



TRANSFERRING INFORMATION

EZMeet 3.1 Tutorial (Revised 2/19/06)

1. Locating Computer Files,
2. Selecting a Database, Why are there several to chose from.
2. Combining Results
3. Transferring Data to a Blank Database

1. Locating files on your computer.

Use Windows Explorer program, easily found by using the MY COMPUTER icon on the desktop of your computer or START menu.

This shows you all of the drives and file folders on the computer and allows you to move from one file folder to another.

The EZMeet program is installed in the Program files folder. To locate that, click on LOCAL DISK (C):

This will show all the files on that drive. To see them as a list instead of icons, change the VIEW to DETAILS.
Select Program Files.

Within the Program Files folders there will be all the programs installed on your computer listed in Alphabetical

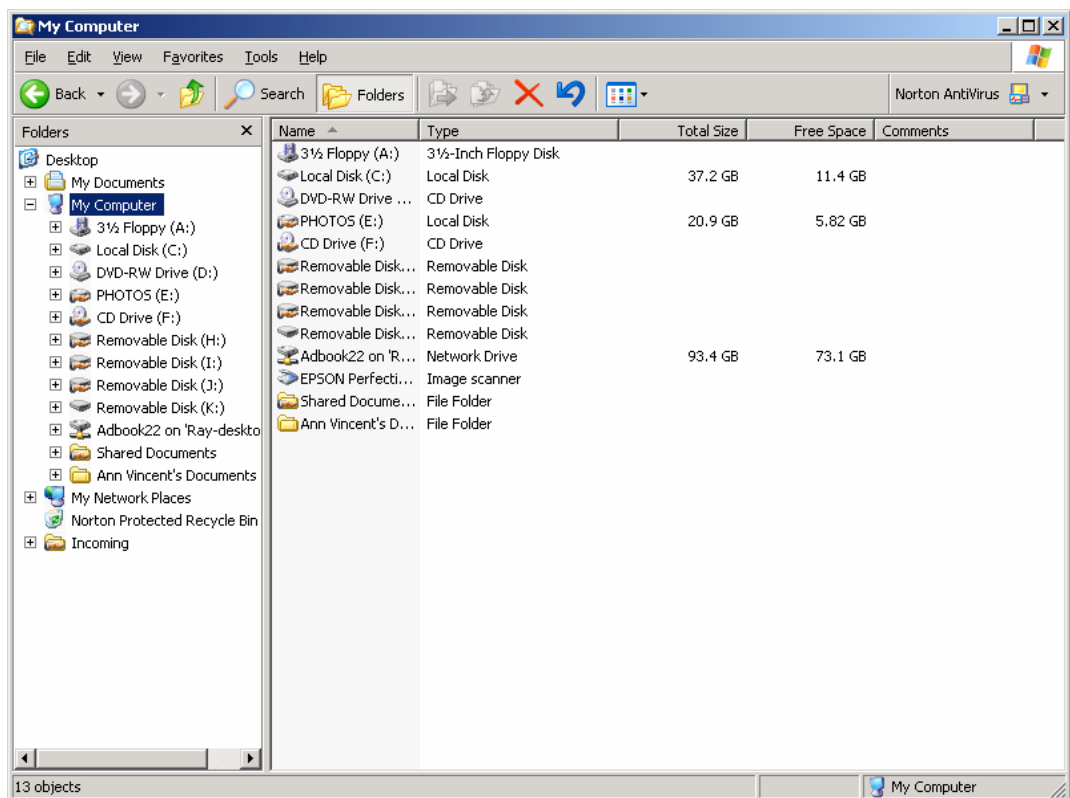
order....search for EZMeet and click on that folder.

Within EZMeet you will find the databases that came with the program. They can only be opened within the EZMeet program.

(IF File extensions are not listed after the file name (.mdb or .exe), that feature on your computer can be modified under Start Menu, Control Panel, Folder Options, View...then remove the checkmark that Hides file extensions).

