Exporting your team from the Sports Carnival Manager (SCM)

Once your carnival is completed you can export your team without having to type out your athletes, their events and heats etc.

Follow the following steps;

1. From the main menu below go to the Event Entry icon and select it.

2. Go to the bottom of that event entry screen and make sure you have the correct number of competitors that qualify for the regional carnival entered. For example if you can enter only one athlete, make sure 1 is entered, if you can enter 2 (as shown below) type in 2. You will need to do this for all events except relays.

3. Mapping you events. This involves matching you carnival events to the regional carnival event numbers. Go back to the main menu and select the Settings tab.
4. When here then select New Carnival Reps

5. The following screen will appear. Select the Map Next Carnival Events icon.

6. The following screen will appear. It will list all your events in the “This Carn.” Column and the Regional carnival in the “Next Carn.” Column. This is where you need to match your events with the event numbers at the regional carnival. For example in the screen shot below the junior male 800m is listed as event 1. If the regional carnival had the junior male 800m as event 2 you would change that to 2 in the next carn, column.

You will see in the screen shot below that the relays are listed in the Next Carn. column as events 7, 8, 9 and 10. Most school carnivals will have their 100m events as the next events in their program so this is where you will need to map.
7. In the screen shot below the relays have been removed and events mapped to match. The 8 year male 100m, for example is listed in the This Carn. column as event 7 but in the regional it is actually event 11 so in this example the change has been made so the correct athlete/s are exported.

![Map Event Numbers to Correspond to Events for Next Carnival](image)

8. You need to continue this process until **ALL** your event numbers match the regional numbers. Note that the regional have ALL your event numbers match the regional numbers. Note that the regional have events listed for athletes with disabilities (AWD) so these also put the normal run of event numbers out.

* A good tip is to print the regional carnival events out and have them next to your computer as you go through this mapping process.

9. When this mapping is completed you are now ready to export your team. Go to the main menu again and select Report Menu.
10. When here select the Next Carnival Representatives icon.

11. Select the forward button on this screen

12. You will then go to this screen and you can print your reps out or hit forward to export your team.
13. When on the screen below select the SCM Export

![Next Carnival Representatives](image1)

14. From here you will see the screen below. You can either use your own event numbers if they match the regional carnival events or if you have changed and mapped your events hit the number 2.

![Next Carnival Representatives](image2)

15. When you select your option above the program will create 2 files: Names.txt and Names2.txt (or filemaker versions Names.fp7 and Names2.fp7). They will be sent to your carnival folder so you will find them there. Simply attach these to an email and send to John.Sparks@dow.catholic.edu.au

![Message](image3)