

Import of SDIF Meet Results into the Coach/Recorder System

These instructions describe how to import SDIF meet results into the Coach/Recorder system. Before beginning the process the meet results must have already been exported from the HyTek Meet Management system or from Don Clinton's Meet Management system. To export meet results from the meet system consult the Meet Management system documentation.

The import process is described in two major steps:

- Detaching results that have been attached to an email; and,
- Importing the detached file into the Coach/Recorder System.

Most of the steps required to import an SDIF file can be completed fairly quickly (less than a few minutes). The longest step can be matching meet participants to members in the coach/recorder system. This process can be done more efficiently if membership information and the dates of birth for new members are kept close by.

Step 1 – Detaching SDIF results attached to an email (skip this if the results are on diskette)

1. Start the email program

There are many email packages such as MS Outlook, MS Outlook Express, Eudora and Netscape. Details for handling email attachments vary depending on the package and version being used.

2. Find and Open the email with the SDIF results attached

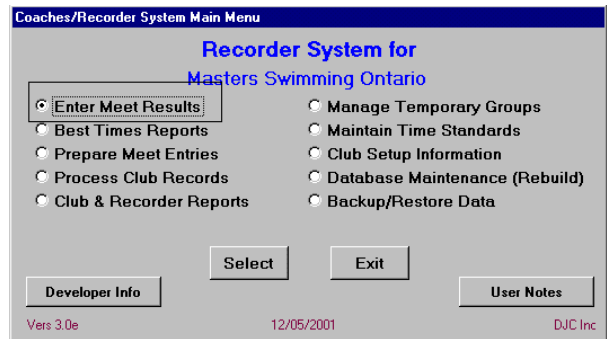
Most email packages provide a list of your received email (InBox) and double clicking on the message will open it. The SDIF meet results should be identified as an attachment to the message and should have the file extension of .sd3

3. Save the email attachment

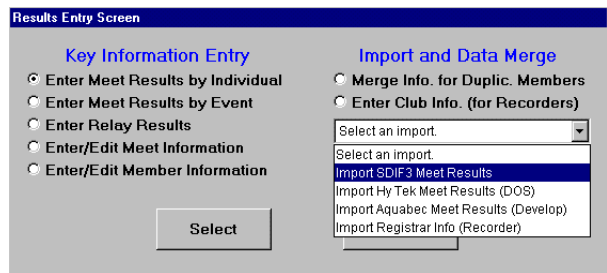
Most email programs will have a selection under the "File" menu of "Save Attachments". Save the .sd3 file in a convenient folder. Most email packages will default to the "My Documents" folder however if possible create a new folder such as "SDIF Meet Results" and save the file to that folder. SDIF meet results exported from the HyTek meet system will be named sdif001.sd3, if possible rename the file to contain a short form of the meet name or meet date so that it can be easily identified later. A renamed file must retain the .sd3 extension.

Step 2 - Import the SDIF Meet Results into the Coach/Recorder System

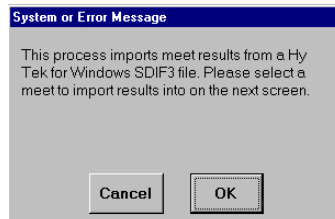
1. **Start the system.** Start the “Coach/Recorder System” either by double clicking “Coach.exe” in Windows Explorer or by using a system shortcut. Once the system is started Select “Enter Meet Results” from the main menu.



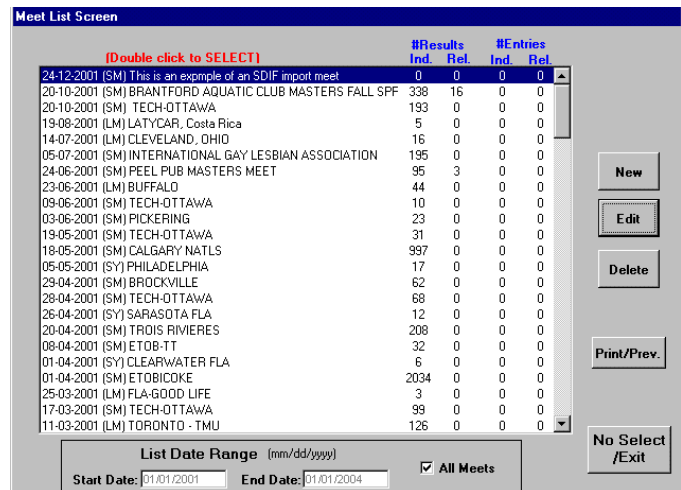
2. **Start the import process.** Select “Import SDIF Meet Results” from the select an import pull down menu. This will start the import process.



