

## **Import of SDIF Meet Entries into the Meet System**

These instructions describe how to import SDIF meet results into the meet system. Before beginning the process the meet results must have already been exported from the HyTek Team Management system or from Don Clinton's Coaches/Recorder system. To export meet results from the meet system consult the source 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 Meet 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 entries to the meet participants in the meet system. This process can be done more efficiently if membership information and the dates of birth 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**

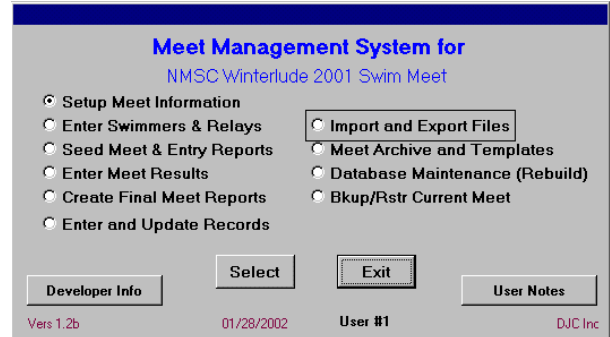
Most email packages provide a list of your received email (InBox) and double clicking on the message will open it. The SDIF meet results should be identified as an attachment to the message and should have the file extension of .sd3

#### **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 Meet System

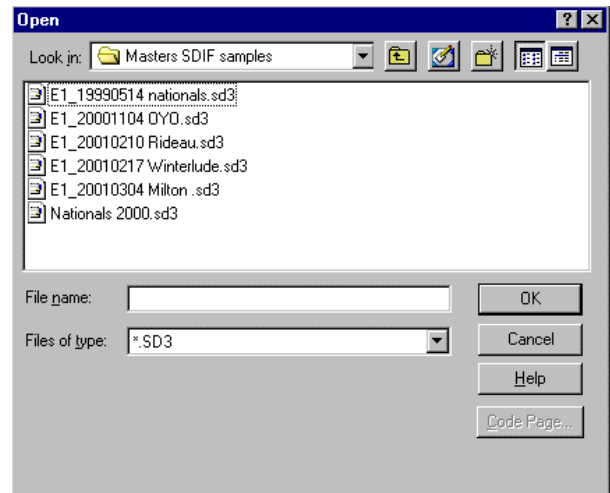
1. **Start the system.** Start the “Meet System” either by double clicking “Meet.exe” in Windows Explorer or by using a system shortcut. Once the system is started Select “Enter Meet Results” from the main menu.



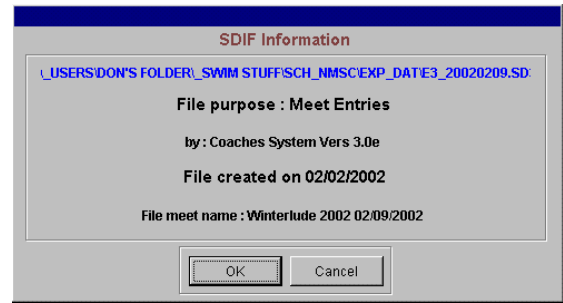
2. **Start the import process.** Select “Import SDIF Meet Entries in SDIF 3” from the Import and Export files menu. This will start the import process.



