RESULTS UPLOAD GUIDE FOR IBU REGIONAL EVENTS

DOCUMENT CONTROL

Version	Date	Comments
0.1 – SFR	14 AUG 2024	Submitted for Review
1.0 – SFR	18 NOV 2024	Pre-Season 2024/25
1.1 – APP	31 OCT 2025	Update for the 2025/26 Season

1) INTRODUCTION

Starting with the 2024/25 season, the IBU seeks to include regional biathlon events in their database. This includes the registration of all participating athletes, the event and competition schedule as well as the final results transmission. Updates made for the 2025/26 process are highlighted.
Even if you (or your timekeeper) is already familiar with the process, we suggest that this document is studied carefully as there are some important updates for the upcoming season.

2) TARGET AUDIENCE

IBU Member Federations
Organizing committees
Timekeepers of regional events

3) ATHLETES REGISTRATION AND ARCHIVE

All IBU Member federations need to register athletes participating in regional Biathlon events by using their account in the IBU MemberCenter (https://biathlonresults.com/membercenter)
The minimum requirements to register a new athlete are:
- *Family Name*
- *Given Name*
- *Nationality*
- *Sex*
- *Date of birth*
- *Upload of a photo-id document (must not be a passport)*
- *Personal Email address (optional, if explicit consent of the athlete is given, only for IBU internal use)*

Once this is done, the IBU will issue an unique **IBUId** which the athlete will keep forever. The **IBUId** will also not change in case of Nationality change of an athlete in a later moment.
With this **basic** registration, the athlete is eligible to start in a regional event.
However, to start in an IBU international event (Junior Cup, IBU Cup, Youth/Junior WCH, etc), a **full** registration is needed.
The full registration requires the NF to provide in addition:
- *Signature and upload of the IBU Declaration,*
- *an up-to-date anti-doping e-learning certificate*

Basic registrations can be always upgraded to full registrations by providing the additional documentation
Full registrations will be downgraded to basic registrations when the anti-doping e-learning certificate loses the validity.
This downgrade will happen with the start of a new season (July 1st of each year)
Athletes not registered to any event for 4 seasons, will remain in the database, but will be set a "not active" flag.

A note about Officials:
For IBU international events, Officials must be also registered. This is not needed for Regional events. If (former) athletes become officials, either for their current member federation or another one, it is enough to inform the IBU.

A note about change of Member Federation:
For athletes it is required that their Member Federation is the same as one of their nationalities.

If an athlete was active in an international IBU event for 1 member federation, a waiting period of 2 seasons or the written permission from the previous member federation is needed to have a new member federation assigned!

A note about GDPR:
The information required for the basic registration is to be considered as required information to assess properly the age category of an athlete. The personal email address is never stored in an IBU database until the athlete himself clicks on a link in am Email which will be sent to her/him after the NF as supplied this information.

On request of not active athletes, date of birth and contact infos can be removed from the database by sending an email to gdpr@ibu.at

The current list of active athletes registered in the IBU database can be always downloaded by clicking on this link:

