

Meet management using the MSO System



Masters Swimming Ontario

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SAVE THE DATE
2018 MSO Provincials - March 23-25, 2018
check out the meet list

Version 9 – October 6, 2018

1. **Club President / Registrar / Treasurer** Create a meet

- a. Select *Club Administration*

- [Club Management](#)

Club Administration	show description
Pool Information	show description

- b. Select your club from the pick list. You can enter your club name and it will find it.

[RETURN TO](#)

Club Administration Area

CLUB ADMINISTRATION - select a club and press SUBMIT to access the Club Administration page.

- c. Select – *Create Swim Meet*

Club President Functions

Edit Club Information

Update Club contact information, directors, training facilities, practice hours and website location. Click here to continue.

Create Swim Meet

To set up a swim meet for this season or the upcoming season, click here.

Manage Job Postings

You can put coach job postings on the MSO website to help with your recruiting each year. Click here to manage postings for your club.

NOTES: “Create Swim Meet” is a function assigned to the President/Treasurer/Registrar. The Meet Manager only receives access to the swim meet after being added to the “Contact email” via step d) below. The MSO Provincial Office can also execute this step.

d. Enter the requested information and click on *SUBMIT*

Home	Swim Clubs	Swim Meets	Results/ Rankings	Records/ Awards	Member Menu
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RETURN TO CLUB ADMINISTRATION

Define a Meet

Please fill out the requested information and press the SUBMIT button.
Items marked with an asterisk (*) are mandatory.

* Contact E-mail Address:
(This must be the **Meet Manager(s) email address**.
Only these email address will have access to the
Meet Administration page.)

Meet manager email address

If your meet is co-hosted, select
the second club from the list.

If you have a second co-host, select
the second club from the list.

Enter a name for your meet. This is an
optional field to allow you to give your meet
a unique name.

SUPER DUPER MEET NAME

* Course type:

☐ Short Course
☐ Long Course
☐ Open Water Course ☐ Yards Course

* Enter the Start Date of the meet.

2017-12-21

* Meet Type
(contact the MSO office to add a new type)

* Select Hosting Pool:

SUBMIT

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- NOTES:** a) Following this step the email addresses in the **Contact list** will have access to this swim meet.
- b) The host is automatically the club creating the swim meet. Use the **co-host** list **ONLY** if there is a second club involved.
- c) Use the **Meet Name** to promote your meet's identity. Be creative but space is limited so see the meet list for examples of how to use this space.
- d) For most meets, use OPEN for the Meet Type.

After submitting this information, an email is sent to the [MSO Competition Chair](#) who will approve your meet date. The Swim Meet List will say **awaiting Provincial Office Approval** under the meet date.

2. The **MSO SANCTION OFFICER** APPROVES THE DATE

- a. Go to *Approve Meet Dates*

- Meet Administration

Meet Entries	show description
Update Standard Meet Clauses	show description
Meet Administration	show description
Sanction Numbers	show description
Approve Meet Dates	show description

- b. Find the meet in the list. Change the Meet Status to *Approved* and click on *Update Status*

This causes emails to be sent to the MSO Sanctioning Officer and the meet manager

Etobicoke	Etobicoke Olympium Masters AC	Nov 20, 2016	Approved ▼	Update Status
Nanaimo	Nanaimo Ebptides	Nov 26, 2016	Not Approved ▼	Update Status
Ottawa	Nepean Masters Swim Club	Nov 30, 2016	Not Approved ▼	Update Status
Ottawa	Technosport Swim & Tri Club	Dec 04, 2016	Approved ▼	Update Status

3. The **Meet Manager** can now enter additional information.

Note: MSO suggests sending the draft meet package to the Competitions Chair by email. Once approved, it may be uploaded to the database as per step d) below. In 2017, we found this to be the more efficient process.

- a. The **meet manager** will now see the new meet in the *Swim Meet Administration* box when signing into the MSO system. The menu provides a short cut to the meet. Click on *Meet Administration* for the newly created meet.
- b. The meet manager is returned to the functions related to the new meet. Select *Edit Meet Setup*.