Each database has an .mdb file extension that identifies it as a Microsoft Access database. These databases are locked so that you cannot open them EXCEPT through the EZMeet program. However you can change the name of the database to identify it as the meet you are using, or to identify it as meet back up or event backup.

YOU MUST KEEP THE FILE EXTENSION (.mdb)at the end of the file name or the program will not recognize it. The EZMeet program will install four databases for you to select from with the following information included in them.



DATABASES included with the install and available to download from the website:
BlankEZMeet06.mdb – blank with sample team& sample diver
USADEZMeet06.mdb – includes all 2005 USAD registered Coaches and Teams
HighSchoolEZMeet06.mdb – Includes sample High School league meet
NCAAEZMeet06.mdb – Includes some College coaches and college Teams

2. DATABASE CHOICES:

Why is this feature available? If you have run several meets for your club team, you have collected all of the teams, coaches and divers in that database...you should then identify that database for your club meets. If you also run HS meets or college meets, the coaches, divers and team name will be different. It is easier to simply use a different database for each type of meet, that to have all the teams and individuals in one database and have to change the club/school attachment or registration numbers for each meet.

You can archive your meets by renaming the database after the meet with the name of the meet and placing them in a separate folder. It is best to have only one meet in each database to reduce any confusion by multiple users at the tables. Throughout the season, you can collect diver information and teams in one database and after the meet, copy that database and delete the meet without deleting all the collected data. Now you have a database ready to create your new meet, without having to transfer divers, teams and coaches.

The USADEZMeet06.mdb database has many USAD coaches and teams already entered for you to use.

3. RUNNING EVENTS USING MULTIPLE COMPUTERS.

Running two laptops at the scoring table and comparing scores each dive is the most reliable method for providing a back-up and confirming that entries are made correctly. (In this situation, the master scorer records on the printed dive sheets and a table manager standing ready, uses those sheets to assist the computer scorer if scores are missed to catch up instantly) The loose sheets are easy to hand off when quickly referring to for missed scores and are then placed back in order. With the announcer reading from these sheets, the passing them to the master scorer at their side, they will be kept in order and scores can not be placed on the wrong master score sheet.

When running two computers, the database needs to be transferred to the back-up computer before starting the event.

FILE TRANSFER VS NETWORKING SYSTEMS:

Even though networking seems to be an efficient way to transfer data for those with that option available. A quick file transfer using a memory stick taking a copy of the entire database each time to load on the new computer is actually the most reliable efficient method from experience.

Transferring a copy of the entire database, renamed to represent the event you will run...allows you to move combined events ready to run.

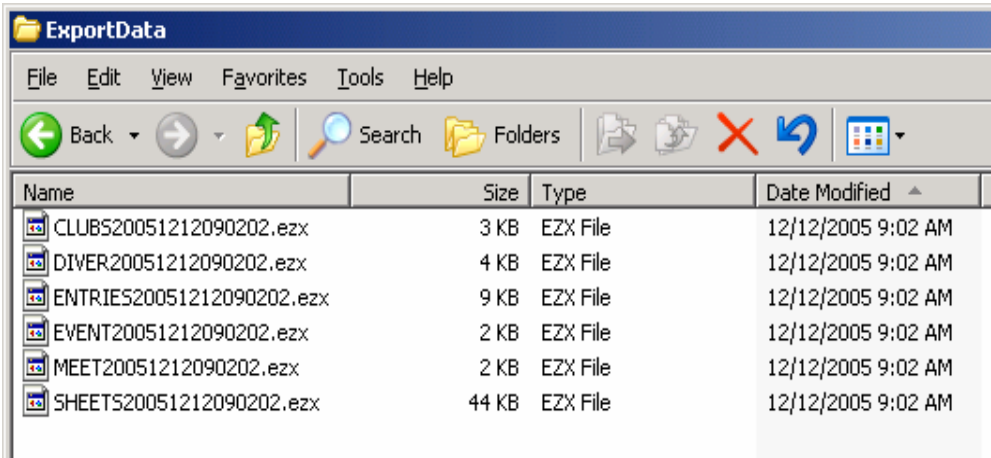
You may want to rename the database of the event you just completed to include the event name as a back-up, however the new EXPORT DATA step in 3.1 will also provide you with a back-up set of files for each event you have run.

