

# SportsTrak to Meet Manager T&F

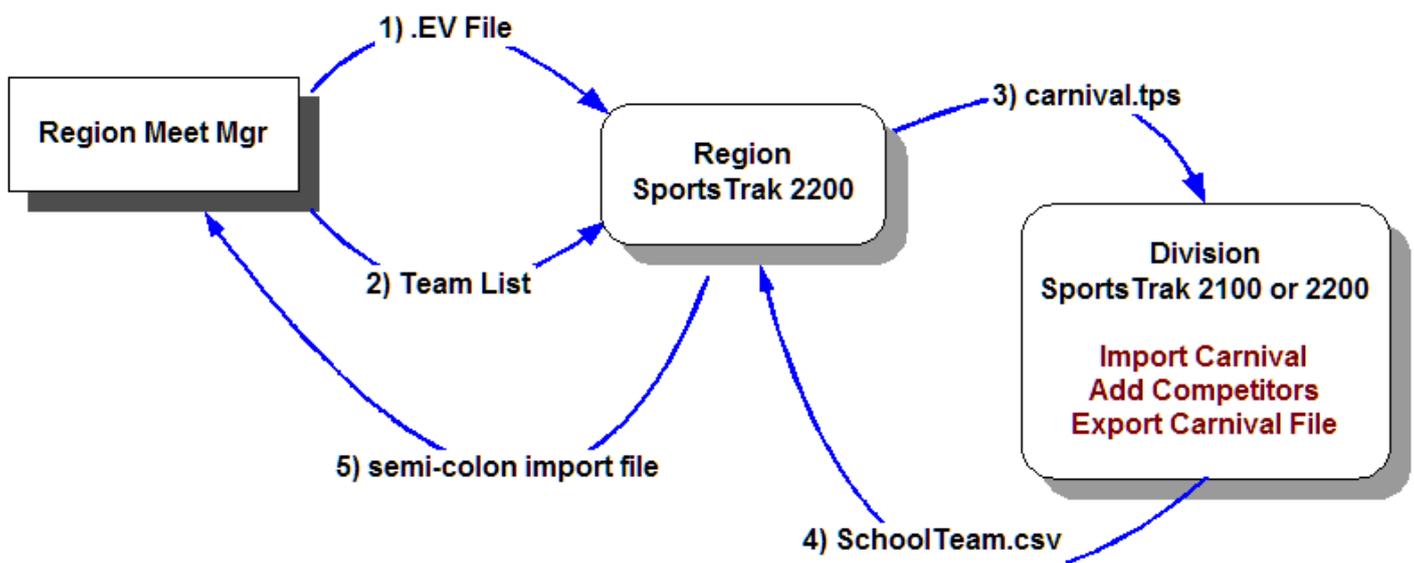
-Based on Meet Manager preparation being done centrally by a region coordinator with ST 2200 and MM.

Assumptions:

- Region Coordinator is coordinating a carnival run under Meet Manager (MM).
- Region coordinator uses SportsTrak 2200 (ST2200).
- Division Coordinators use SportsTrak 2100 or 2200.

(While this document refers to Region and Division, it can apply to any hierarchical carnival structure )

## Basic flow of information



Each numbered arrow describes a data file import/export and is described below.

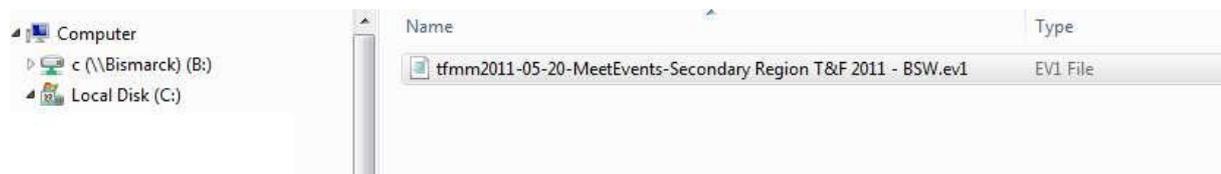
## Step 1. Creating the .EV1 file from Meet Manager

The .EV1 file from Meet Manager contains a list of events in text format.