Meet Administration

[RETURN TO MEET ADMIN](#)

For meet hosted by Ottawa Nepean Masters Swim Club

[Edit Meet Setup](#)
To edit/update detailed information about this meet click here.

[Delete Meet](#)
To delete this meet in it's entirety, click here.
Warning! This action cannot be undone!

[Invite Clubs to Meet](#)
Your meet is a 'Club' meet.
No further action is required as your club is invited by default.

[Email Coaches](#)
Click here if you wish to send any information to the coaches of clubs who have prepared meet entries using this web site.

[Email Clubs](#)
Click here if you wish to send any information to the clubs you have invited to the meet.

[Request Sanction Number](#)

- c. There are now more fields and the screen is called *EDIT MEET DETAILS*. Enter the appropriate information. All fields with an asterisk (*) are mandatory.

Note: some fields from the initial meet creation can be changed or updated at this point. For some reason Course Type is not one of them (to be investigated).

[RETURN TO MEET ADMINISTRATION](#)

Edit Meet Details

Edit Meet Details - Ottawa Nepean Masters Swim Club Club

Please alter the listed information and press the 'UPDATE MEET' button.
Items marked with an asterisk (*) are mandatory.

Meet Sanction Number:

Sanction not requested yet

Enter a name for your meet. This is an optional field to allow you to give your meet a unique name.

test meet

If your meet is co-hosted, select the second club from the list.
If you have a second co-host, select the third club from the list.

* Course type:

☒ Short Course

* Meet Type

Club

Baden - Wilmot Recreation Complex

* Hosting Pool:

Number of Lanes used: 8

TIP: The *Name of the Meet* can be used to highlight information not easily visible elsewhere. Give the name of the meet first, *4th Annual Gotta Swim*. This can be followed by short text. For example, if a meet has to be cancelled, rather than simply deleting the meet, use the Meet Name to inform – *Meet Cancelled*. If there are special entry instructions, add “Entries per Meet Package,” etc. Keep message short as the system will truncate the text at some point. This is a title after all.

Course type: Note that the course type can only be set at the Meet Creation stage. *(MSO to follow up on this)*

Meet Type:

Invitational, Dual, Tri-meet – only invited clubs can enter via the Meet Registration System

Club – only your club can enter

Open/Time Trial – all clubs are allowed to enter. **Most masters meets are OPEN.**

NEW FEATURE (2017)

MSO has now integrated a payment option into the meet registration system. This provides a “one step” process to swimmer registration, verification of membership and PayPal payment all leading to a final validated hytek file.

*** Swimmer Registration Fee:**

The website will collect this fee using PayPal prior to allowing swimmers to create meet entries. If you enter a fee amount, select whether you want MSO to collect the fees and reimburse you or use your club's PayPal. If you select your club's PayPal, you must set up the PayPal parameters from the Club Administration for your club.

Dollars

- ☐ MSO PayPal
☐ Club PayPal
☒ N/A

How to use this new feature:

- If you are not accepting payment via this system, leave the amount blank. **Please note that if you are using the system for payment, the system allows only for a single fee. If you have an early bird fee, it must be manually changed on the day the fee is to be raised.**
- The Single Event Registration fee will automatically be added to the Meet Fee for any swimmer who is not registered with MSO. The system defines swimmers MSO-registered if they are **ACTIVE and INVOICED** in the MSO system.

- Decide how the payment should be collected.

MSO's PayPal

- **As of September 2018, MSO requires the meet host to reimburse MSO's PayPal expenses. Meet Managers may choose to have MSO add an administration fee to the swimmer's meet fee. In the absence of an administration fee, MSO will invoice MSO-PayPal expenses back to the club following the meet.**
- MSO will track the meet fees and transfer them to the club on a schedule to be determined by the club.

Club PayPal

- The club treasurer sets up its own PayPal parameters within the MSO system (see below). A few test transactions are recommended (see below). These parameters are encrypted and secure within the system. Only the meet host and MSO's web support have access to this information. MSO recommends deleting this information following the meet.

