



SportsWare2009™ Desktop Installation Instructions

NOTE: Please read the following document before installing SportsWare2009. If you will be networking the SportsWare2009 database, please refer to section 7 – Network Installation – before licensing or importing data.

1. Introduction

- 1.1. Thank you for your purchase of **SportsWare2009 Injury Tracking Software**. This procedure lists the steps for installing SportsWare2009 on your desktop PC and importing your existing data. For Palm and Pocket PC instructions, see the documents titled **Installing SportsWare on a Palm** and **Installing SportsWare on a Pocket PC**.
- 1.2. The enclosed CD contains:
 - 1.2.1. SportsWare2009 PC Program (including optional Concussion and Billing programs).
 - 1.2.2. SportsWare2009 Quick Treatment Program.
 - 1.2.3. SportsWare2009 PDA (Palm and Pocket PC) Program.
- 1.3. If you purchased more than one copy of SportsWare you will use the same CD to install the program on all of your computers.

2. Computer Requirements

- 2.1. SportsWare2009 requires Windows 98, 98SE, Me, NT4.0, 2000, XP or Vista. SportsWare2009 will not install on Windows95.
- 2.2. Windows NT, 2000, XP, and Vista users must have Administrative privileges to install SportsWare2009. After installation, SportsWare can be run by all users on the system.

3. Before Installing SportsWare - Current SportsWare Users

IMPORTANT: If you are a current SportsWare user, the following steps should be run before installing SportsWare2009.

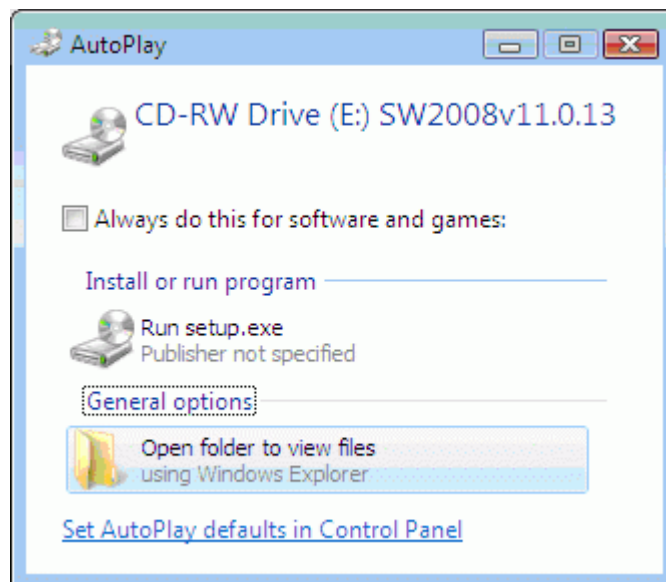
- 3.1. Start your current SportsWare program.
- 3.2. Write down the database location listed in either the Title Bar (top line of the SportsWare window), or bottom of SportsWare program. For example **C:\Program Files\SportsWare2008\data\SportsWare2008.mdb**. **Note:** SportsWare2004 users will select *Utilities – Show Database Path*.
- 3.3. Synchronize all PDA's and Laptops with your current SportsWare program.
- 3.4. If you are on a network, have all other users exit out of SportsWare.

