Athletics Carnival Entries

From the main CEO homepage ([http://www.dow.catholic.edu.au](http://www.dow.catholic.edu.au)) click on the runner found on right hand side of the page. Scroll down if it does not appear.

From there all carnival details will appear. Click into each carnival for comprehensive details of each event. The entry programs are at the bottom of the page.

You will see there are 2 options to select from.

**Option 1**
The first requires you to be using a computer that is running Filemaker 7 to 11. If you do have this select your relevant carnival then download, this will take a matter of seconds to load on your desktop. If you are a Windows XP user, be sure to save the zip file on your desktop, double-click it and ensure the folder is on your desktop.

**Option 2**
This is a larger file and will take a little longer to download but does not require Filemaker pro and therefore can be done on any computer.

### School Team Installers (Require FileMaker 7 to 11)

<table>
<thead>
<tr>
<th>Mac &amp; Win*</th>
<th>Primary South</th>
<th>Primary West</th>
<th>Secondary</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>South.zip</td>
<td>West.zip</td>
<td>Secondary.zip</td>
</tr>
</tbody>
</table>

### School Team Installers (Larger File – 60MB, Includes built-in FMP)

<table>
<thead>
<tr>
<th>Mac &amp; Win*</th>
<th>Primary South</th>
<th>Primary West</th>
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<tbody>
<tr>
<td></td>
<td>South Entry Program</td>
<td>West Entry Program</td>
</tr>
</tbody>
</table>

If you go into each specific carnival information the entry program will look like this – it is the same as the above. Note that the option without the Filemaker pro will need to be used on a mac computer.

### School Team Entry Program

<table>
<thead>
<tr>
<th>Requires FMP 7-11</th>
<th>Includes FMP 11 Runtime (Mac)</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Athletics Entries</td>
<td>School Athletics Entries (59MB)</td>
</tr>
</tbody>
</table>

* Windows XP Users: Save the .zip file on your desktop. Double-click it then drag the folder to your Desktop.
If using the built-in FMP version you may be asked this security question that appears in the screen shot below. If you are not using this option, skip this go to page 3.

If you receive this message on opening the file click OK then you will go back to the original screen as shown below. You must then right mouse click the “Athletics Carnival Entries” icon and then select open as shown below.

When you have done this, the following message will appear. Select open and you will be ready to enter your team.
The following screen will then appear on your desktop.

To enter your students click on the “To Competitors” tab which will open the screen below. Then go to the “New” icon at the top to enter your competitor First, Surname, Date of Birth, Sex and all events that student each will be going in. You do not have to enter anything in the Code box. The events will appear automatically in a drop down box for you to select. If a 100m or 200m track event you will need to heat them with your fastest in heat 1, next fastest in heat 2.
A sample using the name John Smith, 12, DOB 15/10/2001 appears below.

For John, in this example, the following events have been entered – 800m, 100m (Heat 2), High Jump and Long Jump, so the screen will appear as this:

If finished and you are looking to do your next competitor select the “New” icon again. At any time you can go back to the main menu by selecting the “Main Menu” tab. When you have entered all your competitors you can view and print these in different formats for your team manager or school office as a role of students who are at the carnival.

A sample from the main menu when the “Print Competitor Events” is selected appears on the following page.
When you have all your team entered you should go back to the main menu to export your team. When you select the “Export my Team” icon the following message will appear:

Click OK then go back to your desktop and locate the Names.fp7 and the names2.fp7. They look like this

You should then send these via email as attachments to john.sparks@dow.catholic.edu.au

A Few Tips

• Use proper text for names, Capital first letter, the rest in small eg. John Smith
• You do not have to save information entered, it will save automatically
• You DO NOT have to enter relay names, your school team will be entered for you. It will be up to you who your 4 runners are.