In MM, use **File Menu, Export > Meet Events for Team Manager**, accept any messages MM throws up and select a folder to save into.



**NOTE: THIS STEP PRODUCES A .ZIP FILE WHICH CONTAINS THE REQUIRED .EV1 FILE**



**UNZIP AND EXTRACT THIS FILE.**

After extraction, in Notepad, the .EV1 file will look something like this....



**MAKE A NOTE OF WHERE THIS EV1 FILE IS LOCATED.**

## Step 2. Providing the Team Names and Codes to SportsTrak 2200

In Meet Manager choose menu option **Teams > Export to HTML**

Choose a convenient location to save the file and give it a meaningful name eg TeamList.html

**PERFORM THE EXPORT AND MAKE A NOTE OF THE EXPORT FILENAME AND LOCATION.**

## Step 3. Use SportsTrak 2200 to create a SportsTrak version of the Meet Manager Track and Field carnival

### Run SportsTrak2200



Click on the Carnival Wizards button on the Tool Bar. Select **Wizard 7**

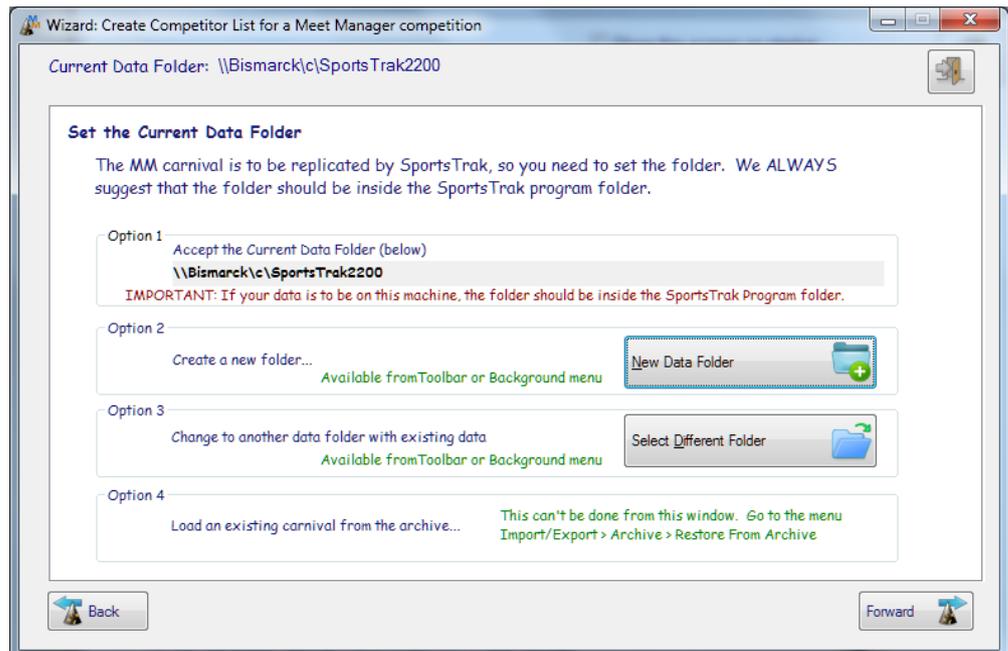
#### 7. Send Competitors to Meet Manager

How to produce a competitor list that Meet Manager may import, for Swimming or Track and Field

