



## COMPUTER TEAM LEADER'S HANDBOOK

### Appendix 6 – Updating the OE2003 Archive

This appendix describes how to download the competitor information from the SPORTident UK web site and import it into the OE2003 archive.

#### Downloading the competitor information from the SPORTident UK web site

1. Go to the SPORTident UK web site at [www.sportident.co.uk](http://www.sportident.co.uk).
2. In the menu-bar at the left hand side of the screen, click on **Competitor Archives**.
3. Scroll down to the bottom of the Competitor Archives page.
4. Select **CLOK - Cleveland Orienteering Klub** and enter the password.

To maintain the privacy of the data each orienteering club secretary has been issued with a password for their club. Club secretaries should email [sicards@sportident.co.uk](mailto:sicards@sportident.co.uk) in the first instance and we will provide the initial password. If you wish to download files for your Competitor Archive then please contact your club secretary to get your password. This facility will be extended to assist other sports in due course.

If you feel that the way this is explained could be improved, please email suggestions to [martin.stone@sportident.co.uk](mailto:martin.stone@sportident.co.uk).

CLOK - Cleveland Orienteering Klub

Password: ●●●●●●

If you don't have Adobe Acrobat Reader you can download it by clicking on the following button

5. Click on the **Download Files** button.

This opens a page giving you the option to download various sorts of information.

**SPORTident UK - Makes the Most of Your Sport**

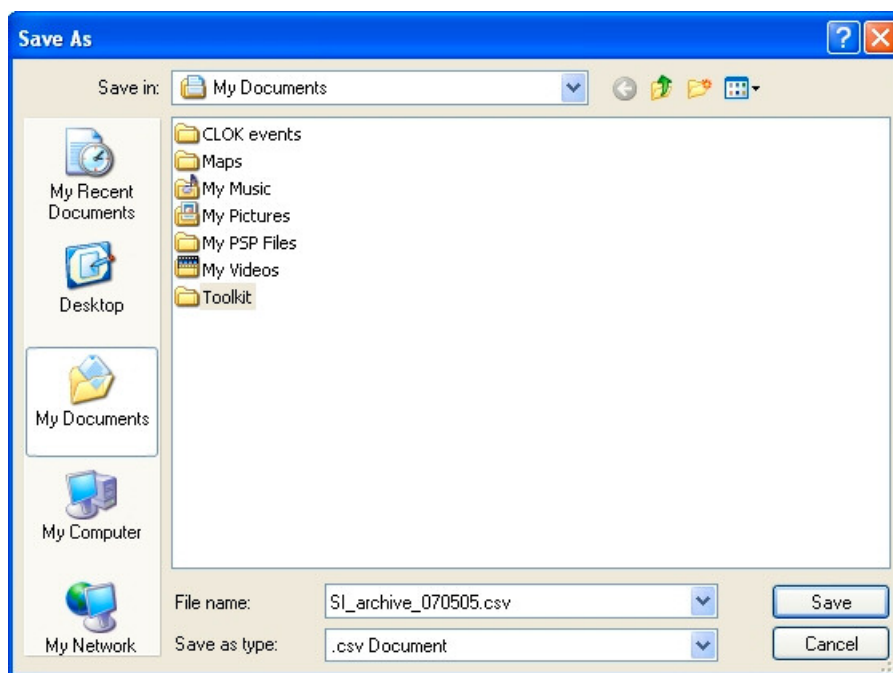
**Create Files For The Competitor Archive**

**File of Competitors**  
This allows you to download a file of orienteers for use with the Archive Manager. This includes the latest details of all orienteers on our database who own an SI-Card and also BOF members who do not own an SI-Card. Please choose the appropriate options below then click on the "Competitor File" button to start the download. We recommend that you obtain a new file for each new event.

