Notes for NHNCA Coaches Regarding Submission of Data to the New Hampshire Race List (NHRL)
By: Chris Naimie

First and Foremost: Using WEBSCORER is Highly-Recommended!
- The NHNCA has purchased a multitude of licenses! Search for an email from Gary Christie (nhnca.treasurer@gmail.com) titled "Webscorer for the 2020-2021 season" to learn how to use one of our licenses to download WEBSCORER to your device.
- Submitting Your Organizations Race Entries (Coach): Kevin Lee (klee@kearsarge.org) has created a shared google document to be used to upload your race rosters in a format that fully complies with the system!
https://docs.google.com/spreadsheets/d/1a2dlwkfc4deV4vZ90P2biCbQlhs7aUcgGkF_k9M3tBs/edit#gid=847846551
- Setting Up a Start List (Race Host): Download the team entries and set up for your race. Reach out to the other coaches coming to your race if you need help or Brian Pauling (bpauling@kearsarge.org) if you need more assistance.
- Timing the Race (Race Host): Practice a few times before the race to see how everything works.
- Vetting Race Results (Race Host w/help of Coaches): Ensure all of the required fields are correctly filled before finalizing results.
- Submission to NHRL (Race Host): Email Chris Naimie (cnaimie@bownet.org) with the link to the webscorer results. He will add them to the NHRL … which can be found on the NHNCA Website: www.nhnordiccoaches.org

The required data columns for race results to be included in the NHRL are:
- First name – In proper form, such as: Chris
- Last name – In proper form, such as: Naimie
- Team name – Consistent with the attached list
- Category – U16, U18, U20, etc.
- Gender – Female or Male
- Time – 12:23.5 (number of minutes, followed by a colon, followed by the number of seconds)

Data may be submitted for inclusion in the NHRL two ways:
- Sharing a WEBSCORER Results File link (highly recommended)
- As an attachment to an email (acceptable formats: .xls, .xlsx, .csv or google sheets)

It is extremely important that the race host vet the race data prior to submission and that only final results are submitted. The data submitted should only include high school and middle school skiers who are eligible to be ranked in the NHRL (Note: data for below U16 skiers is welcomed).   U23 and Masters skiers should not be submitted.

Table of approved spellings for organizations coaches by members of the NHNCA

Organization	NHRL Approved Spelling
Bartlett Middle School	Bartlett
Bedford High School	Bedford
Bedford XC Ski Club	Bedford XC Ski Club
Belmont High School	Belmont
Bow High School	Bow
Bishop Brady High School	Brady
Concord High School	Concord
ConVal Regoinal High School	ConVal
Derryfield High School	Derryfield
Dublin School	Dublin
Dublin XC Club	Dublin XC Club
Fall Mountain Regional High School	Fall Mtn
Fall Mountain Regional Middle School	Fall Mtn MS
Ford Sayre	Ford Sayre
Gilford High School	Gilford
Hanover High School	Hanover
Holderness School	Holderness
Holderness Central School	Holderness Central
Hopkinton High School	Hopkinton
Hopkinton Middle School	Hopkinton MS
Interlakes High School	Interlakes
Interlakes Middle School	Interlakes MS
Kearsarge Regional High School	Kearsarge
Kearsarge Regional Middle School	Kearsarge MS
Keene High School	Keene
Kennett High School	Kennett
Kennett Middle School	Kennett MS
Kingswood High School	Kingswood
Lebanon High School	Lebanon
Manchester Central High School	Man. Central
Manchester Memorial High School	Man. Memorial
Moultonborough High School	Moultonborough
Plymouth Regional High School	Plymouth
Plymouth Elementary School	Plymouth ES
Proctor Academy	Proctor
Profile High School	Profile
Rundlett Middle School	Rundlett
Souhegan High School	Souhegan
St. Pauls School	St Pauls
White Mountain Regional High School	White Mtns.
White Mountain Regional Middle School	White Mtns. MS