https://api.biathlonresults.com/modules/federationapi/mc/sportpersons/export

	A	B	C	D	E	F	G	H	I	J	K
1	IBUId	ShortCode	FamilyName	GivenName	NF	Gender	DateOfBirth	Category	Club	IsIBUEventElligible	IBUQualifyingPoints
2	BTARG22501200401	2501041	DIAZ GONZALEZ	Nahiara	ARG	F	25-Jan-04	JW		N	-
3	BTARG20804198101	0804811	DOMINGUEZ	Maria Cecilia	ARG	F	08-Apr-81	SW		Y	352.52
4	BTARG21805200601	1805061	DURAN	Victoria	ARG	F	18-May-06	YW		Y	-
5	BTARG20210200301	0210031	GROETZNER ROCCO	Agustina	ARG	F	02-Oct-03	JW		N	-
6	BTARG20905199901	0905991	KYDASIOUK	Sofia	ARG	F	09-May-99	SW		Y	378.60
7	BTAND22307200201	2307021	MORRAL FERRANDIS	Mariona	ARG	F	23-Jul-02	SW		N	-
8	BTARG21401200301	1401031	OJEDA HIDALGO	Zoe	ARG	F	14-Jan-03	JW		N	-
9	BTARG10903198801	0903881	CIUFFO	Axel	ARG	M	09-Mar-88	SM	Club de Montaña Cazadores de los Andes	Y	312.82
10	BTARG10911200201	0911021	COTARO	Pedro	ARG	M	09-Nov-02	SM		N	-
11	BTARG11112199801	1112981	GIMENEZ	Javier	ARG	M	11-Dec-98	SM		Y	169.80
12	BTARG11511200201	1511021	MUNOZ CASTRO	Bruno	ARG	M	15-Nov-02	SM		N	-
13	BTARG10112200301	0112031	PEREZ DE SAN ROMAN	Ignacio	ARG	M	01-Dec-03	JM		N	-
14	BTARG12909200601	2909061	REYES	Rodrigo	ARG	M	29-Sep-06	YM		Y	-
15	BTARG12801200601	2801061	SANCHEZ PREBISCH	Valentin	ARG	M	28-Jan-06	YM		Y	-
16	BTARG10406200401	0406041	SAUMA	Mateo	ARG	M	04-Jun-04	JM		N	-
17	BTAUS20712200501	0712051	CASTLE	Rhiannon	AUS	F	07-Dec-05	JW		N	-
18	BTAUS20906199501	0906951	COLEBOURN	Jillian Wei-Lin	AUS	F	09-Jun-95	SW		N	-
19	BTAUS20406200301	0406031	CULLEN	Jorja	AUS	F	04-Jun-03	JW		N	-
20	BTAUS21110200701	1110071	FRANZKE	Rosie	AUS	F	11-Oct-07	YW		Y	-
21	BTAUS23001200701	3001071	HARVEY	Bridget	AUS	F	30-Jan-07	YW		Y	-
22	BTAUS21410200201	1410021	JOHNSON	Chelsey	AUS	F	14-Oct-02	SW		Y	-
23	BTAUS21405200301	1405031	MARANTELLI	Amity	AUS	F	14-May-03	JW		N	-
24	BTAUS20609200601	0609061	MCCANN	Ava	AUS	F	06-Sep-06	YW		Y	266.28
25	BTAUS20102200201	0102021	MISKIN	Luka	AUS	F	01-Feb-02	SW	nsw biathlon	N	-
26	BTAUS22309200301	2309031	MOON	Isabella	AUS	F	23-Sep-03	JW	NSW BIATHLON	Y	296.28

This export includes also a **ShortCode** which is a 7 digit numeric alternative to the full **IBUId**. When sending the results back to the IBU, whenever possible, the **IBUId** should be used to identify an athlete. Only when the timing software is not able to handle strings with the size of the **IBUId**, the **ShortCode** (similar size and format as the FIS Code) can be used. Attention: The **ShortCode** is not unique. It becomes unique in the context of a single NF and gender.

The ShortCode should only be used if the IBUId can not be used for technical reasons.

From the 2025/26 season, result uploads with missing or invalid IBUId (or ShortCode) are not accepted as a whole. So insist, that everybody entered has a valid IBUId. Also the name spelling must be exactly as stored in the IBU database. Otherwise we can not avoid to have wrongly associated results. Do no use special characters only available in your national character set.
A common problem are also leading/trailing spaces or "Tab" characters in your names.

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4) IBU MEMBERCENTER ACCOUNTS

Timekeepers in charge of providing results at IBU Regional events should contact biathlon@siwidata.com to receive a MemberCenter account. Please identify also the Regional events you are in charge for so we can grant access to upload information for the specific events.

The MemberCenter uses passwordless authentication. Once you identify yourself with your registered Email address, you will receive a login link which will authenticate you directly.