- To set up the club PayPal, the account holder must call and have the account authorized to accept payment for digitally delivered goods. Call 1-866-357-0135 and/or <https://www.paypal.com/us/webapps/mpp/digital-goods>
- The Single Event Registration fee will automatically be added to the Meet Fee which the club must remit to MSO.
- No MSO administration fee will apply.

N/A

- If there is a meet fee entered, the MSO PayPal is the default.
- If the club decides to accept payment **outside the system**, leave the meet fee blank.

How to Set CLUB PayPal parameters

On the “Club Administration” page, click on the function called “Set Up PayPal Parameters. This feature can be accessed only by the Club Treasurer or the MSO Web support.

Enter the PayPal parameters that you obtain from your main PayPal account.

Club Treasurer Functions

Registration Invoices

Click here to view and print invoices. You can also pay invoices online using PayPal.

Set Up PayPal Parameters

If you plan to run a swim meet and wish to collect the registration fees in the club's PayPal click here to set up the PayPal parameters required for the website to send funds to the club account.

Add detail to your Meet dates

Up until now you have only entered a start date for the meet. If this is a multi-day meet make sure the end date is specified. The last day for registration will automatically cut off registration, so be generous with your last minute masters swimmers.

* Enter the Start date and time of the meet.

2017-12-21

08:00



yyyy-mm-dd

Enter the date and time of the first warm-up session.

2017-12-21

07:00



yyyy-mm-dd

Enter the end date and estimated end time of the meet.

2017-12-21

17:00



yyyy-mm-dd

* Enter the Entry Deadline for the meet. Clubs will only be able to submit meet entries up to this date and time.

2017-12-19

23:00



yyyy-mm-dd

Schedule of Events:

A check mark indicates that the event will be offered.

The ORDER field is used to provide the proper sequence of events, e.g., use Event Order 33 to insert an event between 30 and 35. The ORDER will automatically be re-sequenced once the meet details are saved.

* Events to be hosted:

- check events you plan to host at your meet.
- enter sequence numbers to change event order
- if you move the last break item, a new one will be added after you click UPATE MEET
- to remove a break, enter 999 and click UPATE MEET

	50 Back	25 Back	200 Free	200 Back	25 Breast	50 Breast	50 Free	25 Free	100 Breast	200 Breast	50 Fly	25 Fly	100 Fly	200 Fly	100 IM	100 Free	200 IM	400 IM	800 Free	400 Free	1500 Free	100 Back	100 MR	200 MR	400 MR	800 MR	100 FR	200 FR	400 FR	800 FR
Event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Order	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100	105	110	115	120	125	130	135	140	145	150

Entry Limit:

There are a max 8 events allowed. This should accommodate most championship meets.

NEW FEATURE 2018 – Special Event Questions

Meet Managers can set up questions to help organize the meets. Responses are not part of the Hytek file; they are separately reported to Meet Managers or club coaches.

The first question solicits relay interest. It is permanent for all meets and cannot be changed. The responses will be available to club coaches on the Relay Entry pages.

– *Do you wish to swim club relays? Plse indicate stroke(s) for Medley Relays.*

The remaining 4 spots are available to the Meet Manager. You can request a Yes/No response, a Text response or BOTH. Use these questions to organize special fun events, like a 50 Kick.

Examples:

Do you wish to swim the 50 Kick? Please enter seed time. The 50 kick manually entered into Hytek by the meet manager.

Do you wish to swim your 800 Free as an IM? This would allow the meet manager to seed these overachievers in their own heat.

Question	Yes/No response	Text response
Do you wish to swim club relays? Plse indicate	✓	✓
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

Finishing the Meet Set up

When the details are complete, click on *Update Meet*.

If you need to make more updates, you can always return to the *Edit Page*.