4. Installing SportsWare - All Operating Systems Except Vista

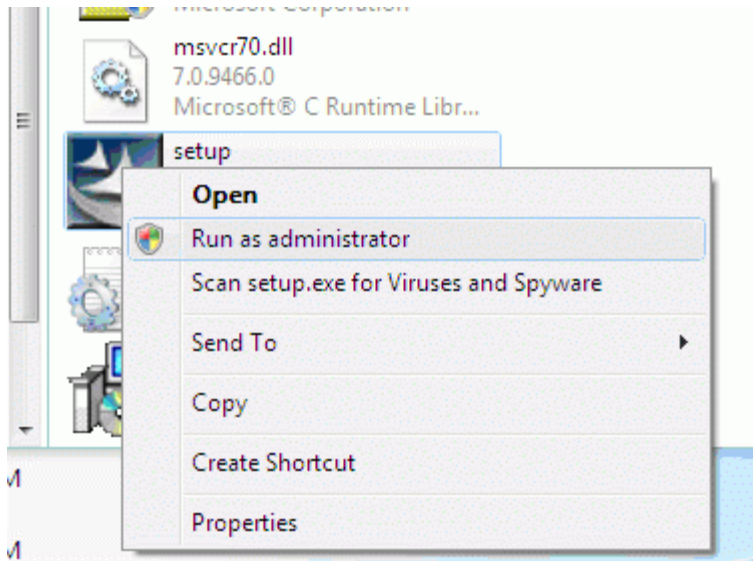
- 4.1. If you are running Windows NT, 2000, or XP make sure you are logged-in with administrative privileges.
- 4.2. Place the SportsWare CD in the computer and remove any diskettes. The SportsWare2009 setup program should begin automatically. If it does not:
 - 4.2.1. From the Desktop, select **Start, Settings, Control Panel**.
 - 4.2.2. Click the **Add/Remove** programs Icon.
 - 4.2.3. Click the **Install** button.
 - 4.2.4. Click the **Next>** button and the computer will search for the setup program.
 - 4.2.5. Click the **Finish** button to begin the SportsWare installation.
 - 4.2.6. We clicking the **Next>>** button to accept the default settings as you install SportsWare2009.
- 4.3. If you will be running SportsWare on a network, proceed to the section titled **Network Installation**. If you will be running SportsWare on a single computer, proceed to the section titled **Licensing SportsWare**.

5. Installing SportsWare - Vista Operating System

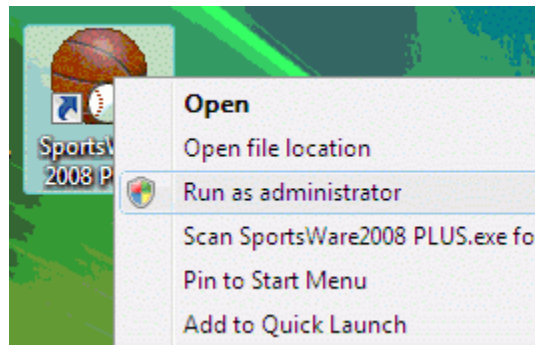
- 5.1. Place the SportsWare CD in the computer and remove any diskettes. The Vista **AutoPlay** dialog box will ask what steps you want to take. Select **Open folder to view files**.



- 5.2. From the folder view, right-click the Setup program and select **Run as administrator**.



- 5.3. Vista will report **An Unidentified program wants to use your computer**. Select **Allow**.
- 5.4. Vista will run the Setup program. Keep clicking the **Next>>** button to accept the default settings as you install SportsWare2009.
- 5.5. **IMPORTANT:** *The first time you run SportsWare under Vista, you must run as an Administrator to set the correct data file locations. This must be done one time for each user who logs-in to the computer.*
- 5.6. From the **Windows Desktop**, right click the **SportsWare2009 Icon** and select **Run as administrator**.
- 5.7. Vista will report **An Unidentified program wants to use your computer**. Select **Allow**.



- 5.8. If you will be running SportsWare on a network, proceed to the section titled **Network Installation**. If you will be running SportsWare on a single computer, proceed to the section titled **Licensing SportsWare**.

6. Importing Your Existing SportsWare Data

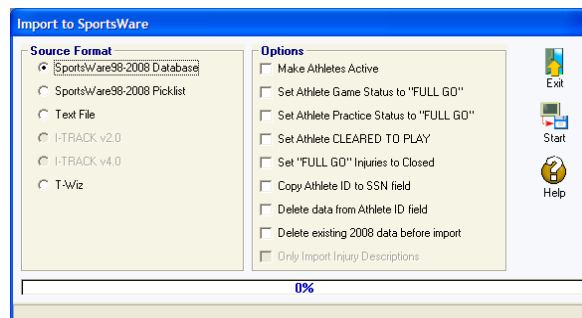
- 6.1. SportsWare98, 99, 2000 Users
 - 6.1.1. SportsWare98, 99, and 2000 maintained current athletes in the Main database and current plus graduated athletes in the Archive database. SportsWare2009

adds an Active flag to the Athlete record and eliminates need for a separate Archive database. In SportsWare2009 you have the option of viewing all athletes or only the Active athletes. When importing your data you have the choice of importing from the Main database or the Archive database.