3. **Select a meet to import results to.** You must select a



new meet to import results to. If you select a meet that already has results entered the import process will be terminated. A new meet is one that has 0 individual and 0 relay results entered. If you need to create a new meet click “New” and follow step 5 below to setup a new meet. Once you have a new meet, select it by double clicking on it. The selected meet must have the same meet type (SM, LM, SY) as the meet results that you are importing. If you don't have the correct meet type then no eligible results will be found and the import process will be terminated. *Tip1 – if the meet you are importing has both SM and LM results then setup 2 meets one for each type and import the results to each meet separately.* If you have previously saved partial import matches for the selected meet then you will jump to step 8.



4. **Create a new meet.** Skip this step if you already have a new meet. On the meet information screen enter the date of the meet, the age date for the meet, the meet type, the meet abbreviation that will appear on some reports and the full name of the meet. *Tip – when you initially enter the meet date the age date for masters will be automatically set to Dec 31 of the meet year and for youth clubs the age date will be automatically set to date of the meet. After initial entry you must explicitly enter the age date.*

Meet Information Screen

Swim Meet Information

mm/dd/yyyy
Meet Date: 12/24/2001

Date for Age: 12/31/2001 (usually meet date or 12/31)

Meet Type: SM Sanctioned

Meet Abbr.: Example (10 characters)

Meet Name: This is an example of an SDIF import meet

Cost/Evt: \$ 0.00 Cost/Relay: \$ 0.00 Ind. Cost/Meet: \$ 0.00

Under 10 to over 15
Under 8 to over 15
Under 10 to over 17
Under 8 to over 17
Under 12 to over 17
Masters (20 to 104)
Open (all ages)

Restore Cancel Save

5. **Locate the file for import.** Go to the folder where you saved the SDIF file (saved from an email or on floppy diskette). Only .sd3 file will be displayed on the list of files. Once you locate the file double click it to select it. If a file is selected that is not in SDIF format the import process will be terminated.

System or Error Message

Please locate the file to be imported in the next dialogue box (.SD3)

Cancel OK

Open

Look in: Masters SDIF samples

- E1_19990514 nationals.sd3
- E1_20001104 OYO.sd3
- E1_20010210 Rideau.sd3
- E1_20010217 Winterlude.sd3
- E1_20010304 Milton.sd3
- Nationals 2000.sd3

File name:

Files of type: *.SD3

OK Cancel Help Code Page...

6. **Verify import file.** Verify that you have selected the correct file for importing results by reviewing the information on the SDIF file information screen. This screen provides the meet name and date. You should make sure that the meet you have selected in the coach/recorder system has the same information. If it is correct then click "Ok" otherwise click "Cancel".

Form1

SDIF Information

"C:\MSO TEST\MASTERS SDIF SAMPLES\E1_20010304 MILTON.SD3"

File purpose : Meet Results

by : Swim Meet System Vers 1.1

File created on 03/24/2001

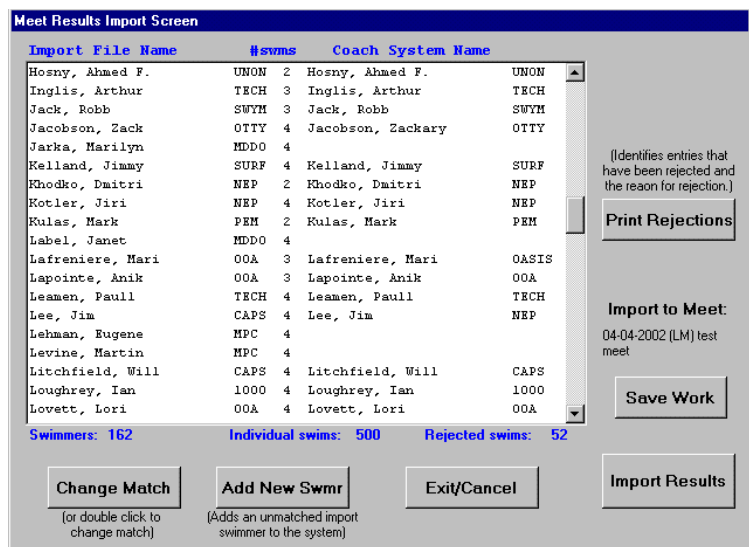
File meet name : Milton Masters Spring Splash 03/04/2001