For any Coordinator needing to send Competitors to Meet Manager

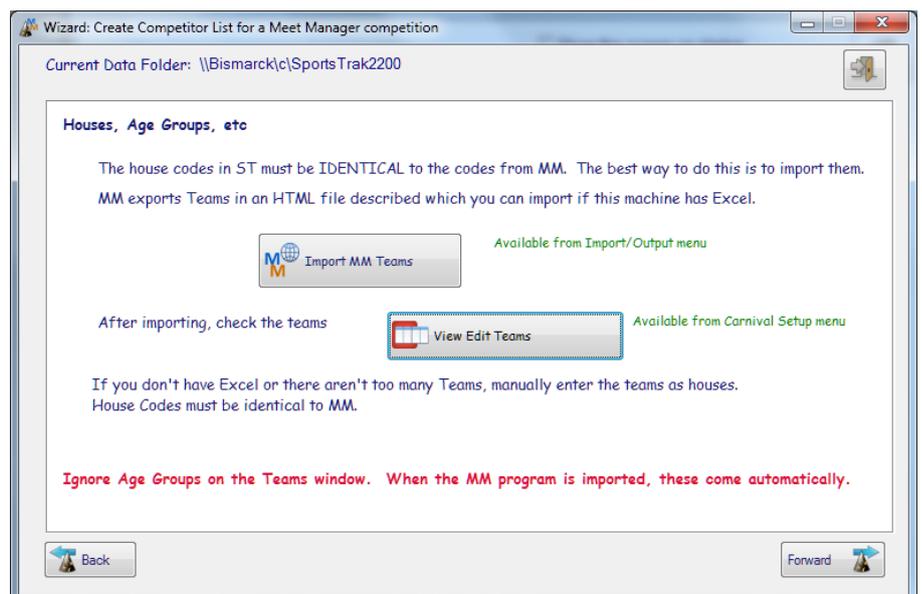


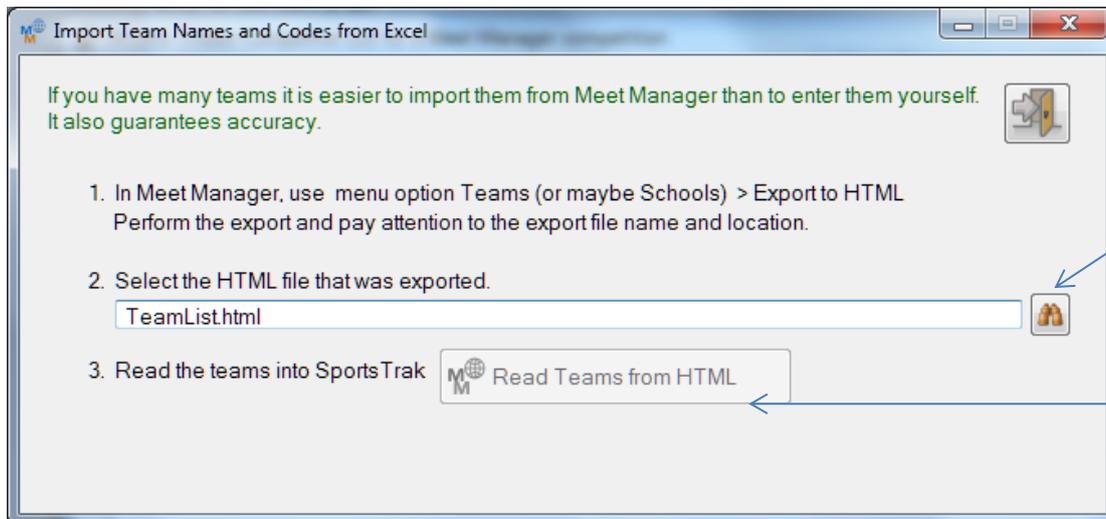
Create a new folder from scratch (or choose an existing folder) in which to store the SportsTrak2200 copy of the Meet Manager carnival.



