

## How to Use the Files Created for the SportSoftware Competitor Archive

It is not mandatory to use the competitor archive to add entries for an event but it can save hours of data entry. There are different procedures for the SportSoftware V10 (OE2003, MT2003, OS2003, OEScore V10) and the new SportSoftware V11 (currently OE2010).

## SportSoftware V10 -> OE2003, MT2003, OS2003, OEScore

Be sure to have downloaded the right CSV files for the version 10.

### Importing downloaded files into the Competitor Archive

The online database of SI-Card holders and BOF members is constantly being updated. This means that the file of competitors you create will be out of date very soon after you download it. We recommend that you download the competitor and the right class file before you start taking entries for your event. If you think that this is useful, you may update the competitors file shortly before your event and import it again.

Run the **Archive Manager** (AM2003) and use *Archive - Select* to choose the folder that contains the Competitor Archive. The folder you are looking for will usually be *C:\Program Files\SportSoftware\OE2003\Archive*. Replace "OE2003" with MT2003, OEScore, ... depending on the event software you will be using.

### Importing the Competitor File into the Competitor Archive

Use *Import - Competitors* and set those options:

- **Competitors** – Clear and Create Again
- **Identify Competitor by** – Database ID
- **Clubs** – Clear and Create Again
- **Classes** – Clear and Create Again
- **File Format** – Character Separated Columns and Delimiter Semicolon
- **ASCII import file** – Choose the Competitor file you downloaded

Then click on the button **OK** to start the import.

### Importing Either the National or Regional Classes File into the Competitor Archive

Use *Import - Classes* and set those options:

- **Classes** – Clear and Create Again
- **Identify Classes by** – Class No.
- **File Format** – Character Separated Columns and Delimiter Semicolon
- **ASCII import file** – Choose the classes file you downloaded that is relevant to your type of event

Then click on the button **OK** to start the import.

### Preparing To Receive Entries For A New Event

Run the event software (eg OE2003) and create a new event. Before you add any entries, you need to *setup the list of classes* within the event database.

If it is a **Championship, National or Regional Event**, *copy the correct list of classes* from the Competitor Archive to the event database. If the archive was previously used with a National event and your next event is a Regional event, it will probably not contain the correct list of Regional Classes (or vice versa). If this is the case, you need to first import the right class file into the Competitor Archive using the steps documented above. To copy the list of classes from the archive into the event database, select *Event - Archive - Import - Classes*.

If it is a **Regional or Local Event with courses** (usually colour) that can be attempted by a competitor of any age, then go into event settings and *check the flag for individual courses*. When inserting a new entry, check the right age class and assign the course to the competitor. With this setup, you can have all kinds of reports by classes or by courses as necessary. The age class may be provided in a text field when inserting from the archive but you don't need to use this field.

You are now ready to use one of the *Entries* functions to add a competitor with his details from the Competitor Archive. For Championship, National or Regional events, the key that you enter will be the competitor's BOF number which appears in the "Db Id" field. For all other events the key that you enter will be the competitor's SI-Card number. See below for more details.

### Adding Entries To An Event

Decide which entries function is more suitable for your situation. As a general rule *Entries - Entries* would be better for pre entries (and provides more flexibility), while *Entries - Direct entries* would be better for entries on the day.

Set the Archive options:

**Copy Class:** No (unchecked!, since the class will not be copied but calculated from age and gender)

**Copy Archive Club No.** Yes

**Set Rented Chips Automatically** Yes

**Quick mode** No

Then click *Show Archive Table*. The Archive form will appear and you should position this below or beside the Entries form so that both are visible. Change the sort order in the Archive form to Database ID. You may have noticed that the Database ID contains a competitor's BOF number. You are now ready to add entries, taking competitor details from the archive either by specifying the competitor's SI-Card number (Chipno) or if they need to hire a card, their BOF number. If the competitor doesn't own an SI-Card and is not a member of BOF then you will need to type in all the required details.

### Entry by SI-Card Number

The cursor should be in the Chipno field/column on the Entries form. If the competitor has specified his SI-Card number (ChipNo), enter this and press the *Enter* key. The relevant details are extracted from the archive (as long as your archive is up-to-date!) and the cursor will settle on the class field/column.

