Sports Carnival Program – Swimming Championships
School Entry Instructions

Go to CEO website (http://www.ceo.woll.catholic.edu.au/) and look for the swimmer. Click on the swimmer to access information about the regional carnivals and to find the entry programs as shown below.

A reminder – the computer you use must have Filemaker Pro installed to allow the program to open. All schools have licensed a copy of version 6 of this software.

This screen allows you to access the entry program to download onto your computer.

Using a Mac - the program will automatically load a folder onto your desktop (or Downloads folder in 10.5) which will have the related carnival title (eg. South Swim, West Swim or Secondary Swim).

Using a PC – see last page for initial download instructions.

Tip – once downloaded rename your folder with the year (eg. South Swim 08) to avoid confusing information with possible existing files.

Inside this folder will be 4 icons. Select the Carnival.FP5 file by double clicking on this icon.
You will then be presented with the main menu. From here you can click on the icons to gain access to carnival information but your main task is to enter your students so click on Competitor Details.

To enter a competitor, go to the “New Athlete” icon. This will open a screen and allow you to enter the students First Name, Surname, Age, Date of Birth and whether they are Male or Female. When entering names please use a Capital for the first letter of both first and surname (do not use capitals for all letters).

Once you have entered athlete details a drop down list of applicable events for that student will appear below.
Select the events for that particular competitor and these will then be listed for you to see. Please note that you will be required to select a heat for each 50m Freestyle event. (South have three 50m Freestyle competitors, West have two.) Your fastest swimmer should be placed in heat one, second fastest in heat 2 etc. Secondary entries will require you to select either Heat 1 or Heat 2 for all 50m events.

When you are finished with this competitor and ready to enter another, simply click on the “New Athlete” button and repeat the process.
After you have entered all your competitors
Go back to the main menu and select the report menu. The following screen will be displayed.

The Pre Race Day icons allow you to print out a variety of information including:
- the program of events for the day (good for parents)
- a list of events with your competitors (good for your team manager)
- a team list of students attending the carnival (a good record for the office to know students who are at the carnival, and marking the role) and
- an athlete list with what events they are swimming in (good for your team manager)

Sending your school team to CEO for the regional carnival
Once you have entered your team and have checked the details you will need to go back to the report menu and select the “Export My Team” icon. The following message will appear. (If you have any mistakes or issues the program will let you know and ask you to fix these.)
When this is completed 2 files, ‘Names.fp5’ and ‘Names2.fp5’ will be sent to your original downloaded folder as shown below.

You will then need to send these two files as attachments to john.sparks@ceowoll.catholic.edu.au

**Tips and Hints**

- **Please DO NOT enter any relay events for an individual!** This is done automatically for your school.
- To delete a competitor (and all his/her races) click in the competitors Surname and select **Delete** from the Script menu.
- To delete an event from an Athlete’s screen, click on or between the categories until the line is highlighted in black then hit the delete key.

- The program automatically saves so you can close the program after some use and reopen it later to continue your work. The information you entered earlier will still be there.
- Once submitting your team you may have some minor changes in the lead up to the day. It is best to adjust this at your school level and send an email message about the changes rather than completing another export and email of the two names files.

After clicking on the reports button, the following print options are available on the bottom right hand corner of the screen:

- It will default to **Preview then Print**. You may also select **Preview Only** or **Print Only**.
Downloading from a PC is slightly different in the initial stages. You will be asked if you want to open or save the file as shown below. It is best to save the file to your desktop so you may need to navigate there when you select the save button.

Once saved to your desktop the download will appear as a zip folder titled South_Swim. Double click on this folder and you will find the South Swim folder inside as shown below. Drag this folder onto your desktop and you are ready to go. You can now refer back to instructions at the bottom of page 1.

Drag this folder onto your desktop.

You can now delete the zip folder.