Once you are authenticated, you should see the Home screen for the Timekeeper role:
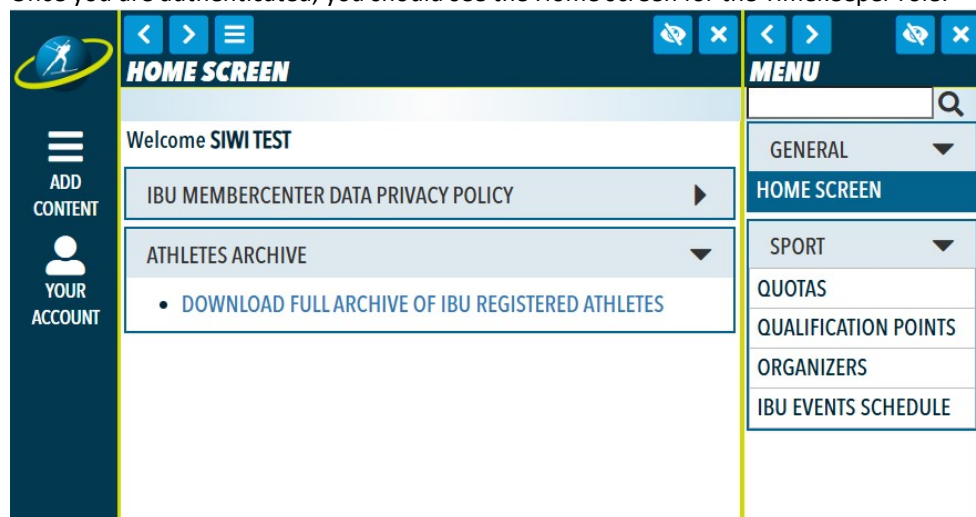
5) THE IBU EVENTS (AND COMPETITIONS SCHEDULE)

By selecting the **IBU EVENTS SCHEDULE** from the main navigation, you access the widget you need to manage the competition schedule and to upload results documents.
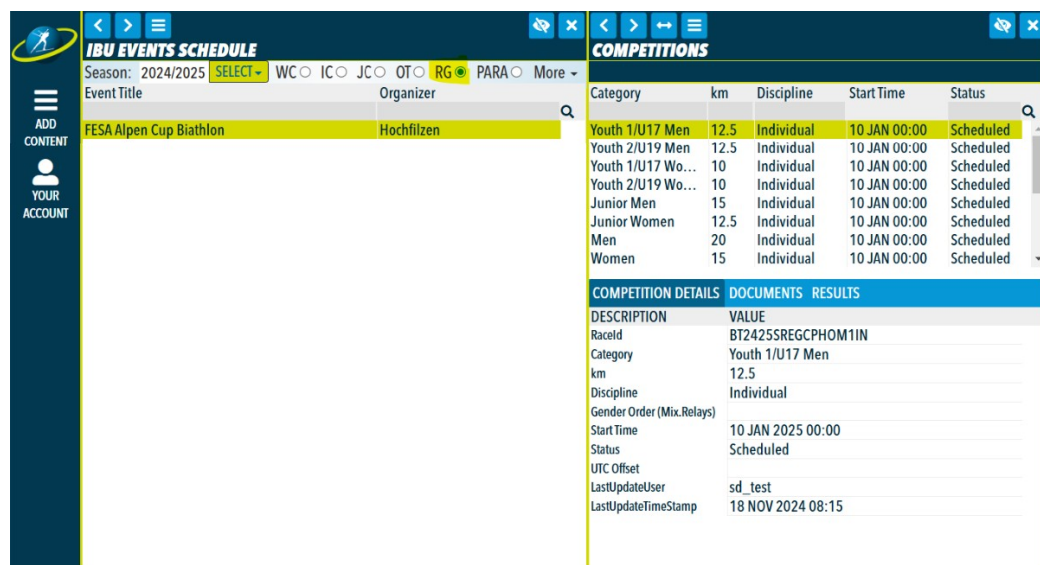
Make sure to select the **RG** filter in the **IBU EVENTS SCHEDULE**. If you can't find the event you are looking for, contact biathlon@siwidata.com. Once you select an event, the **COMPETITIONS** schedule is loaded.
This schedule and age categories have been initialized by information received before the season. If you miss competitions/age categories contact biathlon@siwidata.com