Update Meet

[RETURN TO MEET AD](#)

Meet updated successfully

[RETURN TO EDIT PAGE](#)

[Return to Meet Administration](#)

[MEET ADMINISTRATION](#)

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d. **UPLOAD** your *Meet Program*

From the *Update Meet* page or from your front page on sign-in, return to the **Meet Administration** menu. Feel free to explore some of the lesser used Coaches and Officials options (see 7 below).

Select *Upload/Download Meet Package*

NOTE: For process efficiency, MSO suggests that draft meet packages be shared with the Competition chair prior to uploading. Only the final to meet package would then be uploaded.

Email Clubs Click here if you wish to send any information to the clubs you have invited to the meet.
Request Sanction Number To request a sanction number from the MSO Office click here.
Upload/Download Meet Package To upload the Meet Program for this meet click here. The Meet Package will not be displayed to the public until you request a sanction number.
Create/Update Officials Sign-up Sheet To create/update an Officials Sign-up Sheet for this meet click here. You can print this sheet to use at your meet.

From the MSO Meet Package page, select a file from your own computer and click on *Submit File*. The file can be in PDF, DOC or DOCX format.

TIP: Upload the DRAFT meet package in WORD (i.e., DOC or DOCX). When you request the sanction, a note is sent to the Sanction Officer who will review the package. He/she may suggest changes or if so inspired he/she may make suggested changed right in the document. Weblinks are the most common error while the MSC and MSO websites are in transition.

For the FINAL meet package do a SAVE AS and select PDF as the format. You will then have a WORD file that can be edited or used for next year and a PDF that can be circulated without it being changed. Upload the final meet package in PDF.

MSO MEET PACKAGE

Upload your Swim Meet Package

Upload this file: No file chosen

No previous meet package has been uploaded

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Corrections and changes can be made to the meet package which may be re-uploaded even after the sanction is requested. **BUT once the event is sanctioned**, the meet package is frozen and **cannot be changed** by the meet manager. The Sanction Officer would have to unsanction the event, upload the revised meet package and the re-issue the sanction (see below).

NOTE: If no meet package is uploaded, only the Meet Details will be available to the public.

e. Request a Sanction Number

Return to the Meet Administration menu and click on *REQUEST SANCTION NUMBER*.

Email Clubs Click here if you wish to send any information to the clubs you have invited to the meet.
Request Sanction Number To request a sanction number from the MSO Office click here.
Upload/Download Meet Package To upload the Meet Program for this meet click here. The Meet Package will not be displayed to the public until you request a sanction number.

This will cause an email to be sent to the MSO Sanction Officer.

4. The **MSO Sanction Officer** *approves* the Meet Package

The MSO Sanction Officer may have already reviewed the meet package if the WORD version was emailed to him. Otherwise, the sanction officer will review the version uploaded to the

system and send the meet manager any comments or requested changes. Once satisfied, the meet package will receive MSO approval and issue a sanction number to the meet manger. The Meet manager should enter the sanction number into the final meet package before uploading.

- a. When ready to apply the Sanction Number, go to Meet Administration area and select **SANCTION NUMBERS**

- Meet Administration

Meet Entries	show description
Update Standard Meet Clauses	show description
Meet Administration	show description
Sanction Numbers	show description
Approve Meet Dates	show description

You will see a list of all meets by date. Meets are also listed in the following order:

- Sanction number has been requested
- “No Request” for sanction number has yet been made
- Meets with Sanction numbers

- b. Replace the “Pending” with a sanction number and click on the check mark. This will update the meet list and make the Meet Package visible to all.

Meet Date	Host City	Host Club	Meet Type	Host Name/Email	Sanction #
Nov 30, 2016	Baden	Ottawa Nepean Masters Swim Club	Club	Mini Me B_zirger@mastersswimmingOntario.ca	Pending
		Ottawa			

Note: ONCE THE MEET IS SANCTIONED, REGISTRATION WILL OPEN AUTOMATOICALLY.

5. UNREQUESTING A SANCTION NUMBER (MSO Sanction Officer function)

Once the meet manager requests a sanction number, the order of events cannot be changed. If changes are needed, the MSO Sanction Officer can reverse the request and reopen the meet details.