### Entry by BOF Number

Experiment with the *F4* key and you will notice that it moves the cursor between the Entries form and the Quick Search box on the Archive table. Enter the competitor's BOF number in the Quick Search box and press the *ENTER* key. The relevant details are extracted from the archive (as long as your archive is up-to-date!) and the cursor will settle on the class field/column.

For events where there are multiple classes for an age group the **class** needs to be checked as it will default to the Long or A option. You will often need to pick the **Short** or **Elite** options. When you are happy with the class, press *ENTER* and the entry will be saved and displayed in the list.

For events **with courses** (usually colour) that can be attempted by a competitor of any age, then you need to go into *Courses – Runners* and assign the course to the competitor.

## SportSoftware V11 -> OE2010, OS2010, OEScore V11

Be sure to have downloaded the right CSV files for the version 11.

### Importing downloaded files into the Competitor Archive

The online database of SI-Card holders and BOF members is constantly being updated. This means that the file of competitors you create will be out of date very soon after you download it. We recommend that you download the competitor and the right class file before you start taking entries for your event. If you think that this is useful, you may update the competitors file shortly before your event and import it again.

Run the event software (**OE2010**) and use *Archive - Select* to choose the right archive. If you are using the BOF archive only, then just check out if you have still selected the right archive.

### Importing the Competitor File into the Competitor Archive

Use *Archive - Import - Competitors* and set those options:

- **Competitors** – Clear and Create Again
- **Identify Competitor by** – Database ID
- **Clubs** – Clear and Create Again
- **Classes** – Clear and Create Again
- **File Format** – Character Separated Columns and Delimiter Semicolon
- **ASCII import file** – Choose the Competitor file you downloaded

Then click on the button **OK** to start the import.

### Preparing To Receive Entries For A New Event

Run the event software (OE2010) and create a new event. Before you add any entries, you need to *setup the list of classes* within the event database.

Use *Extras - Import - Classes* and set those options:

- **Classes** – Clear and Create Again
- **Identify Classes by** – Class No.
- **File Format** – Character Separated Columns and Delimiter Semicolon
- **ASCII import file** – Choose the classes file you downloaded that is relevant to your type of event

There are different class files available for National and Regional events.

Then click on the button **OK** to start the import.

You are now ready to use one of the *Entries* functions to add a competitor with his details from the Competitor Archive.

### Adding Entries To An Event

Decide which entries function is more suitable for your situation. Roughly it can be said that *Entries - Entries* would be better for pre entries (and provides more flexibility), while *Entries - Entries of the day* would be better for entries on the day.

Set the Archive options:

Use archive classes: No (unchecked!, since the class will not be copied but calculated from age and gender)

Use Archive Club No. Yes

Set Rented Chips Automatically Yes

Quick mode No

If the archive had not been opened automatically, then open it manually by the **Open Archive** button and set the option *Archive-Open automatically* to Yes.

You can use any sort order of the archive table to search and insert a competitor into the event. When using the BOF archive, sorting by Database Id or SI-Card number is most sensible, since most competitors can be identified uniquely with that. However, we believe that mostly the sorting by Surname and First name will be the best choice. Experiment a bit which sort order is best for you. Just check out the new sorting/searching capabilities of the SportSoftware V11!

To search for a competitor in the archive, just begin typing the search criteria into the archive

search box. OE2010 will narrow down the search until the right competitor is highlighted. Then press the *Enter* key. The relevant details are extracted from the archive. If you can't find him in the archive then obviously you will need to type in all the required details.

For events where there are multiple classes for an age group the *class* needs to be checked as it will default to the Long or A option. You will often need to pick the *Short* or *Elite* options. When you are happy with the class, press *ENTER* and the entry will be saved and displayed in the list.

For events *with courses* (usually colour) that can be attempted by a competitor of any age, then you need to assign the course to the competitor by using the drop down list in the courses column.

To make it easier to use, move the class column to the leftmost position, so that the cursor will settle in that column automatically after entering a competitor.

If you feel that the way this is explained could be improved, please email your suggestions to Stephan Krämer: [StKraemer@sportsoftware.de](mailto:StKraemer@sportsoftware.de) or Mike Farrington: [mike@farrington.me.uk](mailto:mike@farrington.me.uk) .  
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