-Based on Meet Manager preparation being done centrally by a region coordinator with ST 2200 and MM.

Assumptions:

- Region Coordinator is coordinating a carnival run under Meet Manager (MM).
- Region coordinator uses SportsTrak 2200 (ST2200).
- Division Coordinators use SportsTrak 2100 or 2200.

(While this document refers to Region and Division, it can apply to any hierarchical carnival structure)



Each numbered arrow describes a data file import/export and is described below.

Basic flow of information

Step 1. Creating the .EV1 file from Meet Manager

The .EV1 file from Meet Manager contains a list of events in text format.

In MM, use **File Menu, Export > Meet Events for Team Manager**, accept any messages MM throws up and select a folder to save into.

Meet Events Ex	Copy .EV1	l File To:	
	C:\tfm	eets3	
Drive		Directory:	
	(F Meet Manager Zipped Meet Event tfmm2011-05-20-N contains: tfmm2011-05-20-N copied to C:\tfmee	ts file successful ! MeetEvents-Secondary Regi MeetEvents-Secondary Regi sts3\	on T&F 2011 - BSW-002.zip on T&F 2011 - BSW.ev1 and was

NOTE: THIS STEP PRODUCES A .ZIP FILE WHICH CONTAINS THE REQUIRED .EV1 FILE

🛯 🌉 Computer	Name	Туре
▷ 坖 c (\\Bismarck) (B:) ⊿ 🚰 Local Disk (C:)	tfmm2011-05-20-MeetEvents-Secondary Region T&F 2011 - BSW.ev1	EV1 File

UNZIP AND EXTRACT THIS FILE.

After extraction, in Notepad, the .EV1 file will look something like this....

Thmm2011-05-20-MeetEvents-Secondary Region T&F 2011 - BSW.ev1 - Notepad
Eile £dit Fgrmat Yiew Help
<pre>["BSW - Secondary Track & Field Championships"; "Brauerander Park, warrnambool"; "; "50/20/2011;05/20/2011;12/31/2011;0.00;0.00;A;N;0; "DEMO"; 3.0Ca;03/20/2012;A;6;0;0;5191;*> 11;F;F;11;G1;G1;21;5;0;N;M; AWD;0;1;000109YY;0.00;;M;2;Field Events;36;1;0;*> 3;3;F;F;11;E1;G1;G1;20;0;M;M;AWD;0;1;000109YY;0.00;;M;2;Field Events;15;1;0;*> 3;3;F;F;11;E1;E1;21;5;0;0;M;M;AWD;0;1;000109YY;0.00;;M;2;Field Events;16;1;0;*> 5;5;T;F;11;E1;E1;21;5;0;0;M;M;AWD;0;1;000109YY;0.00;;M;2;Field Events;16;1;0;*> 6;6;T;F;11;E1;E1;21;5;0;N;M;A;AWD;0;1;000109YY;0.00;;M;0;H;1;0;*> 6;6;T;F;11;E1;E1;21;5;0;N;M;A;AWD;0;1;000109YY;0.00;;M;0;H;1;0;*> 8;8;F;F;11;E1;E1;21;5;0;N;M;;AWD;0;1;000109YY;0.00;;M;2;Field Events;63;1;0;*> 8;8;F;F;11;E1;E1;21;5;0;N;M;;AWD;0;1;000109YY;0.00;;M;2;Field Events;63;1;0;*> 8;8;F;F;11;E1;E1;21;5;0;N;A;AWD;0;1;000109YY;0.00;;M;2;Field Events;63;1;0;*> 8;8;F;F;11;E1;E1;21;5;0;N;A;AWD;0;1;000109YY;0.00;;M;2;Field Events;63;1;0;*> 8;8;F;F;11;E1;E1;21;5;0;N;AWD;0;1;000109YY;0.00;;M;2;Field Events;63;1;0;*> 8;8;F;F;11;E1;E1;E1;E1;E1;E1;E1;E1;E1;E1;E1;E1;</pre>

MAKE A NOTE OF WHERE THIS EV1 FILE IS LOCATED.

Step 2. Providing the Team Names and Codes to SportsTrak 2200

In Meet Manager choose menu option **Teams > Export to HTML** Choose a convenient location to save the file and give it a meaningful name eg TeamList.html PERFORM THE EXPORT AND MAKE A NOTE OF THE EXPORT FILENAME AND LOCATION.