- a. Go to the Sanction Numbers list via the Meet Administration area (see 4a and 4b).
- b. Go to the meet; it will be at the top of the list with the Pending meets.
- c. Overwrite “Pending” with “0” (number zero) and click on the check mark. The status of your meet has now changed to “No Request” and will be listed in the middle part of the list.
- d. The meet manager can now make adjustments and re-request the Sanction number as in Step 3.

6. UNSANCTIONING A MEET (MSO Sanction Officer function)

Certain fields are locked after the sanction number has been issued, including the meet package. If any of these locked fields need to be changed, the sanction needs to be withdrawn first.

- Go to the Sanction Numbers list via the Meet Administration area (see 4a and 4b).
- Go to the meet; it will be in the bottom part of the list with the sanctioned meets.
- Overwrite the number in the box with “*Pending*” and click on the check mark. The status of your meet has now changed and will be listed in the upper part of the list.
- Once all the changes have been made, reissue the sanction as in Step 4.

7. ORGANIZE OFFICIALS (Meet Manager – Head Referee)

Under the Meet Administration select “*Create/Update Officials Sign-up Sheet*” to organize the officials for the event. Remember that the “sign-up sheet” is equivalent to “registering” officials that ensures insurance coverage for event officials and volunteers.

The screenshot shows a web interface with a light blue background. At the top right, there is a small blue button labeled "RETURN". Below it, there are four distinct sections separated by horizontal lines. The first section is titled "Upload/Download Meet Package" in blue text, with a subtext: "To upload the Meet Program for this meet click here. The Meet Package will not be displayed to the public until you request a sanction number." The second section is titled "Create/Update Officials Sign-up Sheet" in blue text, with a subtext: "To create/update an Officials Sign-up Sheet for this meet click here. You can print this sheet to use at your meet." This section is highlighted with a yellow background. The third section is titled "Validate Meet Entries" in blue text, with a subtext: "Validate swimmer registration for meet entry files." The fourth section is titled "View/Download Entry File" in blue text, with a subtext: "As soon as a sanction number has been requested, you will be able to view the entries prepared to date. Once the entry deadline time has passed you will be able to download the entry files."

The head referee must be known at the time of sanction. It is usually the Referee who recruits and keeps track of the senior officials for the meet. Timers are often recruited and organized closer to the event. At the very least, the meet management should keep a sign-up sheet for timers and volunteers.

CHANGE NUMBER OF OFFICIALS	1	CHANGE SESSION NUMBER	
DOWNLOAD FORM	<input type="checkbox"/>	ALLOW CLUBS TO UPDATE	SHOW CLUB AFFILIATION

Enter/update officials names and click [UPDATE FORM](#)

Session Title

Position	Name	Position	Name
Referee	to be assigned	Starter	
Chief Finish Judge		Recorder/Scorer	
Chief Timer		Clerk of Course	
Marshall(1)		Marshall(2)	
Marshall(3)		Marshall(4)	
Stroke and Turn(1)		Stroke and Turn(2)	
Stroke and Turn(3)		Stroke and Turn(4)	

Position	Name	Position	Name
Head Lane Timer(1)		Head Lane Timer(2)	
Head Lane Timer(3)		Head Lane Timer(4)	
Head Lane Timer(5)		Head Lane Timer(6)	
Head Lane Timer(7)		Head Lane Timer(8)	
Head Lane Timer(9)		Head Lane Timer(10)	
Timer (Lane 1)		Timer (Lane 1)	
Timer (Lane 2)		Timer (Lane 2)	
Timer (Lane 3)		Timer (Lane 3)	

Timer (Lane 8)		Timer (Lane 8)	
Timer (Lane 9)		Timer (Lane 9)	
Timer (Lane 10)		Timer (Lane 10)	

Position	Name	Position	Name
Safety Marshall(1)		Safety Marshall(2)	
Runner(1)		Runner(2)	
Announcer		Food Preparation	
Sales		Office Support	

[DOWNLOAD FORM](#)

The form may be downloaded or filled in on-line. If other clubs are providing volunteers for the meet, they may be given access to the form by clicking “*ALLOW CLUBS TO UPDATE*” at the top of the page. Consider showing “Club Affiliation” for follow up purposes.