Different versions of the SPORTident SportSoftware require different format Competitor files. Please choose which version of the software you wish to use this archive with. The Competitor Files are not suitable for use if your software is earlier version than V9.6. If this is the case, these please contact us.	AM2003 10.0 and OE/MT V10.0 or later
If this archive is for use with a District or Local event you can store the Age Class of each orienteer in a Text Field so that all competitors in a particular age class are not restricted to a single course colour. If you wish to do this please choose a text field in which to store the Age Class.	Text1
So that we can calculate the correct Age Class for each orienteer on the day of the event, please enter the year in which the event will take place.	2007

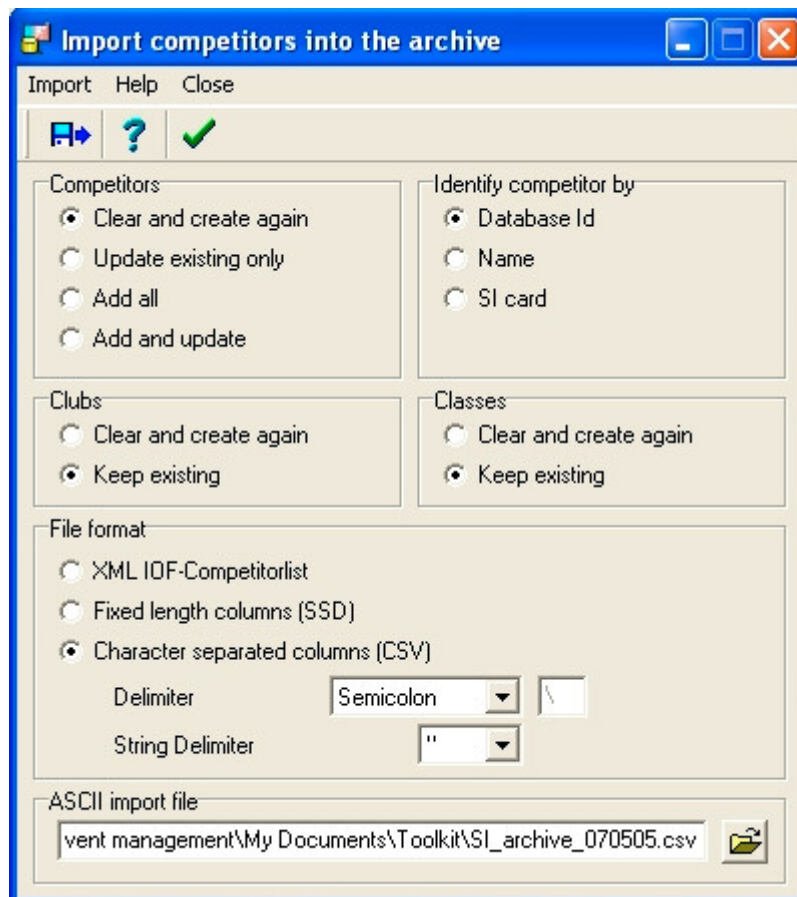
**File of Clubs - Last Modified 01/02/2005**  
This allows you to download a file of BOF Clubs for use with the Archive Manager. Please click on the "Club File" button to start the download. This file changes very rarely when a club is added or removed.

6. In the **File of Competitors** section:-
  - Specify the SportSoftware version as **AM2003 10.0 and OE/MT V10.0 or later**.
  - Select **Text1** as the field to hold the age classes.
  - Specify the year in which the event is being held.
7. Click on the **Competitor File** button.
8. Tell your browser to save the downloaded file and specify a suitable file and location.  
If you are downloading the file to the CLOK Dell computer then save the file to the **Toolkit** folder with a name of the form **SI\_archive\_YYMMDD.csv**.