- 6.1.2. If you only want your current athletes in SportsWare2009 you should select the Main database for the import. If you want to include your current and graduated athletes, then you should use the SportsWare utilities to update your archive and then import the Archive database file into SportsWare2009.

6.2. Athlete Data

- 6.2.1. After the installation is complete, double-click on the **Shortcut to SportsWare2009** icon (Basic or Plus – whichever you own) to start SportsWare2009.
- 6.2.2. Click the **OK** button to skip the **License Screen**. SportsWare will display our demonstration data.
- 6.2.3. From the **File** menu, select **Import, Database**. SportsWare will display the **Import to SportsWare** Window.



- 6.2.4. In the **Source Format** area, select the **SportsWare98-2009 Database** option.
- 6.2.5. Under **Options** select the appropriate checkboxes.
- 6.2.6. Make Athletes Active

- 6.2.6.1. **Checked.** Set each Athlete to Active. Recommended when importing data from SportsWare98, 99, 2000, Text Files or other injury tracking data formats which did not have an Active field.

- 6.2.6.2. **Unchecked.** Use the Active value from the imported record. Recommended when importing from SportsWare2001, 2002, 2003, 2004, 2006, 2007, 2008 or 2009 which have an Active field.

- 6.2.7. Set Athlete Game Status to FULL GO

- 6.2.7.1. **Checked.** Set the Game Status to Full Go. Recommended when Importing data from Text Files or other injury tracking data formats which do not include Game Status fields.

- 6.2.7.2. **Unchecked.** Use the Game Status value from the imported record. Recommended when importing from SportsWare98, 99, 2000, 2001, 2002, 2003, 2004, 2006, 2007, 2008 or 2009.

6.2.8. Set Athlete Practice Status to FULL GO

- 6.2.8.1. **Checked.** Set the Practice Status to Full Go. Recommended when Importing data from Text Files or other injury tracking data formats which do not include Practice Status fields.
- 6.2.8.2. **Unchecked.** Use the Practice Status value from the imported record. Recommended when importing from SportsWare98, 99, 2000, 2001, 2002, 2003, 2004, 2006, 2007, 2008 or 2009.

6.2.9. Set Athlete CLEARED TO PLAY

- 6.2.9.1. **Checked.** Set the Cleared To Play to Checked. Recommended when Importing data from Text Files or other injury tracking data formats which do not include Cleared to Play fields.
- 6.2.9.2. **Unchecked.** Use the Cleared to Play value from the imported record. Recommended when importing from SportsWare98, 99, 2000, 2001, 2002, 2003, 2004, 2006, 2007, 2008 or 2009.

6.2.10. Set FULL GO Injuries to Closed

- 6.2.10.1. **Checked.** If the Athlete Status Game Status and Practice Status are FULL GO, mark the Injury record as Closed and set the Days Out to the number of days from the injury date to the current date. Recommended when Importing data from Text Files or other injury tracking data formats which do not include Injury Closed fields.
- 6.2.10.2. **UnChecked.** Use the Closed and Days Out value from the imported record. Recommended when importing from SportsWare98, 99, 2000, 2001, 2002, 2003, 2004, 2006, 2007, 2008 or 2009.

6.2.11. Copy Athlete ID to SSN field

- 6.2.11.1. Many schools are assigning students ID numbers which are not their social security number. In order to support this, SportsWare2003-2008 added a Social Security Number field to the athlete database.
- 6.2.11.2. **Checked.** Copy the data in the ID field to the SSN field. Recommended if the database you are importing used Social Security Numbers as the Athlete ID and you do not want them to be used as the Athlete ID in SportsWare2008. Note: After the copy is completed, the Social Security number will be in both the ID and the SSN field. To delete the data from the ID field, you should also select the Delete ID option.
- 6.2.11.3. **UnChecked.** Use the SSN from the imported record. Recommended if the records you are importing already have data in the SSN field.