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5.1) EDIT COMPETITION DETAILS (OPTIONAL)

In the **COMPETITION DETAILS** you can modify some of the fields:

COMPETITION DETAILS	DOCUMENTS RESULTS
DESCRIPTION	**VALUE**
RaceId	BT2425SREGCPHOM1IN
Category	Youth 1/U17 Men
km	12.5
Discipline	Individual
Gender Order (Mix.Relays)	
Start Time	10 JAN 2025 00:00
Status	Scheduled
UTC Offset	
LastUpdateUser	sd_test
LastUpdateTimeStamp	18 NOV 2024 08:15

km	The exact distance (if not initialized correctly)
Gender Order	M+W or W+M for Mixed Relays/Single Mixed Relays
StartTime	The start date and time of the competition
Status	Status of the event (you can i.e. set an event to Cancelled)
UTC Offset	Of your timezone to properly translate the exact start time

Each age category will have it's own entry and results need to be uploaded age category by age category and not as a general list.

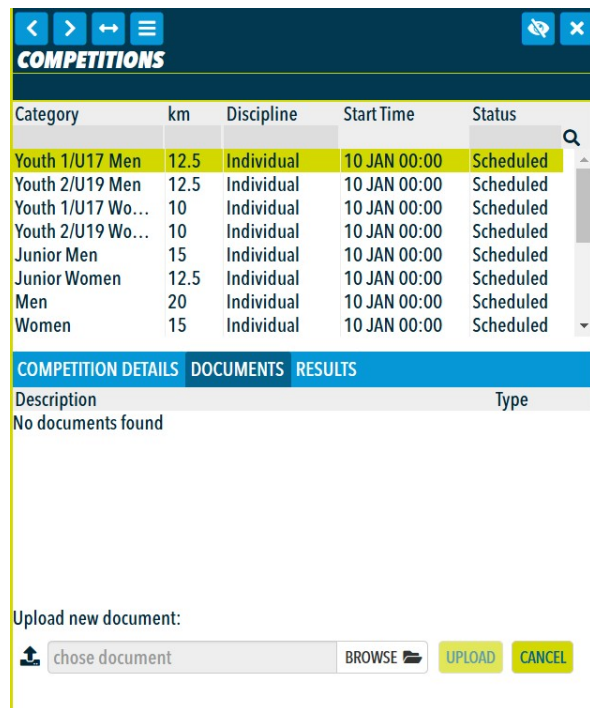After every modification, do not forget to **SUBMIT CHANGES** :

COMPETITIONS			CANCEL	SUBMIT CHANGES
Category	km	Discipline	Start Time	Status
Youth 1/U17 Men	12.5	Individual	10 JAN 00:00	Scheduled
Youth 2/U19 Men	12.5	Individual	10 JAN 00:00	Planned

You will not be allowed to select a different competition if pending changes have not been cancelled or submitted.

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5.2) ASSOCIATED PDF DOCUMENTS

Under **DOCUMENTS** you see the uploaded PDF documents for each of the programmed competitions.
You do not need to produce PDF start lists and results for each of the age categories. If the PDF contains the start list/results for multiple age categories, just upload the document to the 1st schedule age category.

To upload a PDF file, click on **BROWSE** and select a PDF file on your local file system.

After this, select the type of document:

And click **UPLOAD**.

After successful upload, the document will be shown in the list of documents and minutes later it will be published also in the IBU datacenter.

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5.3) RESULTS (TRANSMISSION)

In the RESULTS tab, you can see the currently uploaded results and you can upload the results as data file. Everytime you upload a data file, the current results will be deleted and overwritten. This needs to be done for each age category. It is not supported to have a single file with all age categories in the same file.

