

# Instructions to Load USSA Cross Country List into Excel

The list that is posted on the USSA website was made to be used by Result Processing programs and therefore needs a bit of work to be readable by the “normal” human. Here are some instructions:

1. Download list, it will download as xcX17.zip where X is the list number
2. Since the file has been zipped, you will need to unzip the file. This is usually done by right clicking on the file and Open With->Archive Utility (Mac) or Extract All (Windows).
3. This will give a folder of the same name.
4. Inside the folder are 2 .csv files without any file extension. Depending on the type of computer you have they can be opened:
  - a. In Windows:
    - i. Open the file and select Excel to Open it. Or you can open an Excel Workbook and then open the csv file from there. If you open from excel, make sure to set the Filetype to be All Files.
    - ii. The files are named NLWX17 and NLMX17 where NLW is the Women’s List and NLM is the Men’s List and X is the List number.
  - b. On a Mac:
    - i. You can right click and select Open With. You may have to Select Other and find Microsoft Excel or whatever Spreadsheet program you are using.
    - ii. Or add .csv to the end of each file and then Open Excel and Open from there.
    - iii. The files are named NLWX17 and NLMX17 where NLW is the Women’s List and NLM is the Men’s List and X is the List number.
5. Once the file is in Excel, you will need to split it into columns:
  - a. Select Data Tab
  - b. Click on Column A
  - c. Select Text to Column from the Tool Bar
  - d. Select Delimited and Next
  - e. Select Comma Delimiter and Next
  - f. Should see data in columns now. The first column is empty. Select Finish
  - g. Delete Column A
6. You will now have an Excel spreadsheet containing your data.
7. If you want both list in the same Workbook, you will need to follow the 4-6 for both files and then copy the results from one workbook into the other.