Step 3. Use SportsTrak 2200 to create a SportsTrak version of the Meet Manager Track and Field carnival

Run SportsTrak2200



Create a new folder from scratch (or choose an existing folder) in which to store the SportsTrak2200 copy of the Meet Manager carnival.

Set the Cur	rrent Data Folder	
The MM suggest t	carnival is to be replicated by SportsTrak, so you need to set the folder. We ALWAYS that the folder should be inside the SportsTrak program folder.	
Option 1	Accept the Current Data Folder (below)	
	\\Bismarck\c\SportsTrak2200	
IMPC	JRTANT: If your data is to be on this machine, the folder should be inside the SportsTrak Program folder.	
Option 2	Create a new folder Available fromToolbar or Background menu	
Option 3	3	
	Change to another data folder with existing data Available fromToolbar or Background menu	
 Option 4 	Load an existing carnival from the archive This can't be done from this window. Go to the menu Import/Export > Archive > Restore From Archive	

Go Forward

Wizard: Create Competitor List for a Meet Manager competition	• X
Current Data Folder: \\Bismarck\c\SportsTrak2200	3
Houses, Age Groups, etc	
The house codes in ST must be IDENTICAL to the codes from MM. The best way to do this is to import	them.
MM exports Teams in an HTML file described which you can import if this machine has Excel.	
Available from Import/Output menu	
After importing, check the teams Available from Carnival Setup m	enu
If you don't have Excel or there aren't too many Teams, manually enter the teams as houses. House Codes must be identical to MM.	
Ignore Age Groups on the Teams window. When the MM program is imported, these come automatica	lly.
Forward	d 🛣

Click on the **Import MM Teams** button

Me Import Team Names and Codes from Excel		
If you have many teams it is easier to import them from Meet Manager than to enter them yourself. It also guarantees accuracy.	5	
 In Meet Manager, use menu option Teams (or maybe Schools) > Export to HTML Perform the export and pay attention to the export file name and location. Select the HTML file that was exported. 	Ľ	Locate and select the html file.
TeamList.html		Then
3. Read the teams into SportsTrak Read Teams from HTML		_ Read the teams into SportsTrak

Then exit this window and Go forward

Click on the (Track and Field) Import the EV1 file button to locate and import the EV1 file produced at step 1 above.

<i>i</i>	Wizard: Create Competit	or List for a Meet Manager compe	etition	
	Current Data Folder:	\\Bismarck\c\SportsTrak2200		3 .
	Import the Progra	um from Meet Manager		
	Meet Manager	can export the program of eve	ents and SportsTrak can convert i	it to a ST carnival.
	Choose between:			
	Swimming:	Meet Manager Swim exports contains two files, one of wh extension of .EV3	a .zip compressed file that ich we need. That file has an	M→ Import the .EV3 file
	Track & Field	Meet Manager T&F ex holds a file with the e	xports a .zip compressed file that extension EV1	Import the .EV1 file
			Both available from	Import/Export > Meet Manager menu
	The Import cr Groups automa	eates SportsTrak Settings, Pr atically. It cannot import team	rogram of Events, Library of Even s, so that has to done as a separa	ts and Age te step.
	After importing, of Browse Settings	check the carnival setup: Browse Event Library Ups	If there are mistakes, DO NOT EDIT edit that program, and do the full impo You may add Other Info to events. Th	ithis data. Rather, go back to MM, ort again at is the only change you can make.
	Back			Forward T

After importing, use the buttons in the bottom left to check that the carnival setup in SportsTrak 2200 mirrors the Meet Manager carnival you are to provide competitors for.

(If there are mistakes DO NOT EDIT this data in SportsTrak2200. Rather, run Meet Manager and fix the problem there, then produce a fresh EV1 file to import again.)

Quit the Wizard at this point.

SportsTrak 2200 now has its own version of the Meet Manager carnival. A copy of this needs to be sent to participating Divisions (Step 3 in first diagram)



The Division Coordinators using SportsTrak must now I. Import the Carnival.tps file II. Add their competitors to the events III. Create an Export File of competitors to send back.

