

School Entries for Zone Athletics Carnival MEET MANAGER T&F

There are a number of steps to Advance your students onto your Zone Athletics Carnival.

PLEASE ensure that you complete **ALL STEPS**

- **BACK UP** your completed school athletics carnival database (if you have not all ready done so)
 - File: Back up: select folder to back up file

- **SAVE** School Athletics Carnival DB with a new name
 - File: Open/Save as – Name new data base “Your School” Prim or Sec Entries for Zone
 - File: Meet Set up – rename Meet (use the same name as your database) & change carnival date etc

- **ADAVANCE** the fastest 2 athletes in individual events for zone
 - File: Export: Advancers –
 - Select INDIVIDUAL events only (top right)
 - Then select ALL events (top left) & events will be highlighted yellow
 - Top How many from each event to advance: **2**
 - Include relay athlete names: **NO**
 - **Export**
 - **Save Merge Advancer Entries.HY3 file in selected folder – take note of where you saved file as you will need to re-import it**

- **DELETE** current data from your “School Entries for Zone Database (should be the one currently open) as we need to import the Advancer file to make changes
 - File: Purge: Remove data separately
 - Remove: Teams/Entries/Results/Athletes/Relays
 - DO NOT CHANGE THE NAME OF YOUR MEET OR DATABASE

- **IMPORT** Advancers file which contains your zone team entries
 - **File: Import: Entries – select the Merge Advancer Entries.HY3 file** which you previously saved
 - Match on event numbers : **Yes**

- **CHANGE** team names from “Houses” to YOUR “School Code”
 - Click on **Teams**
 - Add new team
 - Add school code, team name & shortened name – **see CSSA School Codes at the end of this document**
 - Copy & paste “School Name, Abbreviation (Code) & shortened school name from the list into the Team Edit window: OK : Exit
 - Click on **Set-up** & scroll down to “**Options**” at the very bottom
 - Tick “**Change Athlete from**” then select a “**house**” name from the drop down menu & change to “**School Name**”
 - You will need to do this multiple times depending on how many “Houses” you have until all houses are changed to school name
 - Remember to tick the box “Change Athlete from” every time !
 - Go to “**Athletes**” & check that **ALL athletes** now have your “school” name as their team.

- **Go back to Teams & DELETE** House names from Teams
 - Click on Teams & delete any house names – **DO NOT delete your school name**

- **CHECK ALL Athletes** have their **Class Year** entered
 - Click on Athletes: double click on 1st athlete listed
 - **Ensure that their class year has been entered**
 - **PLEASE CHECK EVERY STUDENT**

- **NOTE: If you cannot put in their Class Year (ie. Year at School) you need to go to “Set-up” & click on “Athlete/Relay Preferences” & make sure you have “Enter a School Year” ticked (4th box down)**

- **RELAYS:** Enter students names that will be athletics in each relay team
 - Click on Relays & select 1ST relay event listed
 - If your school relay team has not been entered double click on school name (right hand side of screen at the bottom)
 - A list of eligible athletes will be listed
 - Double click on each athlete that will be athletics in that relay
 - If a students name is not listed then you need to go back into Athletes & enter them into the system
 - **ALL RELAYS MUST HAVE 4 STUDENTS LISTED**

- **CHECK ENTRIES:** You should have 2 individual competitors & 1 relay entered for each event
 - Click on Reports: Events
 - Gender: both
 - Sort: Event #
 - Include entry count
 - Create report

If you have more than 2 individuals per event you need to go back into athletes & check their times as there maybe an equal 2nd place

- **FINAL STEP – EXPORT ENTRIES** to email to your zone convenor
 - File: Export: Entries for Meet Manager Merge of same meet
 - Gender: Both
 - Relays: Relays plus Athletes
 - Events: Standard Events
 - **Export**
 - **Save Meet Entries.HY3 file in selected folder – take note of where you saved file & EMAIL to your zone convenor**

CSSA School Codes 2012

Copy & paste "School Name, Abbreviation (Code) & shortened school name from the list into the Team Edit window