When running simultaneous events you will need to move data back to one computer to get a final set of results in one database. After the event, you collect the files created in the EXPORT DATA file folder and place them in the EXPORT DATA file folder on the computer you wish to import to. Be sure to delete any files created prior to the date and time of the meet you are running that may have been in this folder from previous meet.

2. COMBINING DATABASE INFORMATION

To get one set of results for the meet.

NEW with Version 3.1 is a prompted EXPORT of event data at the end of running an event just after meet results are posted. This will automatically create export files for the event you just ran and place those files in the EXPORT DATA file folder on the computer running the event.



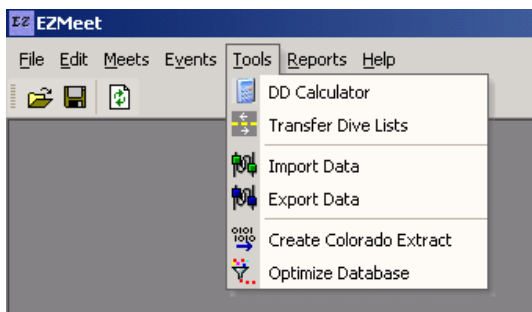
To transfer the results to the main computer, you go to the EXPORT DATA file folder and copy all of the files that were created at that time to your memory stick, or floppy drive.

These export files are not large and can be moved easily. They will consist of the 6 files shown here. Note the date & time the files were created. You will have a set of these for each event you export.

To merge the Results data back together...into one database, do the following

Open the EZMeet file folder and be sure that the EXPORT DATA file folder is only containing files with the date and times of the events you have run. All of these files need to be moved to the computer you are planning to merge the data to and be placed in the EXPORT DATA file folder.

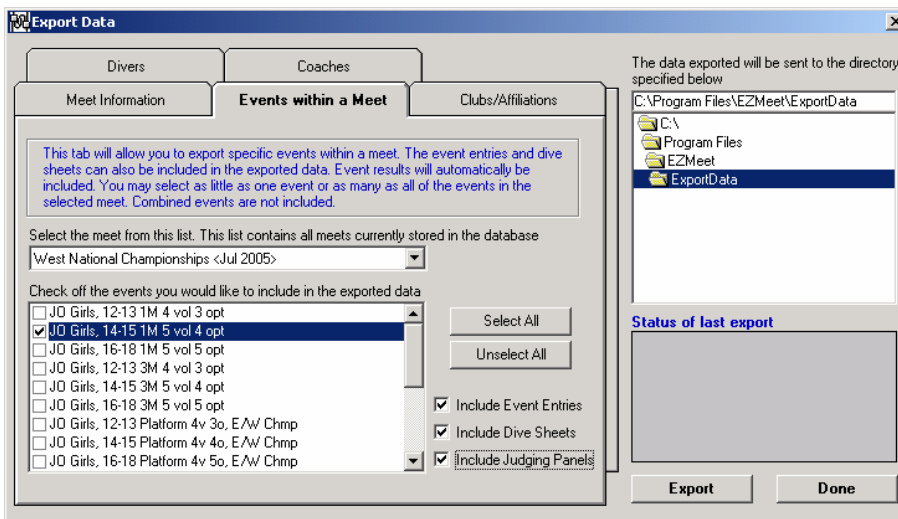
IF you have not used the EXPORT feature at the end of the event, you may at any time create a set of export files for that event by following these steps.



Go to the TOOLS menu and select EXPORT DATA.....

Select the Event you wish to Export and be sure to click the boxes to INCLUDE Event Entries, Dive Sheets and Judging panels. Then select

EXPORT. The screen will tell you the details about the event exported.

