procedurals, column P would have a value of 3 and column Q a value of 2. The uploader automatically totals those to 5. **You would NOT enter 15 for P and 6 for Q, which is the points value of the penalties.**

**For Classifier uploads: If you are uploading a classifier that was a STAGE in a match, the classifier stage must be uploaded separately from the match overall, as a classifier.**

## 1. My Upload History

- a. My upload history has a list of all the results that YOU have uploaded into the IDPA database. You may view the entries and export them to a CSV from this page.

## 2. Add Classifier Scores

- a. To add a classifier, you will need to first select your club from the dropdown. You will only see clubs for which you are a contact in the list.
- b. The next page will ask you to select the classifier for which you are uploading scores. If you have not yet created the event in the IDPA database, you may do so quickly and easily by clicking the link to [+ Add Classifier](#). When naming your classifier, please avoid generic terms like “Local Classifier” or “PCC Classifier” and instead use names that will make sense to your shooters, as this information will be displayed on their classifier history. Using a date and the club name will be helpful.
- c. Your new classifier will be available, you may click “Upload Scores”
- d. On the next page, you must select your classifier type. **This is an important step, as the logic behind the classification database is relying on accurate selection here.**
- e. Now you may choose whether to upload scores individually, or in bulk.
- f. **INDIVIDUAL**
  - i. Individual scores are added based on IDPA member. The search field will narrow your results as you type.
  - ii. Once you select a member, verify their ID matches the IDPA database ID. Select Division, Category, the number of Penalties (NOT the total penalty value), the TOTAL points down for the classifier, and the TOTAL time. This page does NOT calculate any of these values. Please enter accurate data.
  - iii. When finished, click Continue to verify your entries. The scores you have entered will generate the correct classification for the results and display them. You do not need to manually calculate classifications for shooters.
  - iv. Once you have completed Individual entry, you must SAVE the scores to the database. They will be written to the member profile of the shooter and their classification data will be updated.
- g. **BULK**
  - i. When you upload via the bulk tool, you should use either a Practiscore Results csv file or, if you do not use Practiscore, download our template from the website. It is available to the right of the “Find File” button once you have chosen the Bulk Upload path.
  - ii. Once you choose your results file, you will be presented with a preview of all the results, and either a green “GO” banner, or a red “Error” banner.

- iii. If you receive the green “Your file has no errors” banner, click SAVE SCORES to write the values to the database.
- iv. If you receive the red error banner, you can click the link to “Fix Automatically”. You may still need to review for errors and fix manually. We recommend fixing errors manually until you get the hang of the tool.
  - 1. Common errors include an IDPA ID that has a transposed number, a misspelled first or last name, or a non-existent or bad IDPA ID. Non-existent IDs should be removed from the results, as they have no member profile to be written to. Bad ID’s may exist due to an expired membership, in which case the member will need to contact HQ to reinstate membership and request the classifier score be added.
- v. Once you have fixed any errors, you can Verify Changes to see the calculated classification data, and then SAVE SCORES to write the values to the IDPA Database. PLEASE DON’T FORGET TO SAVE THE SCORES!!

### 3. Add Match Scores

- a. Adding a Match Score is very similar to adding a classifier. First, from the Add Match Scores tab, select the host club.
- b. As with a classifier, the match must exist in the IDPA database in order to be able to upload scores. If you are uploading scores for a local match, you can quickly create the match using the quick add tool. Again, as with creating a quick classifier, when naming your match, please avoid generic terms like “Local Match” or “Sunday Match” and instead use names that will make sense to your shooters, as this information will be displayed on their match history. A common naming convention would be [Club Name] [Date] [Match Description]. For instance, “HQ 1-25-19 Friday Weekly Match”.
- c. If you are uploading scores for a Sanctioned match, you may choose it at this time. If you have hosted a sanctioned match, and it is not showing as available, and you are SURE that you have the club selection correct, then it is possible you did not get official sanctioning from IDPA HQ. **Please check with your State or Area Coordinator to resolve before contacting HQ.**
- d. As with classifier results, you may upload scores individually or in bulk. For bulk uploads, please use either a Practiscore results csv or the linked Template for your results data.
- e. **INDIVIDUAL**
  - i. Individual results have the additional field of “Class”, but are otherwise identical to the classifier uploader. Enter each individual score noting the NUMBER of penalties (not the total penalty value) and the points down, with the TOTAL TIME. **Do not enter the raw time plus penalties and points down, the site WILL NOT CALCULATE THE FINAL SCORE.**

- ii. Add all required shooter scores and click Continue. If your data has no errors, you may SAVE SCORES to write them to the IDPA database.

**f. BULK**

- i. Bulk scores must be in Practiscore or IDPA template format in order to be successfully uploaded.
- ii. After selecting your file, you will be presented with a verify screen where you may either Verify (if your data was clean) or fix your errors and re-verify. Using the “Fix Errors Automatically” tool will attempt to resolve common issues, but you may still need to manually review other errors.
  - 1. Common errors include an IDPA ID that has a transposed number, a misspelled first or last name, or a non-existent or bad IDPA ID. Non-existent IDs should be removed from the results, as they have no member profile to be written to. Bad ID’s may exist due to an expired membership, in which case the member will need to contact HQ to reinstate membership and request the classifier score be added. If you are working on a small screen, you may need to scroll to the right to see the “REMOVE” link for the affected record.
  - 2. You may also see an error where a shooter registered for a classification that does not match the data in their official IDPA profile. In this case you will see a red ?. Hovering over the question mark will indicate the correction that was made.
- iii. Once you have corrected and verified your file, you will receive the green “Your file has no errors” banner. Please click SAVE SCORES to write the values to the IDPA database.
- iv. You will be taken to a screen where you may access your upload history or your dashboard. If you have just uploaded results for a Sanctioned Match, you will be given the option to “Apply Match Bumps”. Clicking the button will take you directly to the match bump page for this match. You may skip to 4 c to continue.

## **4. Apply Match Bumps**

- a. You will now see the Apply Match Bumps page, with a button to the right “Apply Match Bump Logic”. This is the magic button. Based on the results you uploaded, it automatically calculates any earned match bumps and indicates them for you!
- b. When you click the button, you will be shown a pop-up window with a list of shooters and their earned bumps. Clicking Confirm selects those shooters for the next step, clicking Cancel returns you to the same screen, where you may manually select your bumps.
  - i. If you CONFIRM, the shooters will be checked, and the tabs with bumped shooters will be highlighted for your review.

- ii. If you CANCEL, no shooters will be checked. You will need to review each tab, as necessary, and manually check the “bump” checkbox.
- c. Once you have reviewed, at the bottom of the page, please click the button “Apply Match Bumps” to save the bumps to the IDPA database. DON’T FORGET THIS STEP, OR THE BUMPS WILL NOT BE APPLIED!

## NOTES

- Uploading scores for a sanctioned match will also reset the classification date for the division shot for the member, per rule 9.2.2 and 9.2.3.
- Classifier scores earned in one of SSP, ESP, CDP, or CCP will “equity” bump the other four, per rule 9.3.
- Rule 9.5.1 equity scoring will be automatically applied.
- Sanctioned match participation will be tracked within the IDPA database to establish eligibility for Nationals/Worlds.