OK Cancel

7. **Enter club code.** (Note – Provincial recorders can skip this step and just click “Ok”) Make sure that the club code that appears in the club code screen matches the club code that was used by the meet system that exported the meet results. If the club code does not match the meet results then no eligible results will be found and the import process will be terminated. *Tip – the system will automatically enter the code that has been entered in the “Club Setup” screen. If you need to change it for the import just type in the new code (e.g. for Nepean Masters the standard club code is NMSC however some meets use NEP).*

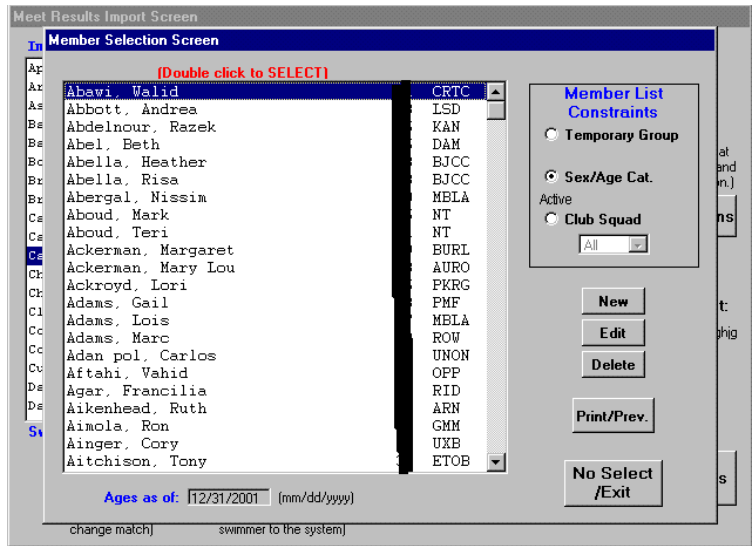


8. **Match meet participants to members.** The system will attempt to match meet participants to members based on the numerical value of the registration number and then the first and last name. When a participant and a member are matched the match is displayed and if no match is found then the member column is blank and the results for that meet participant will not be imported. A match may not be found for a meet participant because of a null match on the

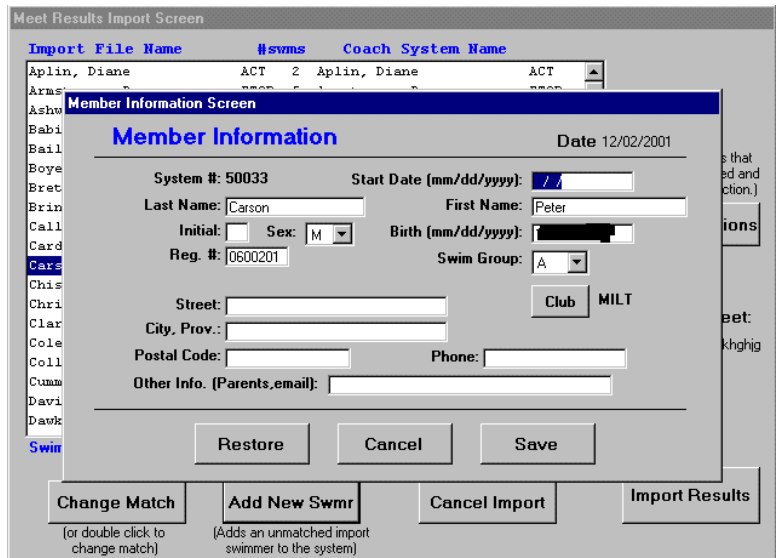


numerical value of the registration number or a misspelled name (see step 9 below to manually match a member to a meet participant) or because the participant is not in the coach/recorder system (see step 10 below to add a new member). When you have matched all the necessary meet participants to members then you can print the exception report for unmatched participants in case you want to manually enter their results later (a sample exception report is provided at the end of these instructions) and you can click the “Import Results” button. All results for meet participants matched to members will now be in the system and you can review them by going to the main system menu and then selecting “Club and Recorder Reports” and then selecting “Team Meet Results”. *Tip 1 – to increase the number of matches coaches can generate meet entries from the coach/recorder system for submission to the meet system (the exact spelling in the coach/recorder system will be used) or meet managers should be encouraged to use the spellings of names as they are presented in the provincial registration system. Tip 2 – you can save all matching work and return to complete it later by pressing “Save Work” button. Next time you select the meet to import results the partial matching file will be used.*