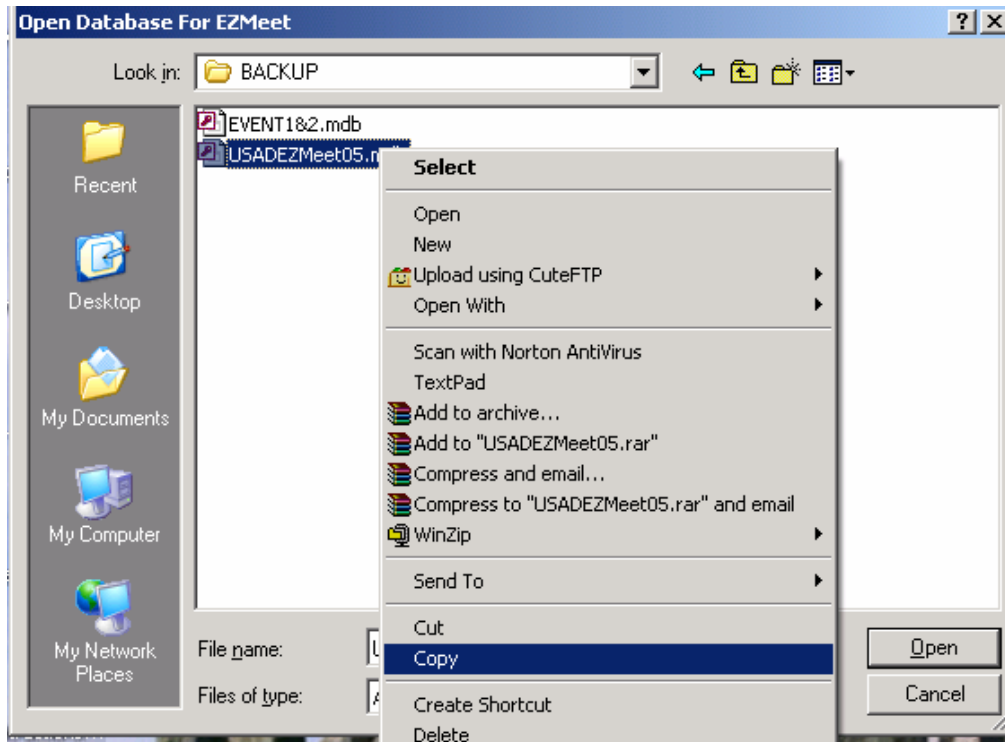


This will create files placed in the EXPORT DATA file folder.

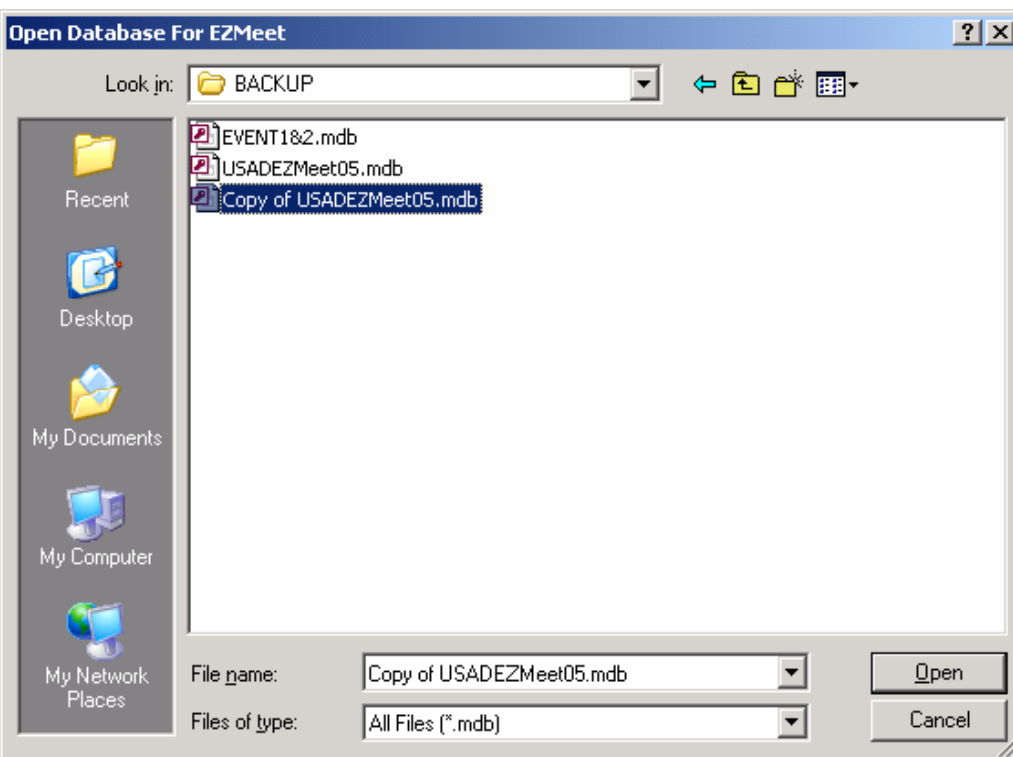
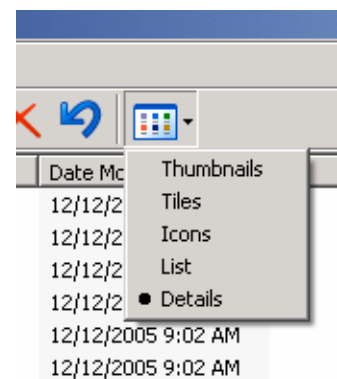
NEXT: TO IMPORT that information....