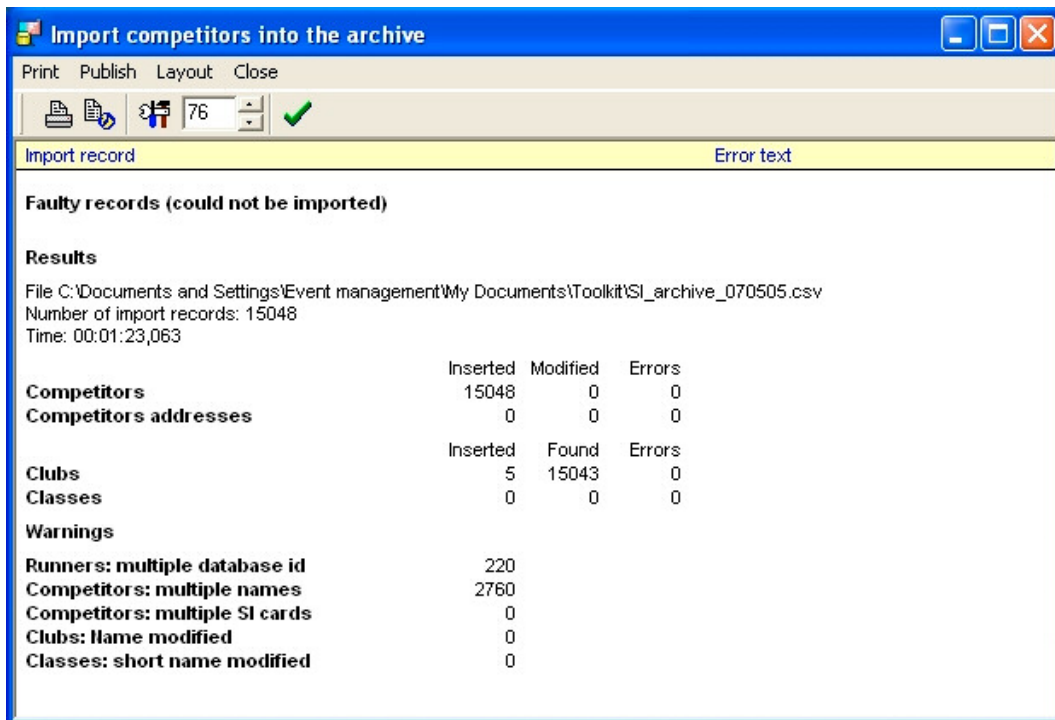
### Importing the competitor information into the OE2003 archive

9. Run Archive Manager.
10. Check that the correct archive is selected.  
**Warning:** There are separate archives for OE2003, MT2003 and OEScore2003. You need to make sure that you are updating the correct archive.
  - Click on **Archive** in the menu bar at the top of the **Archive Manager** window.
  - Click on **Select** in the drop-down menu.
  - Check that the correct archive is selected. The OE2003 archive is in the folder **C:\Program Files\SportSoftware\OE2003\Archive**.
  - Click on **OK**.
11. Click on **Import** in the menu bar at the top of the **Archive Manger** window.
12. Click on **Competitors** in the drop-down menu.  
This opens a window titled **Import competitors into the archive**.



13. Check that the following options are selected.
  - Competitors – **Clear and create again**.
  - Identify competitors by – **Database ID**.
  - Clubs – **Keep existing**.
  - Classes – **Keep existing**.
  - File format – **Character separated columns (CSV)**.
  - Delimiter – **Semicolon**.
  - String delimiter – **"**
  - ASCII import file – The CSV file that you downloaded from the SPORTident UK web site.
14. Click on **Import** in the menu bar at the top of the window (or the **Start import** icon at the left hand end of the icon bar).
15. In the confirmation window, click the **Yes** button.

The Archive Manager will import the competitor information into the OE2003 archive. This may take a few minutes. At the end of the process a report will be displayed.



16. Check the report for any errors.

- There should not be any faulty records that could not be imported.
- A warning about runners with multiple database IDs can be ignored. This warning is generated because the SPORTident UK database contains a number of runners with blank database ID's.
- A warning about competitors with multiple names can be ignored. This warning is generated because the SPORTident UK database contains runners with the same surnames.

17. Close the **Import competitors into the archive** window.