Division Coordinators using SportsTrak should refer to the following documents which describe I and II

For ST2100: CarnivalFileGuide2100.docx and InterhouseToInterschool2100.docx For ST2200: CarnivalFileGuide2100.docx and InterhouseToInterschool2200.docx

These may be sent or can be downloaded here for ST2100 or here for ST2200

They are also in the Documents sub folder of SportsTrak2200.

FOLLOW THESE GUIDES TO SETUP THE DIVISIONAL QUALIFIERS

Now to export them...

Step 4a - Create a competitor file (schoolteam.csv) for the Region Coordinator

	Imp	port/Export Help		
Use menu option	1	General Backup	•	
Create Competitor Listed CSV	1 🔜	Archive	•	
	俞	CARNIVAL.TPS	•	
		Student I/O	•	
	M	Meet Manager	•	
		SchoolTeam.CSV	Þ.	Create blank SCHOOLTEAM.CSV
	777	Send Program to MS-Word		Create Competitor Listed CSV
		Send Program To Excel		Import SCHOOLTEAM.CSV

Create SCHOOLTEAM.CSV to send to host school
This utility creates a data file that stores your squad for the inter-school carnival. The details in this file will come from the list of competitors in this folder. Once created, the file must be returned to the host school where the team can be imported.
Team Code: GRN a four letter code to distinguish your SchoolTeam.csv file from other school The team code will be added to the filename to make it easily identifiable to the inter-school organiser. eg If the code is PSC then the export file produced will be called SchoolTeam_PSC.csv
 Export Individual Events Only Relay Teams identified by: school code names of members
SchoolTeam_GRN.csv will be created in this data folder Data Path: C:\SportsTrak2200\SampData

PAY ATTENTION TO THE FILE NAME AND DATA PATH THAT WILL BE GENERATED IN THE ABOVE WINDOW.

Division Coordinator attaches this file to an email and sends to the Region Coordinator

Step 4b - Region Coordinator imports Division qualifiers into SportsTrak 2200

The Region Coordinator will receive multiple schoolteam.csv files from Division Coordinators.

For each import, use SportsTrak 2200 menu option Import/Export > SchoolTeam.CSV > Import SCHOOLTEAM.CSV

IMPORT ALL DIVISIONAL TEAMS BEFORE CREATING THE MM IMPORT FILE

Step 5. Create semi-colon delimited file for Meeet Manager

(The Region Coordinator performs this step using SportsTrak 2200)

Use Wizard 7 and click forward to the following window.



Click on the Track and Field Create TXT file button.

Type a meaningful name for the file and create the file.

Creating text file for Meet Manager to import	
Set the text File Name: En	SWDAths.txt
Create the file:	Read the competitors into text file
In Meet Manager, use the menu op	tion File > Import > Semi-Colon Delimited Roster/Entries

Do not edit this file yourself. Any alteration is likely to cause MM to reject it.

Make a note of where this file is located.

Step 6. Import semi-colon delimited file into Meeet Manager BEFORE PERFORMING ANY IMPORT, PERFORM A BACKUP.

Any import has the chance that it may need to be repeated and it is important that an imperfect import can be undone by restoring from the backup.



Run Meet Manager

File > Import > Semi-Colon Delimited Rosters/Entries



Select the TXT file which was created in SportsTrak2200

🔄 Recent Places	* Name	Date modified	Туре	Size
퉬 C73 Apps	😹 daydtail.tps	21/03/2012 12:15	Clarion TPS data file	3 KB
🏭 C Drive	BayDtail2.tps	21/03/2012 12:15	Clarion TPS data file	3 KB
🗼 C8 Apps	S EMU.exe	19/03/2012 12:27	Application	3,873 KB
	😹 emus.tps	21/03/2012 12:15	Clarion TPS data file	2 KB
🚽 Libraries	GlenelgTeam.txt	21/03/2012 12:15	Text Document	5 KB

Click OPEN

The process reads the import file and places each competitor into the first event that matches Age, Gender, Event Type. It takes no notice of event number. This has implications if your program has for example AWD events of the same name.

Import File F	Progress
Teams :	3
Athletes :	26
Entries :	50
Relays :	1
Relay Names :	0
Exceptions :	0
Elapsed Time :	19 seconds
Import Fir	nished
ОК	

Completion Window

Check in Meet Manager that the imported data is as you expect. If not, restore the backup, rework your data and repeat.