

## Managing the Sport Software Archive Manager 2003

1 These notes are to acquaint officials on how to use the Competitor, Class and Club Archives in Sport Software Archive Manager 2003 (AM2003), which is used in conjunction with three Sport Software event management (EM) programs:

- OE2003 – used for single day events for individual entries (which might include a single entry of two or more participants competing as a team)
- MT2003 - used for multi-day events for individual entries
- OS2003 – for relay/team-based events

2 The Competitor, Class and Club Archives may be created by three means, by:

- i. editing the Archives manually,
- ii. importing a file from external sources, or
- iii. exporting/importing Competitor, Class and/or Club details from an event.

3 **WARNING.** Regarding Option 3, a major problem can occur if, although each competitors' name has a club assigned to it, one or more competitors' names have club names that have been entered manually instead of being inserted from the Club Archive. If an exported archive file in which the clubs have been entered manually is imported into an archive via AM2003 it is very likely that the archive might be corrupted. This is because the identifier for Class and Club Archives is a number, ie Class No or Club No, not name. The identifier is accessed by the Competitor Archive to determine a person's club and if the number does not correspond to the previous number, the person's club name will be changed to match the new number. A similar problem can occur under Option 2, if a file is imported with Club numbers that do not match the previous Club numbers. Thus care should be taken in making changes to archives, and they are best left to officials who know what they are doing. See paragraph 11 for more information.

### Introduction

4 The Sport Software EM programs, OE2003, OS2003 and MT2003 all have access to an archive database which is held in the folder Archive within each of the respective \SportSoftware\ folders which is normally in the C:\Program Files\ folder. For example the archive for OE2003 is in the folder

C:\Program Files\SportSoftware\OE2003\Archive\ .

To be consistent each Sport Software EM program folder should use the same Archive files. The simplest way to ensure that this occurs is to copy the Archive from a working folder to each of the EM program folders.

5 AM2003 allows officials to make changes to any of the archive files in the EM program folder but, and this is important, a change made to the archive in say the OE2003 folder will NOT automatically be reflected in the Archive files in the OS2003 and MT2003 archives.

6 So, if officials are going to make changes to the archive system and they want those changes to be made to all archive files it is preferable that they work on a copy of the archive that is held in a temporary folder and then copy the final archive to the EM program folders.

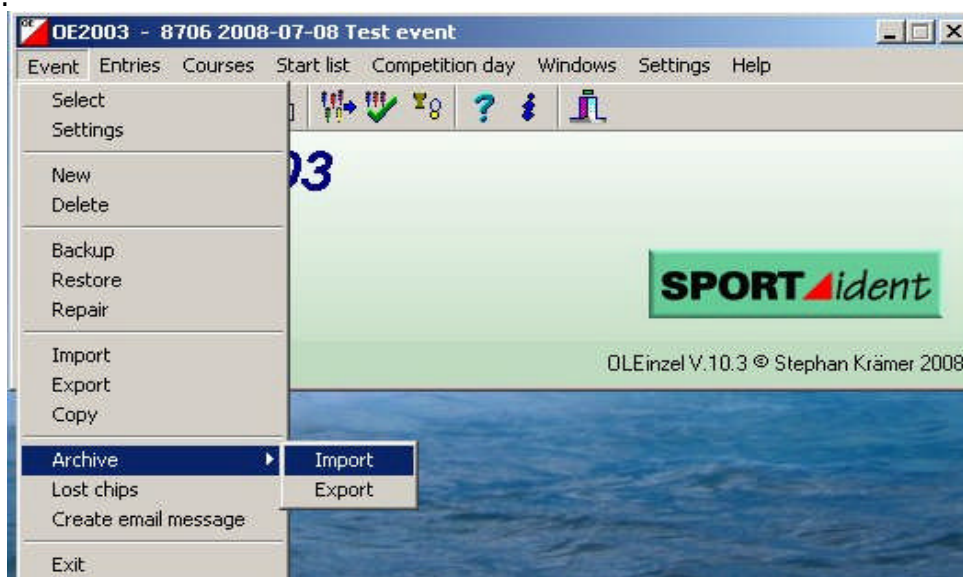
7 Officials cannot make changes to the EM program archive file directly from the EM program software (OE2003, etc.). They can export a file from OE2003, etc., and then import it into the archive files via AM2003. *However, if they do that it is important that the OE2003 export file has been produced from an event that has clubs taken from the original archive system and NOT from clubs that have been manually entered on the day of the event.* See the warning at paragraph 3.