8. Validate Meet Entries (Sanction Officer)

If entries were accepted outside the MSO registration system, the meet file must be validated BEFORE use. This can be done repeatedly during the registration process, so that problems are resolved during the course of meet registration.

The system will identify any swimmers not registered with MSO. These swimmers must swim as Single Event Registrants.

The system will also identify name, club errors and MSO # errors that will cause problems when the meet results are uploaded.

Unless the Meet Managers is quite comfortable with resolving these errors, MSO recommends that the validation be performed by MSO.

<p>Validate Meet Entries</p> <p>Validate swimmer registration for meet entry files.</p>
<p>View/Download Entry File</p> <p>As soon as a sanction number has been requested, you will be able to view the entries prepared to date. Once the entry deadline time has passed you will be able to download the entry files.</p>
<p>Create/Edit Meet Report</p> <p>You can create/edit a meet report online after your meet has completed.</p>
<p>Upload Meet Results</p> <p>Meet results can be loaded after the meet has been completed and the Meet Report has been submitted.</p>

9. View/Download Entry File (Meet Manager)

Once the Sanction number is issued, the meet manager will be able to view the entries. Following the entry deadline, the entry file may be downloaded for use during the meet.

10. Create / Edit the Meet Report (Meet Manager)

The system assists meet managers in preparing the meet report once the meet is completed.

11.UPLOAD Meet Results (MSO Provincial Office ONLY)

NOTE: Although the upload feature was initially intended for the Meet manager, experience in 2016 suggests that MSO should perform this task to ensure a clean, validated results file. The validation on upload is especially important when entries were accepted off-line.

The Meet manager should submit the **hytek results file to MSO by email**.

(new 2018) MSO requests that meet managers send the entire MDB file for the meet. This will facilitate corrections if any are necessary.

The last task in managing the meet is to upload the meet results.

<p>Validate Meet Entries</p> <p>Validate swimmer registration for meet entry files.</p>
<p>View/Download Entry File</p> <p>As soon as a sanction number has been requested, you will be able to view the entries prepared to date. Once the entry deadline time has passed you will be able to download the entry files.</p>
<p>Create/Edit Meet Report</p> <p>You can create/edit a meet report online after your meet has completed.</p>
<p>Upload Meet Results</p> <p>Meet results can be loaded after the meet has been completed and the Meet Report has been submitted.</p>

From Hy-Tek export the meet results into a *.ZIP file.

In Hy-Tek, select FILE, followed by EXPORT, followed by RESULTS FOR TEAM MANAGER

Hy-Tek will generate a *.ZIP that can be uploaded into the MSO system. Hy-Tek allows you to name the file. **Do not use a forward slash [/] in the name** as this will cause an error when uploading to the MSO system. Otherwise, there is no need to change the name created by the Hy-Tek system.

When uploading the results, provide your name, phone number, email address and any relevant comments to assist to MSC follow up as needed.

Upload Options:

Click on **Choose File** to select the file on your computer for uploading.

The **Type of Load** field accommodates small and large meets as well as corrections.

The first time you upload the results, choose *"New results"*.

If the file is changed or corrected, a results file can be replaced by selecting *"Replace current results"*.

For large meets with multiple sessions and results files, select *"Add to existing results"*.

You can load a new set of results, replace results that have already been loaded or add new results to those already loaded (this would be used if you have multiple results files from a single meet).

Send this file: No file chosen [Max size: 1MB]
Swim Meet: Ottawa - Nepean Masters Swim Club - 2017-02-25 08:00:00
Type of load:

Your Name:
Your Phone Number:
Your Email Address:
Additional Comments?

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Once all fields are entered, press SUBMIT FILE.

You are done!!! Congratulations!