A note about accepted data formats:

Data	Description	OK	NOT OK
Rank	Should be numeric only. No "." to be appended	1 2 3	1. 1st
Bib	Should be numeric only. No brackets () allowed	18 19 55	(12)
FamilyName GivenName	Exact as in the IBU archive. Make sure no invisible characters are in your data		
NAT	Only use IBU/IOC country codes	GER ESP	DEU SPA
Club	Optional		
Sx	Shooting result, numeric only, do not use dash (-) in case of DNF/DNS athletes	0 1 2	-
T	Total penalties. Numeric only. Should be calculated only if all shootings have been done by an athlete. An athlete with DNF any 1 shooting result only in Sprint, should have this column empty.		
SkiTime	Time without penalty seconds/minutes. All time formats should not use leading "0" and must be in 1/10 of a second. SkiTime only needed for Individual competitions	23:12.1	23:12 0:23.12.5 09:10.2
Time	All time formats should not use leading "0" and must be in 1/10 of a seconds.	23:12.1	23:12 0:23.12.5 09:10.2
IRM	Only the following IRM codes are valid. No Rank and no Time columns should be set in case of IRM	DNS: Did Not Start DNF: Did Not Finish LAP: Lapped DSQ: Disqualified	

| Women | 15 | Individual | 10 JAN 00:00 | Scheduled | ▼ |

| COMPETITION DETAILS | DOCUMENTS | RESULTS |

| Rnk | IRM | Family Name | G. | NF | Sh. | T | Result | Behind | 🔍 |

No results found

Paste Results from Clipboard or drag XML or CSV files here

The details of the supported data formats are described in the appendices of this document. Here we want to explain the various methods of selecting the data and to transfer it to the results import processor.

A) BY USING COPY + PASTE FROM AN EXCEL FILE

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Rank	Bib	IBUId	FamilyName	GivenName	NAT	Club	S1	S2	S3	S4	T	SkiTime	Time	Behind	IRM
2	1	52	BTAUT12209199901	WEINGARTNER	Jakob	AUT		0	0	0	0	0	44:00.0	44:00.0	0.0	
3	2	45	BTBEL13012200501	MAGIS	Antoine	BEL		1	0	0	1	6	42:57.2	44:57.2	+57.2	
4	3	13	BTNOR22705200001	DE BESCHE	Anne	NOR		1	2	3	4	10	40:00.0	50:00.0	+6:00.0	
5		18	BTEST12602200301	ILJIN	Mark	EST		2	3							DNF

Select the rows together with the column headers in EXCEL and copy them to the Clipboard with **ctrl+C**
The column headers must follow the naming convention as shown in the example or as described in the Appendices.

Then **ctrl+V** paste the selected rows in the paste area in the results view.
This works also for other XML files: You can select the XML in a text editor and copy paste it the same way as described:

```
<?xml version="1.0" encoding="ISO-8859-1"?>
<Fisresults>
    <Raceheader Sector="BH" Sex="L" FFS_Homologation="OUI" FFS_Entite="FFS">
        <Season>2025</Season>
        <Codex>BNAF0132</Codex>
        <Nation>FRA</Nation>
        <FFS_Comite>MJ</FFS_Comite>
        <FFS_Club>ES SAUGETTE</FFS_Club>
        <Discipline>SPR</Discipline>
        <Category>FFS</Category>
        <Type>Offical</Type>
        <Eventname>SAMSE BIATHLON SUMMER TOUR 2</Eventname>
        <Place>ARÇON</Place>
        <FFS_GrilleCategorie>BIAT-ETE</FFS_GrilleCategorie>
        <FFS_Categorie>U19-&gt;SEN</FFS_Categorie>
        <FFS_Niveau>FFS</FFS_Niveau>
        <FFS_Regroupement>F</FFS_Regroupement>
        <FFS_Logiciel>VOLA SKINORDIC PRO 12.1.04 www.vola.fr</FFS_Logiciel>
        <FFS_Liste_Support>524</FFS_Liste_Support>
        <FFS_Homologation_Date>19/10/2024</FFS_Homologation_Date>
        <FFS_Homologation_Commentaire />
        <FFS_Homologation_Date_transmission>19/10/2024</FFS_Homologation_Date_transmission>
        <FFS_Homologation_Heure_transmission />
        <FFS_Homologation_Qualite_transmetteur />
        <FFS_Organisateur>ES SAUGETTE</FFS_Organisateur>
        <FFS_Commentaire />
        <Racedate>
            <Day>19</Day>
            <Month>10</Month>
            <Year>2024</Year>
        </Racedate>
        <TD Function="Delegate">
            <Tdnumber>FFS2602812</Tdnumber>
            <Tdlastname>JORCIN</Tdlastname>
            <Tdfirstname>SAMUEL</Tdfirstname>
            <Tdnation>SA</Tdnation>
        </TD>
        <TD Function="Assistant">
            <Tdnumber>FFS790020</Tdnumber>
```