### Use of OE2003 to prevent club corruption in archive export file

8 Ideally, when a new event is created, the Class and Club Archives will be imported; see the next paragraph. However, if that did not happen and if officials intend to export the files from OE2003, etc, for later import into AM2003 or work on the event using another computer using the archives officials should select competitors from the Competitor archive. If a person is not in the archive and they have to enter the competitor manually, and they are in a club not in the Clubs entered for the event, the officials should select the club for the new person from the Club Archive by using the ([Insert a new club from the archive](#)) button (pictured).



9 There is a simpler method to get all the clubs in the Club Archive into a new event, but this can only be done on a new or empty event. In OE2003, click Event > Archive > Import.



10 In next pop-up window select Clubs and then Copy. Officials would then be able to pick the club for a new competitor from the Clubs entered for the event.

### How AM2003 holds its data

11 It is very important that officials are aware that AM2003 is a relational database and that it connects items within its database via index numbers and not names. When clubs are first entered into AM2003 they are given an index number and a competitor's club is identified by that number not by the club name. If for some reason a club's name or address is changed via the Club Archive edit facility, all competitors with that club number will also be assigned the new club name.

### Adding names to the Archive system

12 Competitors can be added to the archive manually by use of the edit facility. This is quite straight forward, but must be done for each of the archive folders in each of the OE2003, OS2003 and MT2003 folders. If there are many names to insert it is far better to do only one entry on a copy of the archive system.

### Creating a New Archive or a Copy of the Existing Archive

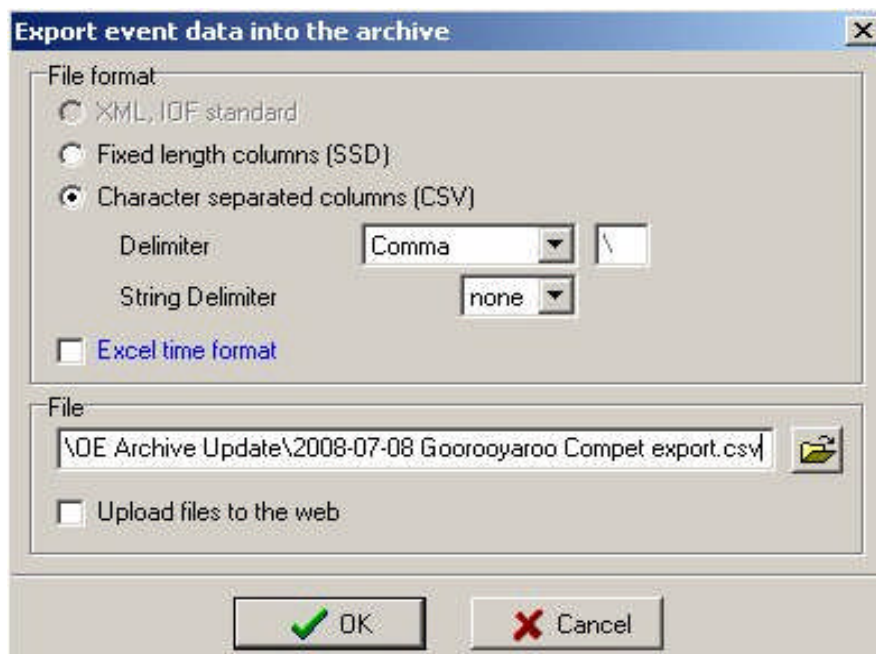
13 It is suggested that a new (or a copy of the) archive file be created in a temporary folder. For some reason AM2003 does not let officials create a new folder, it can only access an already existing folder. Also it only appears to be able to access subfolders on the C:\Program Files\ folder. So, the obvious place for a temporary folder is in the \SportSoftware\ folder. If officials want to modify the current archive being used by say OE2003 get into the directory C:\Program Files\SportSoftware\OE2003\Archive\, select all the files in that directory and copy them into the temporary directory.