You must EXIT the program and open the database you want to have your results moved to.

BEFORE YOU OPEN THAT DATABASE, Make a back up copy of your main database. (Always a good practice)



Each time you make a copy of a file,, the computer will identify it with a number... copy 1, copy 2, or copy 3 and will show the time and date created if you select DETAILS from the views icon at the top of the page..



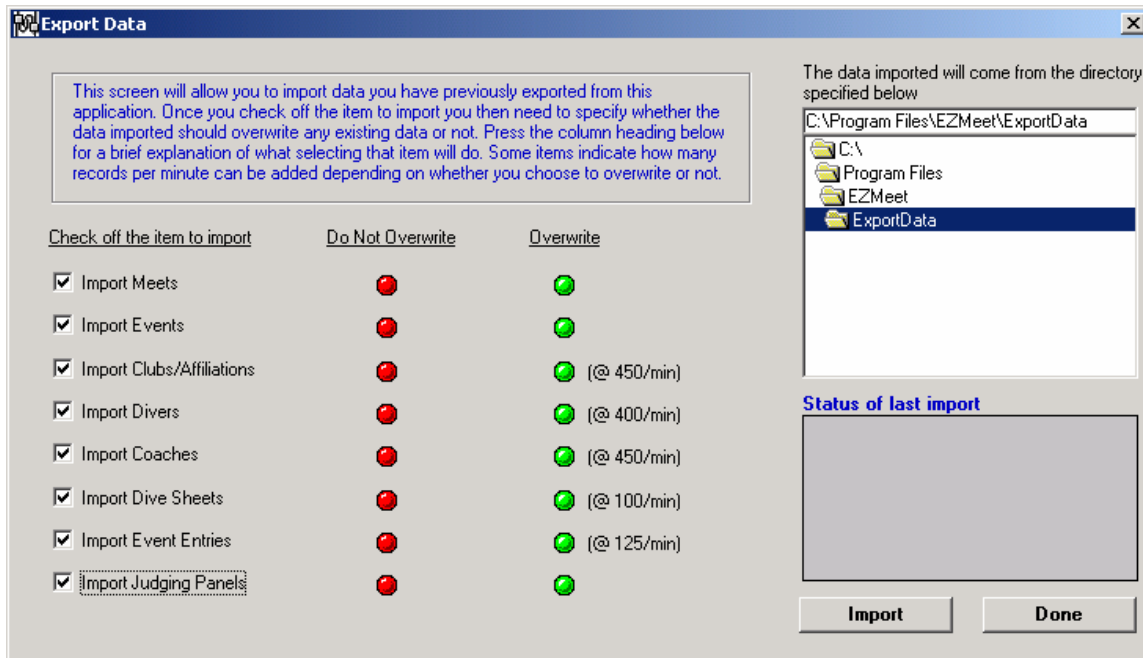
Now that you have a copy...just in case you need it, you can open the original database you want to bring the results into, and go back to the TOOLS menu but this time select IMPORT.