B) BY COPY+PASTE WITH THE FILE EXPLORER

You can select and copy **ctrl+C** a file in the file explorer

Name	Status	Änderungsdatum	Typ	Größe
CSVExample.csv	⟳	15/11/2024 15:08	Microsoft Excel-CS...	1 KB
DT_RESULT - OFFICIAL_EXAMPLE.xml	⊘	13/08/2024 09:16	XML-Datei	2 KB

And paste **ctrl+V** it in the paste area:

Paste Results from Clipboard or drag XML or CSV files here

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C) FINALLY YOU CAN DRAG AND DROP A FILE FROM THE FILE EXPLORER TO THE PASTE AREA
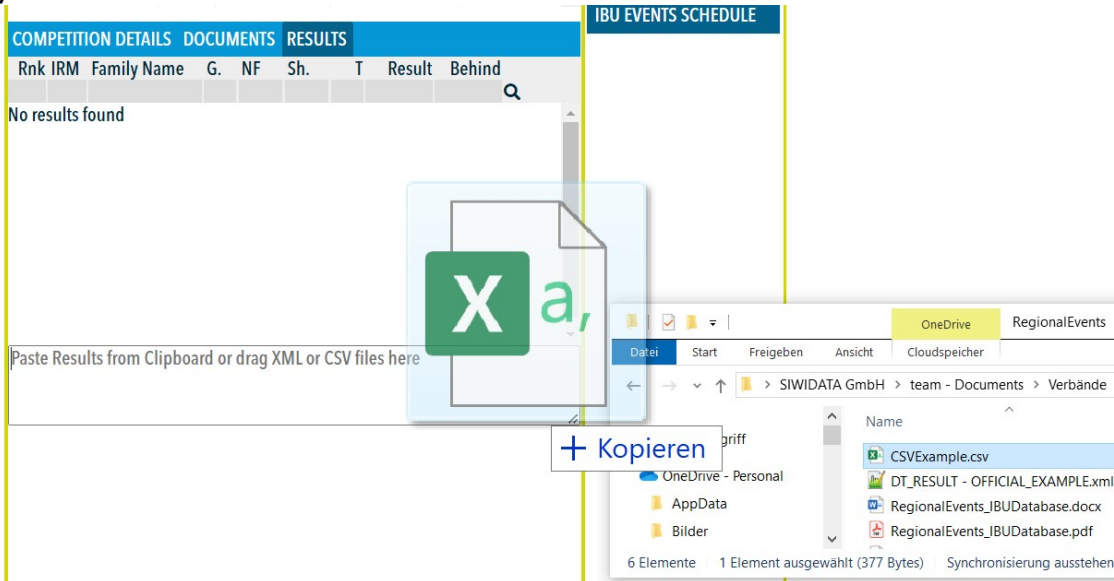
Whatever method you chose, once the data has been pasted, the importing starts…

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After your file has been processed, imported results and / or error messages will be shown:

Moste errors might be caused by wrong IBUId in your document. If no errors have been found, the status of the competition will be also changed to FINAL. ~~If only some of the records have been imported, those will be already visible and stored.~~
Results will be only stored, if no errors are detected.
You can repeat the process once your data has been completed and corrected.