## Exporting Archive data from OE2003 Event File

14 In OE2003 click Event > Archive > Export (see diagram above). That will give the following window:



15 Select "Competitors" from the Select data box. Click "Export". The next window is:



16 Select options as shown above. Officials can probably use either none or "" for the String delimiter. If, by mistyping someone has put a name in and they have accidentally used a comma in the name an error will occur (as a comma is a column separator) if you None is used for the String delimiter. If that occurs use "" for the Delimiter.

17 Select the folder and select or create the file name where the final file is to stored and click OK.

18 The final file will be a CSV file that may be suitable for import into AM2003. However, it is important that officials check that each competitor's 'club no', which is in column G (Club no) of the CSV file, matches the 'club no' in the main archive system for that club. *As has been mentioned previously, if the 'club no' in the CSV import file does not match the 'club no' in the main archive file then every club that has a different 'club no' will be corrupted and every competitor with that club will end up with a different club name.* So, officials will have to change the 'club no' in the CSV file prior to importing it into AM2003. If they have only a small number of competitors then the changes can be done manually in Excel. If there are several hundred to change then officials would have a long job on their hands or they should get an expert to do a global change.

### Importing a Competitor file into AM2003

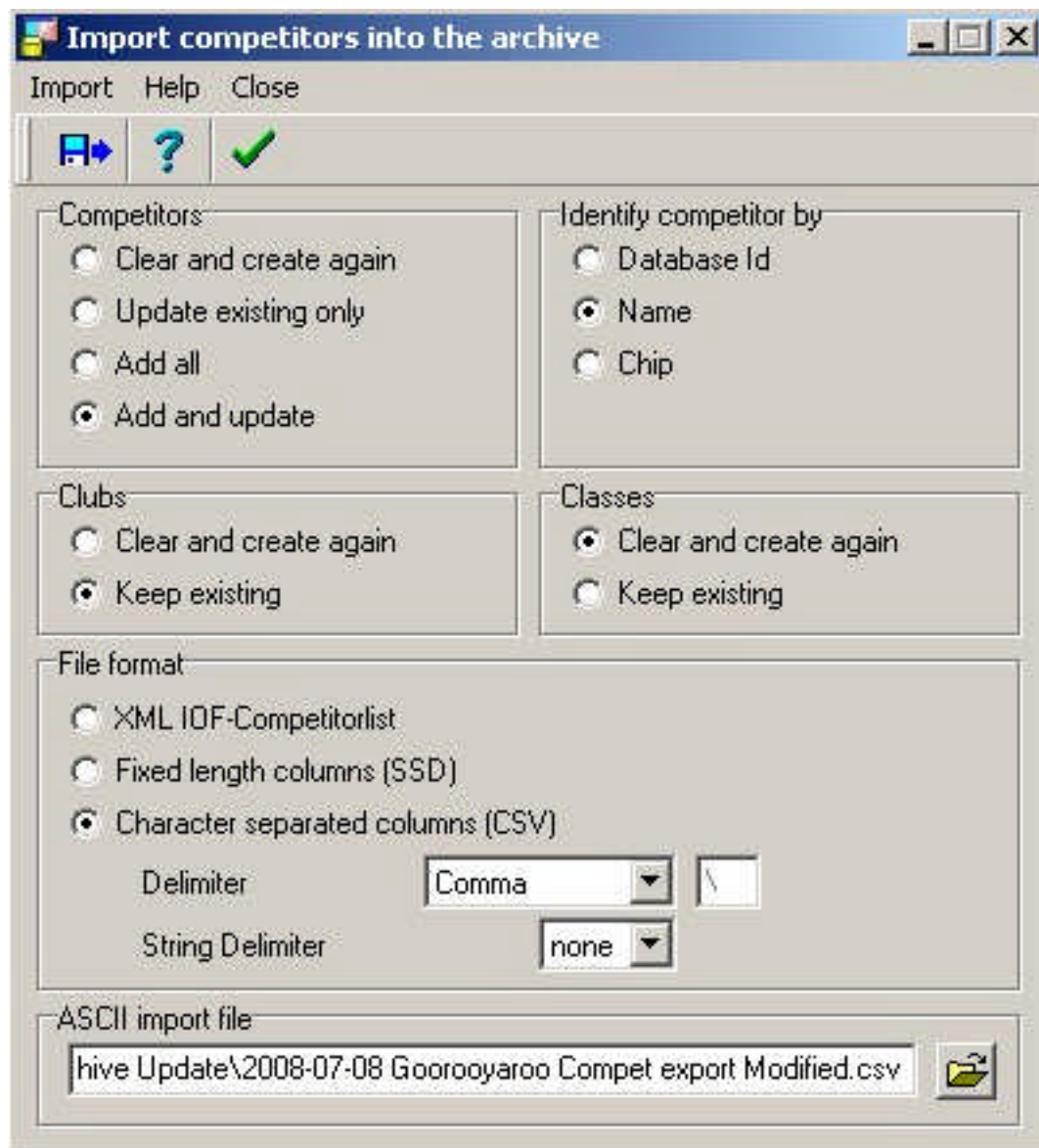
19 When officials export a file from OE2003 it will contain all the information that it has on each competitor. If they took competitors from the archive system then most of the information on each person will match what is in the archive. However, the exported file will more than likely also hold data on the event class that was run by each person. As competitors often enter a class that depends on the type of event, or they may switch to a different class due to age, etc., *thus it does not seem sensible to include class data in the Competitor Archive*. The simplest thing to do is to remove all the class data from the exported CSV file: simply open the CSV file in Excel, and clear the three (3) columns K, L, M, leaving the headings in Row 1.