<u>School Name</u>	<u>PRIMARY CODE</u>	<u>SECONDARY CODE</u>	<u>Short Name</u>	<u>Region</u>
Australian CC	ACC2P	ACC2S	Australian	West Met
Belmont CC	BCC2P	BCC2S	Belmont	Hunter
Berowra Ccs	BRW2P		Berowra	North Met
Bethel CS	BET2P	BET2S	Bethel	Nepean
Calvary Chapel CS	CAL2P		Calvary	South Met
Carinya Cs: Gunnedah	CYG2P		Carinya G	North Coast
Carinya Cs: Tamworth	CYT2P	CYT2S	Carinya T	North Coast
Casino Ccs	CAS2P	CAS2S	Casino	North Coast
Cedars CC	CED2P	CED2S	Cedars	South Coast
Charlton CC	CHA2P	CHA2S	Charlton	Hunter
Coffs Harbour Ccs	CHC2P	CHC2S	Coffs	North Coast
Cornerstone Cs: Burrabadine	COR2P		Cornerstone	Far West
Covenant CS	COV2P	COV2S	Covenant	North Met
Deniliquin CS	DEN2P	DEN2S	Deniliquin	Far West
Dubbo CS	DUB2P	DUB2S	Dubbo	Far West
Green Point CC	GPC2P	GPC2S	Green Point	Hunter
Greenacre Baptist Ccs	GRE2P		Greenacre	South Met
Heritage Ccs	HER2P	HER2S	Heritage	North Coast
Hunter CS	HCS2P	HCS2S	Hunter	Hunter
Illawarra Cs: Cordeaux	ICC2P	ICC2S	Ics Cord	South Coast
Illawarra Cs: Tongarra	ICT2P	ICT2S	Ics Ton	South Coast
Inaburra School	INA2P	INA2S	Inaburra	South Met
Jervis Bay Ccs	JER2P		Jervis Bay	South Coast
Kuyper CS	KYP2P	KYP2S	Kuyper	West Met
Loquat Valley Anglican Prep	LVP2P		Loquat Val	North Met
Macarthur Adventist College	MAD2P	MAD2S	Macarthur	South Met
Macquarie Anglican GS	MQA2P	MQA2S	Macquarie	Far West
Maitland CS	MTL2P	MTL2S	Maitland	Hunter
Mamre Anglican School	MAM2P	MAM2S	Mamre	Nepean
Mar Narsai Assyrian College		MAR2S	Mar Narsai	West Met
Medowie CS	MED2P	MED2S	Medowie	Hunter
Moree CS	MOR2P	MOR2S	Moree	North Coast
Mountains CC	MOU2P	MOU2S	Mountains	Nepean
Mt Annan CC	MTA2P	MTA2S	Mt Annan	South Met
Mt View Adventist College	MVA2P	MVA2S	Mt View	West Met
Mullumbimby CS	MUL2P	MUL2S	Mullumbimby	North Coast

Mussellbrook CS	MUS2P		Mussellbrook	Hunter
Nambucca Valley Ccs	NVC2P		Nambucca	North Coast
Namoi Valley CS	NAM2P		Namoi Valley	Far West
Nepean CS	NEP2P	NEP2S	Nepean	Nepean
Northcross CS	NOR2P		Northcross	North Met
Northern Beaches CS	NBC2P	NBC2S	Nth Beaches	North Met
Norwest CC	NWC2P	NWC2S	Norwest	West Met
Nowra CS	NOW2P	NOW2S	Nowra	South Coast
Orange CS	ORG2P	ORG2S	Orange	Far West
Oxford Falls Grammar School	OXF2P	OXF2S	Oxford Falls	North Met
Pacific Coast CS	PAC2P	PAC2S	Pacific Coast	North Coast
Pacific Hills CS	PHC2P	PHC2S	Pacific Hill	North Met
Pacific Valley CS	PVC2P	PVC2S	Pacific Vall	North Coast
Parkes CS	PAR2P	PAR2S	Parkes	Far West
Penrith CS	PEN2P	PEN2S	Penrith	Nepean
Regents Park CS	RPK2P	RPK2S	Regents Park	South Met
Richard Johnson Ang School	RJA2P	RJA2S	Richard John	Nepean
Richmond CC	RIC2P	RIC2S	Richmond	North Coast
Rouse Hill Anglican College	RHA2P		Rouse Hill	West Met
Singleton CC	SIN2P	SIN2S	Singleton	Hunter
Snowy Mountains CS	SMC2P	SMC2S	Snowy Mts	South Coast
Southern Highlands CS	SHC2P	SHC2S	Sth Highlands	South Coast
St Andrew's CS	STA2P	STA2S	St Andrews	North Coast
St George CS	STG2P	STG2S	St George	South Met
St Hurmizd Assyrian PS	STH2P		St Hurmizd	West Met
Summerland CC	SUM2P	SUM2S	Summerland	North Coast
Sutherland Shire CS	SSC2P	SSC2S	Sutherland	South Met
Taree Ccs	TAR2P	TAR2S	Taree	Hunter
The Coast CS	TCC2P		The Coast	Hunter
The Lakes CC	TLC2P	TLC2S	The Lakes	Nepean
Thomas More Cms	TMC2P		Thomas More	South Coast
Toongabbie CS	TOO2P	TOO2S	Toongabbie	West Met
Tyndale CS	TYN2P	TYN2S	Tyndale	West Met
Wagga Wagga CC	WWC2P	WWC2S	Wagga Wagga	Far West
Wellington CS	WEL2P	WEL2S	Wellington	Far West
Westmead Cgs	WES2P		Westmead	West Met
William Carey CS	WCC2P	WCC2S	William Carey	South Met
Wycliffe CS	WYF2P	WYF2S	Wycliffe	Nepean
Wyong Ccs	WYG2P	WYG2S	Wyong	Hunter