~~There is currently no cross-checking of the names to the IBUId. If a known IBUId is in your file, that result will be associated to that athetes.~~

It is your responsibility to check that the data upload has been fully and correclty processed.

The results processor has been improved to give you more detailed error messages. The messages can now be selected and copy/pasted to an Email if you need to send the list of errors to someone else.

If you can not understand why an upload is failing, send the file to biathlon@siwidata.com by identifying also the event and competition and by including the file which does not work at all.

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6) FAQ – FREQUENTLY ASKED QUESTIONS

Question:	Answer:
An entered athletes is not in the IBU archive and I have no IBUId for him/her, can I "build" the IBUId myself?	No, only IBUId present in the current export are valid and will be processed.
Do I need to upload start lists as data files	No, final results are enough. You may however upload start list in PDF format
My results software has a custom export functionality. Can you support this file type.	Maybe. An example needs to be supplied to us minimum 4 weeks before your event
I receive the IBUId for an athlete only after the event. Can I upload the results again with the new IBUId also a few days after the event	While this should be the exception, we do currently see no reason to forbid this. However the results of your event might no be included into the end of trimester IBU Qualifying points list if you submit complete results to late.
Do I need to include time adjustments in a separate field	To keep things simple for this season we do not need time adjustments reported separately. The final result time is the most important. Supply the ski time for Individual competitions

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APPENDIX 1 – CSV FILE FORMAT

When you prepare a CSV file or you copy + paste some rows from an existing EXCEL file, to column headers need to be named as shown. The order of the columns is not important:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Rank	Bib	IBUId	FamilyName	GivenName	NAT	Club	S1	S2	S3	S4	T	SkiTime	Time	IRM
2	1	52	BTAUT12209199901	WEINGARTNER	Jakob	AUT		0	0	0	0	0	44:00.0	44:00.0	
3	2	45	BTBEL13012200501	MAGIS	Antoine	BEL		1	0	0	1	6	42:57.2	44:57.2	
4	3	13	BTNOR22705200001	DE BESCHE	Anne	NOR		1	2	3	4	10	40:00.0	50:00.0	
5		18	BTEST12602200301	ILJIN	Mark	EST		2	3						DNF

Club   optional
SkiTime   only needed in individual events where time is including penalty minutes (or seconds)

Other columns can be included but will be ignored. The "Behind Time" is calculated by the results processor.

For Para Biathlon 3 more columns have been defined:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	Rank	Bib	IBUId	FamilyName	GivenName	NAT	Sport Class	Real Time	Delta	S1	S2	S3	S4	T	SkiTime	Time	IRM
	1	52	BTAUT122091	WEINGARTNE	Jakob	AUT	B3	48:12.2		0	0	0	0	0	44:00.0	44:00.0	
	2	45	BTBEL130122	MAGIS	Antoine	BEL	B2	49:33.3	+3.2	1	0	0	1	6	42:57.2	44:57.2	
	3	13	BTNOR22705:	DE BESCHE	Anne	NOR	B1	47:52.5	+12.2	1	2	3	4	10	40:00.0	50:00.0	
		18	BTEST126022	ILJIN	Mark	EST	B2			2	3						DNF

APPENDIX 2 – FISXML FORMAT (OR SORT OF)

FISXML is defined and © by the International Ski Federation and the full documented on the FIS website. For compatibility with existing timing & results software, we will accept also the FIS XML format as defined for Cross-Country skiing. With a few extensions of course:

```
<Fisresults>
    <Raceheader>
        <Codex>...</Codex>
    </Raceheader>
    <CC_race>
        <CC_classified>
            <CC_ranked Status="QLF">
                <Rank>1</Rank>
                <Bib>52</Bib>
                <Competitor>
                    <FIScode>BTAUT12209199901</FIScode>
                    <Lastname>WINGARTNER</Lastname>
                    <Firstname>Jakob</Firstname>
                    <Nation>AUT</Nation>
                </Competitor>
                <CC_result>
                    <Totaltime>44:00.0</Totaltime>
                    <Skitime>44:00.0</Skitime>
                    <Penalties>0-0-1-0</Penalties>
                </CC_result>
            </CC_ranked>
            <CC_ranked Status="QLF">
```