20 From the AM2003 program select Import > Competitors




and from the window on the following page select:

- Competitors > Add and Update
- Identify competitors by > Name
- Clubs > Keep existing
- Class > Clear and create again
- File format > CSV
- Delimiter > Comma
- String delimiter > None (see previous comment on this)



21 Next select the file that is to be imported.

22 When all options have been set click on "Import" or the menu button  "Start import".

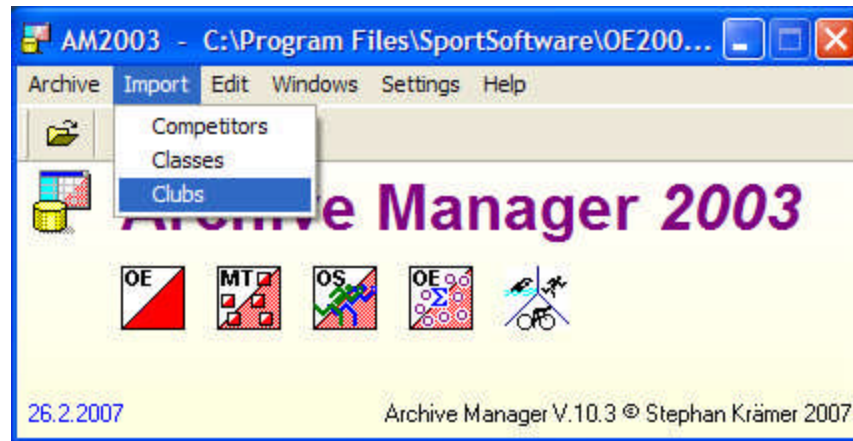
23 Have a look at the resultant report window to ensure that the import has gone as expected.

24 A similar process can be used to import a separately created CSV file in Excel to add new names, update clubs, add YB, etc. The selections outlined in paragraph 20 will vary depending on the purpose of importing the data. **NB.** Any clubs assigned to competitors should be in the Club Archive, else the problems outlined at paragraph 3 and 11 will occur, so ensure that all clubs in the Competitor Archive update file are already in the Club Archive, or add them manually before importing the Competitor Archive update file.