The worst case situation here is that you have accidentally exported the wrong event and written over good data with old data....so always confirm that the correct events have been imported correctly.

If not, revert to the backup database and try it again.

When using the EXPORT feature at the end of the event, you are assured that the correct event has been exported.

IMPORTING DATA TO THE MEET DATABASE:



Since you have selected an event that may have had changes at the table, you want to overwrite all the data for that event to replace all the information in your original database for that event. The program will only allow this if the Meet and Event names are still exactly the same within both databases, otherwise it creates an additional event...or an additional meet within the database you import to.

Since the exported files were placed by the program into the EXPORT DATA folder, that is where the program expects to find them to Import the data...at this point, you only need to select IMPORT to start the process once these files have been placed there..

NOTE: Once an import has been completed the files are no longer useable, and will not import again...(the file extension is changed from .ezx to .ez_).they can be deleted or left in that folder, however deleting them makes sure you have only the information you expect to import. Time and date of export will help identify the files you want to use.

To test the procedure and be sure the correct results have been transferred, View Results for ALL EVENTS....and confirm which events show results.

If you have had the opportunity to print results from the table, or at least create a PDF file to document the results following each event, then you also have back-up as needed.

If final results do not need to be merged until the end of the day....then all files in the export file folder for the ondeck computer for 3m can be imported at one time and the 1m computer files can be imported to the main computer database.

RECOMMENDATION: If you have made changes to diver information on deck so that results are printed on deck, confirm that those changes in the master database are reflected on other events for that diver once the data has been imported. Name Changes on deck will create an additional diver to be imported, so those if done on deck should also be confirmed. Hopefully all these changes have been made before the meet following the check-in where the diver has reviewed all the data printed on the printed ENTRY FORM.

IMPORTING DIVERS AND CLUBS TO A BLANK DATABASE

IF you have compiled a list of divers and teams you wish to transfer to a new database for your next meet, or to pass on to another team for their use, this can be done by opening the old database and selecting the individual folders for DIVERS,

CLUBS and COACHES and creating an export file for each of them. Then open the new blank database and import those files. If you have coaches attached to divers, import the Coaches file first, separately, then add the clubs and divers. This order will allow the divers to remain attached to the coaches.

DATABASE ARCHIVING:

Changes in 3.1 that will affect storing multiple meets in one database.

Although you have the ability to store multiple meets in one database, This is only recommended for one season, where team changes are not made for divers within that season.

To resolve a problem from previous versions creating unattached divers as a default, version 3.1 now requires that all divers be directly attached within the DIVER screen. For Multiple meets in the database, a change of team will be reflected in all of the meets on that data base that the diver is entered in. This is not an issue for HS or College meets for the same season, however will change results printed from previous meets stored in the database for USAD or AAU meets if divers change from a specific team to Unattached to a new team.

For each season start with a new database, or better yet, use a new database for each meet and name the database with the meet name..

Quick EZ tricks for this: Either transfer divers, coaches and teams, to the blank database or...EZ TRICK..make a duplicate of the existing database once you have stored a copy in your file folder...rename it as the new meet, delete the old meet in it and all the divers, team and coaches will still remain. This will make sure that all the current diver data is still the same for the meet and is done in one step. Using only one meet per database will make sure that when used by others during the event that only the current meet can be selected to run.

RECOMMENDATION: Once your meet is complete, PRINT RESULTS for that meet as PDF format files and store those as your record of the competition using the meet name as part of the file name. This option is now available in the EZ REPORT section of version 3.1. This provides a version that can not easily be modified for your records or to distribute to other teams.



EZMeët 3.1 Support 2/19/06