A few remarks:

- The files are also accepted if the **CC** is replaced with **BT** or **BH** (i.e. **BH_classified**, etc)
- The **Codex** in the Raceheader is not important for us
- The **FISCode** needs to be a valid IBUId. The ShortCode defined in the IBU exports is also acceptable.
- **Skitime** tag should be included for Individual events to supply the time without penalty minutes (**Timerun1** is a valid alias for this field)
- **Penalties** should be all shooting penalties (**FFS_Penalite1** is a valid alias for this field)
- Behind time and total shooting penalties will be calculated by the results import processor

APPENDIX 3 – ODF OLYMPIC DATA FEED

ODF is an XML format defined and maintained by the IOC and basically used for results transmission to stakeholders from various sports. An extensive documentation is available https://odf.olympictech.org/. In the this scope, a simplified version of the DT_RESULT message will be used.

As of today, this format is not supported. Contact us if you want to deliver results in this format.

```xml
<?xml version="1.0" encoding="utf-8" standalone="no"?>
<OdfBody CompetitionCode="EVENTID" DocumentType="DT_RESULT" DocumentCode="RACEID" >
    <Competition>
        <Result Rank="1" SortOrder="1" Result="37:59.3" ResultType="TIME" Diff="0.0">
            <ExtendedResults>
                <ExtendedResult Type="PROGRESS" Code="SHOOT" Pos="1" Pty="1"/>
                <ExtendedResult Type="PROGRESS" Code="SHOOT" Pos="2" Pty="1"/>
                <ExtendedResult Type="PROGRESS" Code="SHOOT" Pos="3" Pty="0"/>
                <ExtendedResult Type="PROGRESS" Code="SHOOT" Pos="4" Pty="0"/>
                <ExtendedResult Type="ER" Code="SHOOT_TOT" Pty="2" />
                <ExtendedResult Type="ER" Code="SKI_TOT" Value="35:59.3" />
            </ExtendedResults>
            <Competitor Code="IBUID" Type="A" Organisation="NAT">
                <Composition>
                    <Athlete Code="IBUID" Order="1" Bib="28">
                        <Description GivenName="Shelby" FamilyName="MILNE" Gender="F" BirthDate="1982-03-14" Organisation="Club Name"/>
                    </Athlete>
                </Composition>
            </Competitor>
        </Result>
        <Result Rank="2" SortOrder="2" Result="38:10.3" ResultType="TIME" Diff="+11.0">
            <!-- ... -->
        </Result>
        <Result SortOrder="30" IRM="DNF" ResultType="IRM">
            <ExtendedResults>
                <ExtendedResult Type="PROGRESS" Code="SHOOT" Pos="1" Pty="5"/>
            </ExtendedResults>
            <Competitor Code="IBUID" Type="A" Organisation="NAT">
                <Composition>
                    <Athlete Code="IBUID" Order="1" Bib="1">
                        <Description GivenName="Anneliese" FamilyName="COPELAND" Gender="F" BirthDate="1983-09-09" Organisation="Club Name" />
                    </Athlete>
                </Composition>
            </Competitor>
        </Result>
    </Competition>
</OdfBody>
```

The example above shows the minimum required data feed:

Competitor.Code	Should be the IBU IBUId of the athlete
Competitor.Organisation	Should be the 3 character country code as in the IBU archive
Athlete.Description.Organisation	Can be the Club of the athlete. Does not need to match the IBU archive

The ExtendedResult SKI_TOT is only required for individual events (the time of the athlete without penalty minutes/seconds)

PROGRESS.SHOOT, ER.SHOOT_TOT should be the single and total shooting penalties.

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