Go Forward

Click on the **Import MM Teams** button





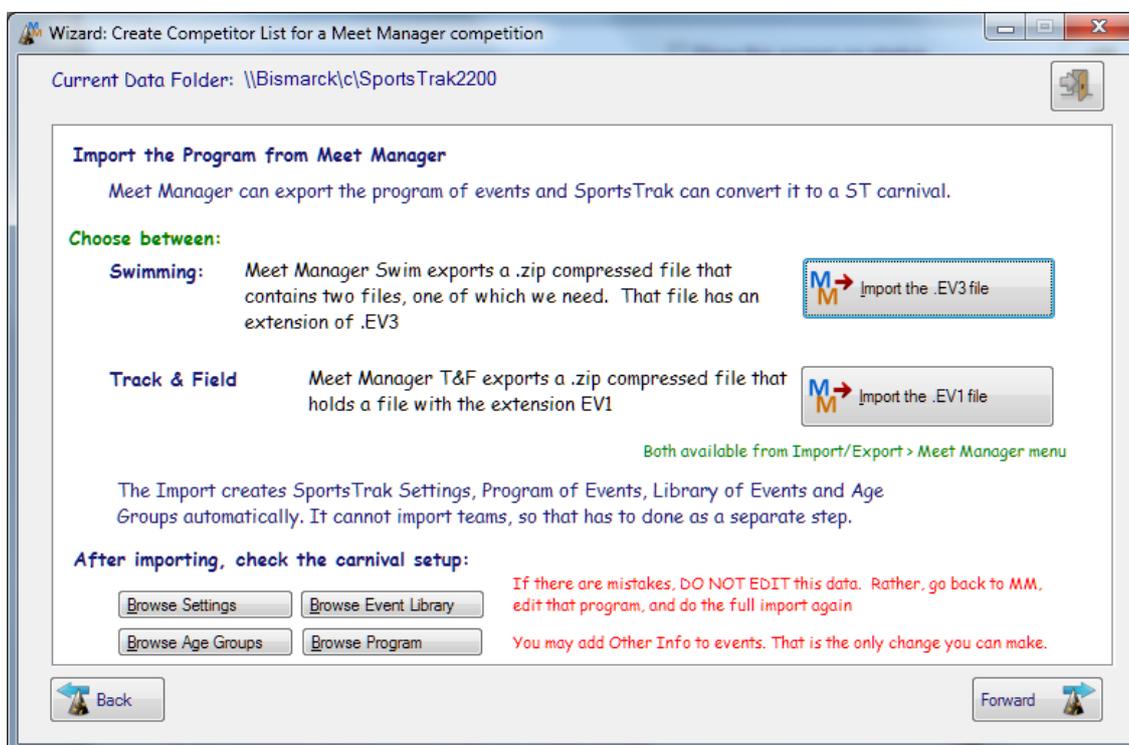
Locate and select the html file.

Then

Read the teams into SportsTrak

Then exit this window and **Go forward**

Click on the (Track and Field) **Import the EV1 file** button to locate and import the EV1 file produced at step 1 above.



After importing, use the buttons in the bottom left to check that the carnival setup in SportsTrak 2200 mirrors the Meet Manager carnival you are to provide competitors for.

(If there are mistakes DO NOT EDIT this data in SportsTrak2200. Rather, run Meet Manager and fix the problem there, then produce a fresh EV1 file to import again.)

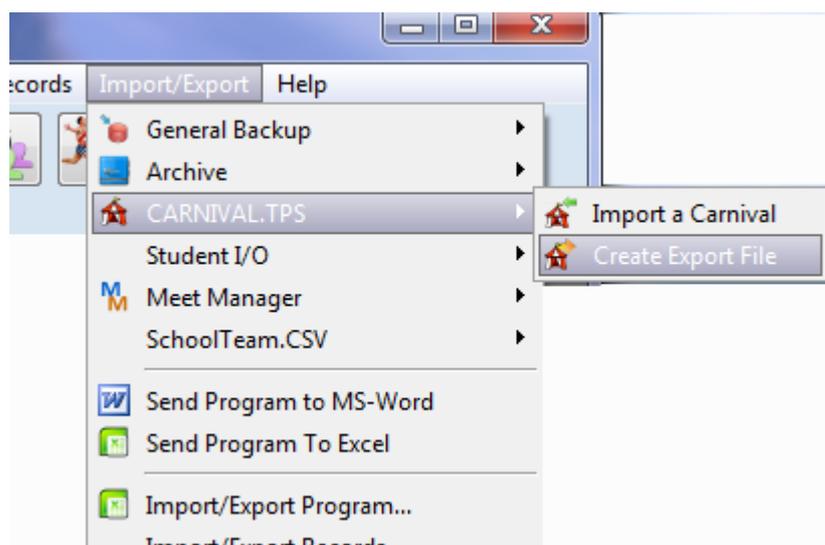
**Quit the Wizard at this point.**

*SportsTrak 2200 now has its own version of the Meet Manager carnival.  
A copy of this needs to be sent to participating Divisions (Step 3 in first diagram)*

### Create the Export File for Divisions

In SportsTrak 2200 use menu option  
**Import/Export > CARNIVAL.TPS > Create  
Export File**

EMAIL OR OTHERWISE SEND THE  
CARNIVAL.TPS FILE TO YOUR DIVISION  
COORDINATORS.