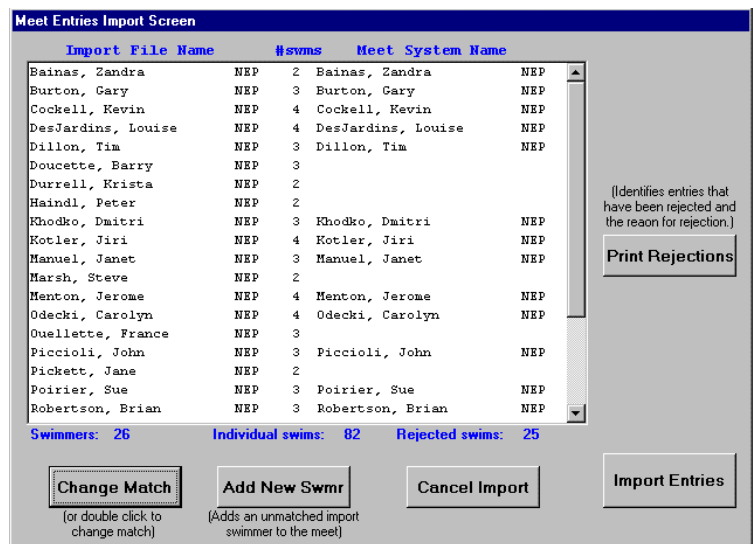
3. **Locate the file for import.** Go to the folder where you saved the SDIF file (saved from an email or on floppy diskette). Only .sd3 file will be displayed on the list of files. Once you locate the file double click it to select it. If a file is selected that is not in SDIF format the import process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



4. **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 entries you have selected has the same information as the meet. If it is correct then click “Ok” otherwise click “Cancel”.

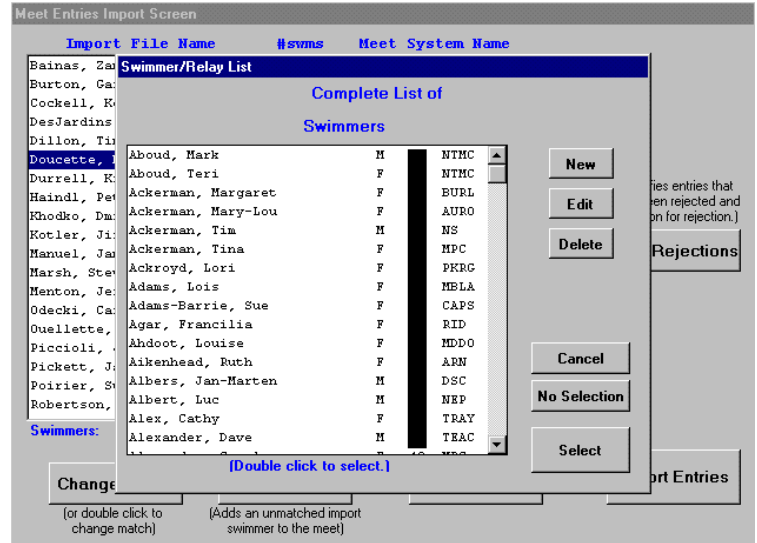


5. **Match entries to meet registrants.** The system will attempt to match meet registrants to entries based on the first and last name. When a meet registrant and an entry are matched the match is displayed and if no match is found then the meet registrant column is blank and the entries will not be imported. A match may not be found for an entry because of either a misspelled name (see step 6 below to manually match a meet registrant to an entry) or because the entry is not in the meet system (see step 7 below to add a new meet registrant).