### Importing a Club file into AM2003

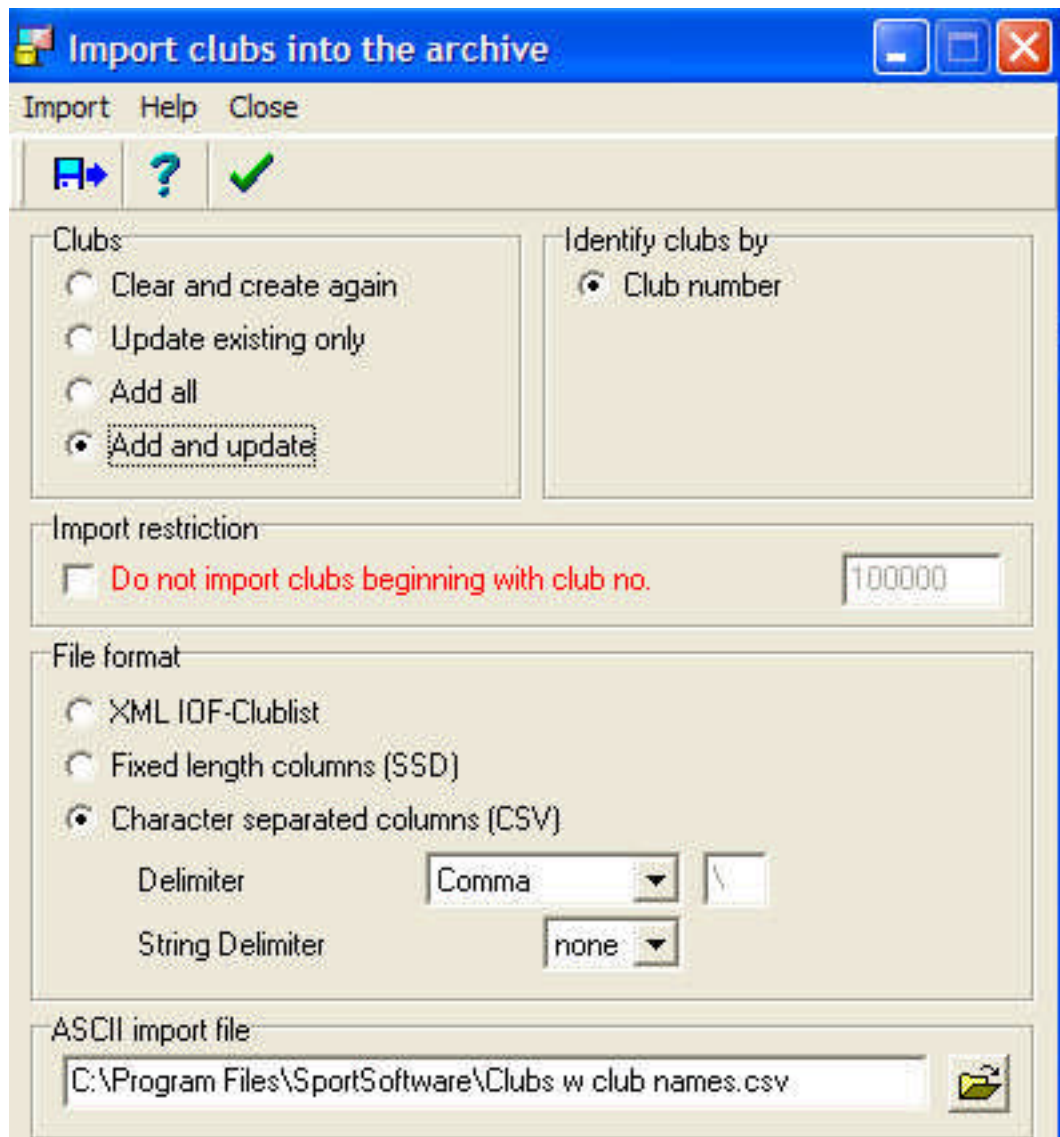
25 Noting all of the warnings and precautions previously mentioned, a file of all clubs or just new clubs can be imported into the Club Archive.

26 From the AM2003 program select Import > Clubs



and from the window on the following page select:

- Clubs > Add and Update (or whatever change is required)
- Identify competitors by > Club number
- File format > CSV
- Delimiter > Comma
- String delimiter > None (see previous comments on this)



27 Next select the file that is to be imported.

28 When all options have been set click on "Import" or the menu button "Start import".



29 Have a look at the resultant report window to ensure that the import has gone as expected.