*The Division Coordinators using SportsTrak must now*

*I. Import the Carnival.tps file*

*II. Add their competitors to the events*

*III. Create an Export File of competitors to send back.*

Division Coordinators using SportsTrak should refer to the following documents which describe I and II

For ST2100: CarnivalFileGuide2100.docx and InterhouseToInterschool2100.docx

For ST2200: CarnivalFileGuide2100.docx and InterhouseToInterschool2200.docx

These may be sent or can be downloaded [here for ST2100](#) or [here for ST2200](#)

They are also in the Documents sub folder of SportsTrak2200.

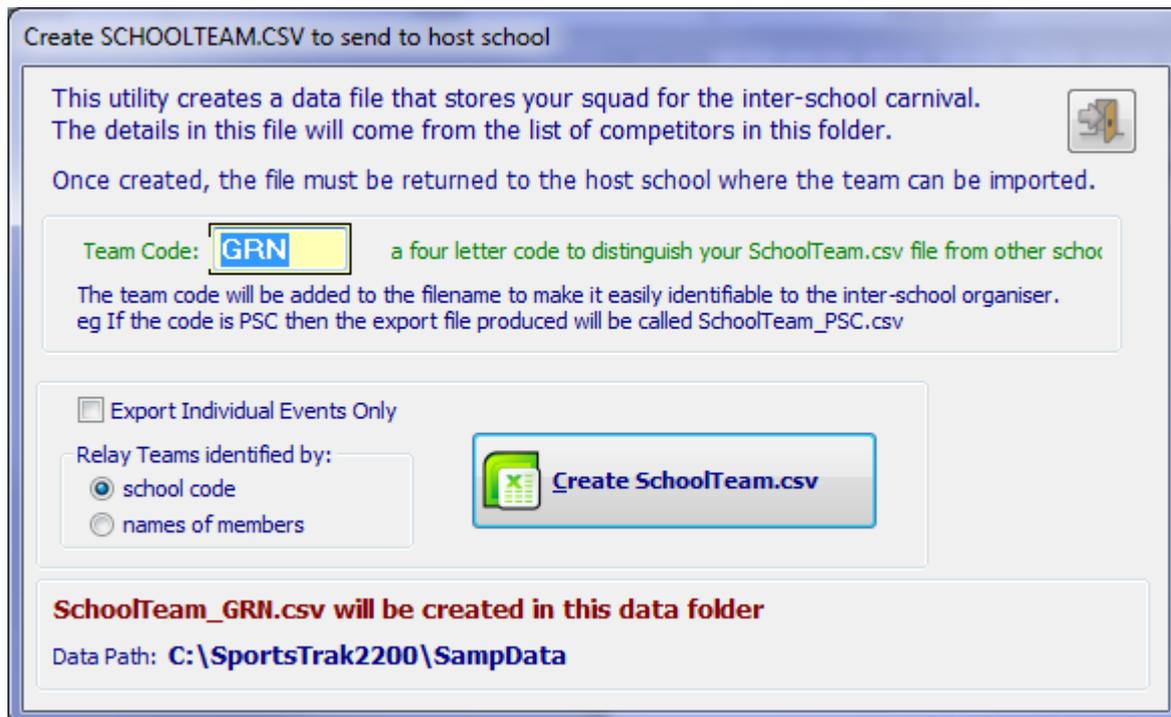
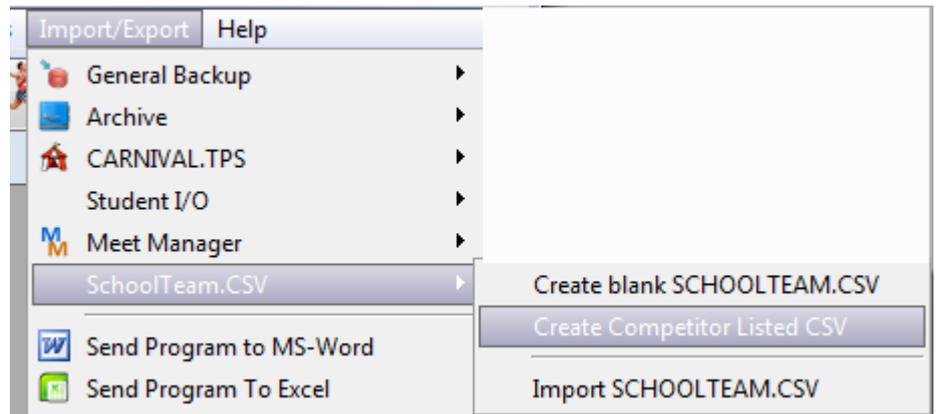
FOLLOW THESE GUIDES TO SETUP THE DIVISIONAL QUALIFIERS