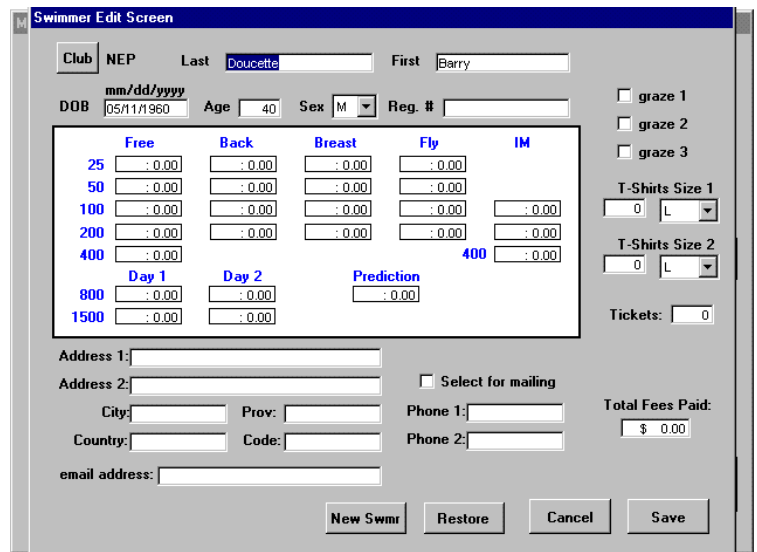


When you have matched all the necessary meet registrants to entries then you can print the exception report for unmatched entries in case you want to manually enter their entries later (a sample exception report is provided at the end of these instructions) and you can click the “Import Entries” button. All matched entries will now be in the system and you can review them by going to the main system menu and then selecting “Enter Reports” and then selecting a club and reviewing the entries. *Tip – 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.*

6. **Matching existing meet registrants.** For unmatched entries who are known to be meet registrants, double click their name on the matching screen and find their name on the list of swimmers selection screen when it appears. Double click their name and you will be returned to the import matching screen with the manually matched meet registrant's name beside the entry. If you don't find the name on the swimmer selection screen click the "No Selection" button and you can add the name as a new meet registrant.



7. **Add a new meet registrant.** If the unmatched entry is a new meet registrant you can add them to the meet by clicking their name on the match list and clicking the "New Swmr" button. This will bring up the swimmer information screen with all the information concerning the entry that was in the SDIF import file. If a date of birth was not in the import file then no date is added and you enter the date of birth when you obtain it.



## Sample Import Rejection Report

Meet Entries Import Rejection Report for  
NMSC Winterlude 2001 Swim Meet

Name	Age	Sex	Club	Event	Note
Durrell, Krista		F	NEP	50 Breast/brasse	Import swimmer is not m atched to meet system swimmer.
Durrell, Krista		F	NEP	100 Breast/brasse	Import swimmer is not m atched to meet system swimmer.
Haindl, Peter		M	NEP	50 FreeAibre	Import swimmer is not m atched to meet system swimmer.
Haindl, Peter		M	NEP	50 Back/dos	Import swimmer is not m atched to meet system swimmer.
Manuel, Janet		F	NEP	100 Fly/pap	Event sex/dist/stroke match not found
Marsh, Steve		M	NEP	100 Free/libre	Import swimmer is not m atched to meet system swimmer.
Marsh, Steve		M	NEP	50 Back/dos	Import swimmer is not m atched to meet system swimmer.
Ouellette, France		F	NEP	100 Free/libre	Import swimmer is not m atched to meet system swimmer.
Ouellette, France		F	NEP	200 Free/libre	Import swimmer is not m atched to meet system swimmer.
Ouellette, France		F	NEP	400 Free/libre	Import swimmer is not m atched to meet system swimmer.
Pickett, Jane		F	NEP	50 FreeAibre	Import swimmer is not m atched to meet system swimmer.
Pickett, Jane		F	NEP	50 Breast/brasse	Import swimmer is not m atched to meet system swimmer.
Steele, James		M	NEP	50 FreeAibre	Import swimmer is not m atched to meet system swimmer.
Steele, James		M	NEP	100 Free/libre	Import swimmer is not m atched to meet system swimmer.
Steele, James		M	NEP	50 Breast/brasse	Import swimmer is not m atched to meet system swimmer.
Steele, James		M	NEP	100 Breast/brasse	Import swimmer is not m atched to meet system swimmer.
Thomson, Cheryl		F	NEP	50 FreeAibre	Import swimmer is not m atched to meet system swimmer.
Thomson, Cheryl		F	NEP	50 Breast/brasse	Import swimmer is not m atched to meet system swimmer.
Thomson, Cheryl		F	NEP	100 Breast/brasse	Import swimmer is not m atched to meet system swimmer.
Wang, Jennie		F	NEP	50 FreeAibre	Import swimmer is not m atched to meet system swimmer.
Wang, Jennie		F	NEP	100 Free/libre	Import swimmer is not m atched to meet system swimmer.
Wang, Jennie		F	NEP	50 Fly/pap	Import swimmer is not m atched to meet system swimmer.