9. **Matching existing members.** For unmatched meet participants who are known to be members, double click their name on the matching screen and find their name on the member selection screen when it appears. Double click their name and you will be returned to the import matching screen with the manually matched member name beside the meet participant name. If you don't find the name on the member selection screen click the "No Select/Exit" button and you can add the name as a new member. *Tip – You can limit the displayed list of members by selecting one of the constraint options. The member constraint list will persist until you change it.*



10. **Add a new member.** If the unmatched meet participant is a new member you can add them to the membership by clicking their name on the match list and clicking the "Add New Swmr" button. This will bring up the membership information screen with all the information concerning the participant that was in the SDIF import file. If a date of birth was not in the import file then a default date of birth 01/01 with a year of the meet age year - age is pre-filled and members first name has (dob) added to it. You must change this date to the actual date of birth when you obtain it.



Sample Import Rejection Report

Import of Meet Results Rejection Report for
01-01-2002 (LM) test meet

| Name | Sex | Event | Time | Note |
|----------------------|-----|------------|---------|---|
| Alexandre, Carole | F | 50 Free | :42.46 | Swimmer not matched to a coach system member. |
| Alexandre, Carole | F | 100 Free | 1:39.42 | Swimmer not matched to a coach system member. |
| Alexandre, Carole | F | 50 Back | :49.70 | Swimmer not matched to a coach system member. |
| Choma, Glen | M | 200 Free | 2:38.94 | Swimmer not matched to a coach system member. |
| Choma, Glen | M | 50 Breast | :38.07 | Swimmer not matched to a coach system member. |
| Choma, Glen | M | 100 Breast | 1:27.97 | Swimmer not matched to a coach system member. |
| Choma, Glen | M | 200 IM | 2:57.55 | Swimmer not matched to a coach system member. |
| Crosthwait, Alex | M | 50 Free | :33.70 | Swimmer not matched to a coach system member. |
| Crosthwait, Alex | M | 100 Breast | 1:33.36 | Swimmer not matched to a coach system member. |
| Crosthwait, Alex | M | 50 Fly | :34.09 | Swimmer not matched to a coach system member. |
| Crosthwait, Alex | M | 200 IM | 3:26.75 | Swimmer not matched to a coach system member. |
| Daoust, Dominique | F | 50 Free | :36.63 | Swimmer not matched to a coach system member. |
| Daoust, Dominique | F | 200 Free | 2:52.13 | Swimmer not matched to a coach system member. |
| Daoust, Dominique | F | 400 Free | 6:04.19 | Swimmer not matched to a coach system member. |
| Daoust, Dominique | F | 50 Back | :45.48 | Swimmer not matched to a coach system member. |
| Grambert, Pierre | M | 100 Free | 1:11.23 | Swimmer not matched to a coach system member. |
| Grambert, Pierre | M | 200 Free | 3:17.60 | Swimmer not matched to a coach system member. |
| Groulx, Johanne | F | 100 Free | 1:43.32 | Swimmer not matched to a coach system member. |
| Groulx, Johanne | F | 200 Free | 3:41.92 | Swimmer not matched to a coach system member. |
| Groulx, Johanne | F | 400 Free | 7:39.83 | Swimmer not matched to a coach system member. |
| Groulx, Johanne | F | 50 Back | :57.26 | Swimmer not matched to a coach system member. |
| Hakansson, Eva Marie | F | 50 Free | :30.39 | Swimmer not matched to a coach system member. |
| Hakansson, Eva Marie | F | 50 Breast | :36.67 | Swimmer not matched to a coach system member. |
| Hakansson, Eva Marie | F | 100 Breast | 1:24.23 | Swimmer not matched to a coach system member. |
| Holden, Ross | M | 50 Breast | :39.90 | Swimmer not matched to a coach system member. |
| Holden, Ross | M | 100 Breast | 1:31.14 | Swimmer not matched to a coach system member. |
| Holden, Ross | M | 200 Breast | 3:21.48 | Swimmer not matched to a coach system member. |