Now to export them...

## Step 4a – Create a competitor file (schoolteam.csv) for the Region Coordinator

Use menu option

**Import/Export > SchoolTeam.csv >  
Create Competitor Listed CSV**



PAY ATTENTION TO THE FILE NAME AND DATA PATH THAT WILL BE GENERATED IN THE ABOVE WINDOW.

*Division Coordinator attaches this file to an email and sends to the Region Coordinator*

## Step 4b – Region Coordinator imports Division qualifiers into SportsTrak 2200

The Region Coordinator will receive multiple schoolteam.csv files from Division Coordinators.

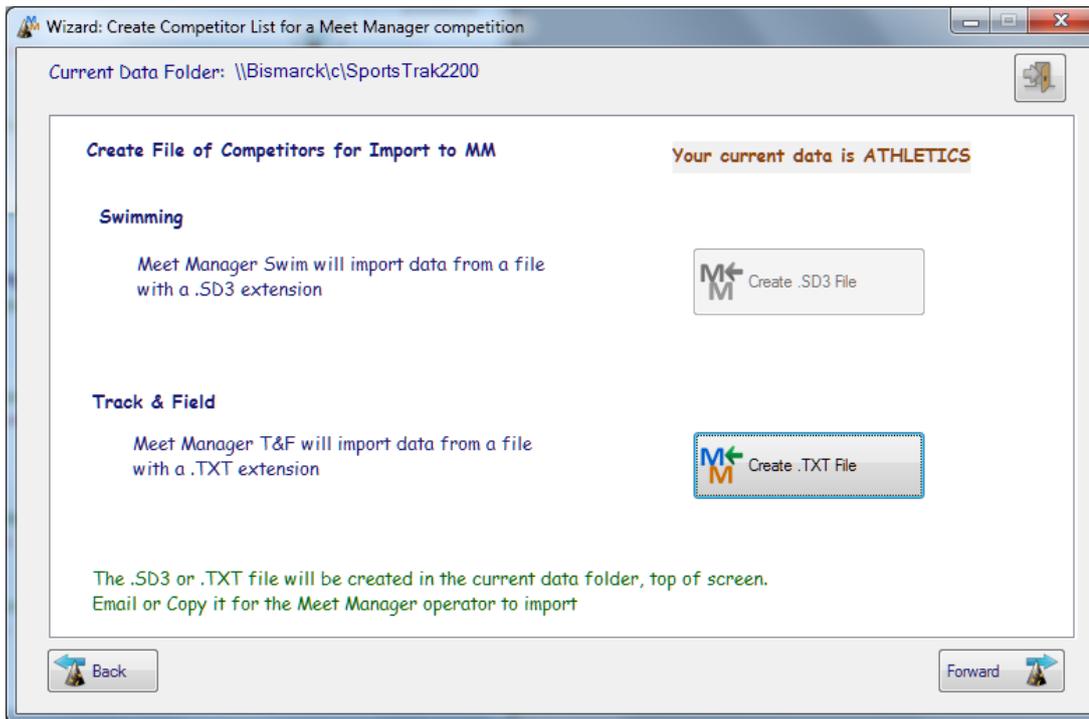
For each import, use SportsTrak 2200 menu option **Import/Export > SchoolTeam.CSV > Import SCHOOLTEAM.CSV**

IMPORT ALL DIVISIONAL TEAMS BEFORE CREATING THE MM IMPORT FILE

## Step 5. Create semi-colon delimited file for Meet Manager

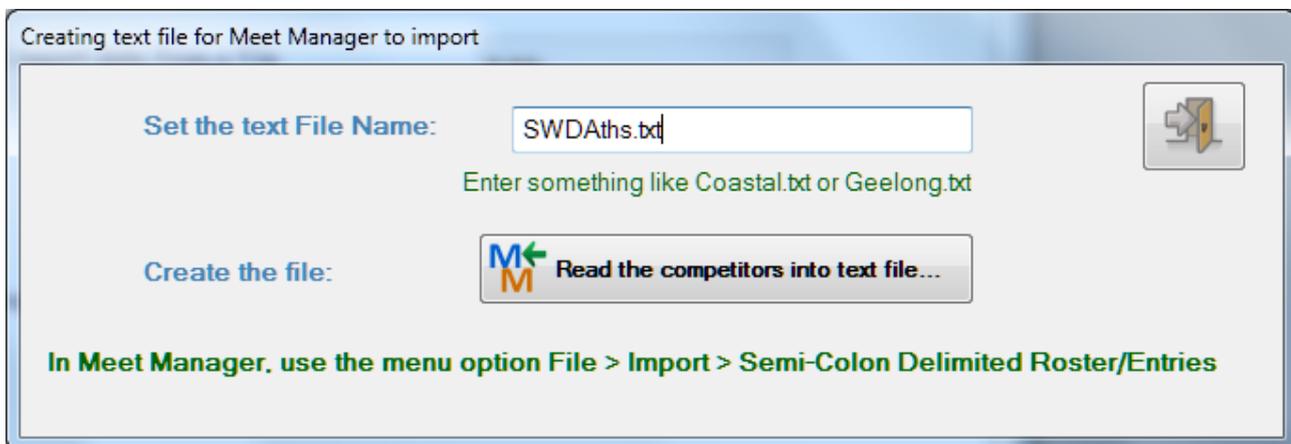
(The Region Coordinator performs this step using SportsTrak 2200)

Use Wizard 7 and click forward to the following window.



Click on the **Track and Field Create TXT file** button.

Type a meaningful name for the file and create the file.



Do not edit this file yourself. Any alteration is likely to cause MM to reject it.

Make a note of where this file is located.

## Step 6. Import semi-colon delimited file into Meet Manager

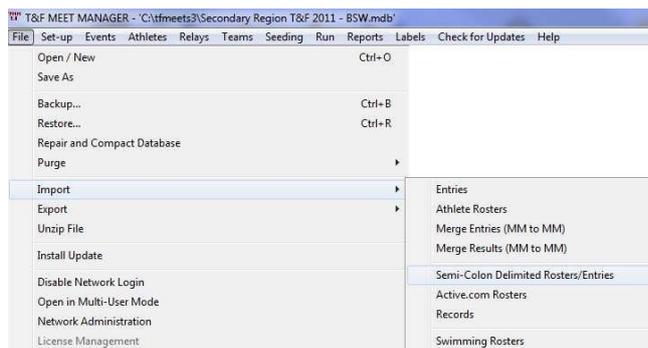
**BEFORE PERFORMING ANY IMPORT, PERFORM A BACKUP.**

Any import has the chance that it may need to be repeated and it is important that an imperfect import can be undone by restoring from the backup.

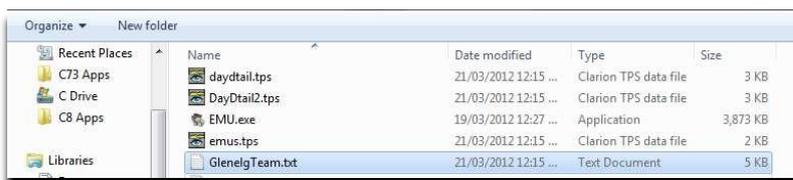


### Run Meet Manager

#### File > Import > Semi-Colon Delimited Rosters/Entries



Select the TXT file which was created in SportsTrak2200



Click OPEN

The process reads the import file and places each competitor into the first event that matches Age, Gender, Event Type. It takes no notice of event number. This has implications if your program has for example AWD events of the same name.



### Completion Window

Check in Meet Manager that the imported data is as you expect. If not, restore the backup, rework your data and repeat.