6.2.12. Delete data from Athlete ID field

- 6.2.12.1. **Checked.** Delete the data from the Athlete ID field. Recommended if you selected the Copy Athlete ID to SSN field option and do not want the SSN in the ID field.

- 6.2.12.2. **Unchecked.** Use the Athlete ID from the imported record. Recommended if you want to keep the Athlete ID as-is.
- 6.2.13. Delete existing 2009 data before import
 - 6.2.13.1. **Checked.** SportsWare deletes all data from the 2009 database before importing the new data. Recommended if you have just installed SportsWare2009 and it only contains the demonstration data provided by CSMi.
 - 6.2.13.2. **Unchecked.** SportsWare adds the imported data to the data currently in the 2009 database. Recommended if you have data in 2009 you want to keep.
- 6.3. Click the **Start** button. The **Open** Window will appear. Navigate to the location holding your previous SportsWare data. This is the location you wrote down at the beginning of this procedure. SportsWare databases have the MDB extension. You may or may not see the extension depending on your Windows settings, i.e. the database may be displayed as SportsWare2009, SportsWare2009.mdb. If you have trouble finding your database, we've included a tool to display the most recently open databases.
 - 6.3.1. Leave **SportsWare2009** running.
 - 6.3.2. From the Windows desktop, select Start, Programs, SportsWare2009, Utilities, Database List.
 - 6.3.3. The Database List program displays the most recently opened databases for each version of SportsWare sorted with most recent at the top of the list.
- 6.4. Select the SportsWare data file and click the **Open** button. SportsWare will begin importing your data.
- 6.5. Picklists
 - 6.5.1. After the Athlete import is complete, you should import your picklists.
 - 6.5.2. In the **Source Format** area, select the **SportsWare98-2009 Picklists** option.
 - 6.5.3. Under **Options** select the appropriate checkboxes.
 - 6.5.4. Only Import Injury Descriptions
 - 6.5.4.1. **Checked.** Delete and import only the Injury Descriptions (Body Area, Body Part, Injury, Injury Site) to the picklists. Recommended if you have deleted the injury picklists and want to re-import them but retain all the other picklists.
 - 6.5.4.2. **Unchecked.** Delete and import all picklists. Recommended if you have just installed SportsWare2009 and want to import the picklists from your previous SportsWare database.
 - 6.5.5. Select **Start** to begin the import. When opening the Picklist file, SportsWare 98-2000 used a separate picklist file called Picklist.MDB. SportsWare2001-2009 stores the picklists in the main SportsWare database, SportsWare200x.MDB.

- 6.5.6. If your SportsWare data will be stored on a single Desktop Computer C: drive, proceed to the section titled **Licensing SportsWare**. If the data will be stored on a network drive, continue with the section titled **Network Installation**.

7. Network Installation

- 7.1. The SportsWare program must be installed locally on each machine's C: drive. Only the database is placed on the network drive.
- 7.2. The next step is to move your SportsWare2009 database to your network drive. From the **File** menu, select **Move**.
- 7.3. Click the **Browse** button to open the **Destination** Window. Using the directory information from step 2 point the program at the server drive you want to store your data on and click the **Open** button.
- 7.4. Click the **Move** button to move the database.
- 7.5. After the move is completed, click the **OK** button to close the **Success** window. Click the **Exit** button to close the **Move** window.
- 7.6. SportsWare will open the License Screen and show the new database location. the database in the new location.
- 7.7. You should now install SportsWare on the other computers using the procedure in Section 4-5. After the installation is complete, use the **File, Open** command to point the other computers to the database on your network. You do not need to run the Import command from the other computers.
- 7.8. After SportsWare has been installed on the other computers, proceed to the section titled **Licensing SportsWare**.

8. Licensing SportsWare

- 8.1. When you start SportsWare, the **License SportsWare** window is displayed.
- 8.2. The **License SportsWare** window displays your current database location. If you will be sharing your data on a network, this should show the network location. If not, click the **OK** button to close the License window. From SportsWare use the **File, Open** command to open the database on your network. Exit and re-start SportsWare to return to the License window.
- 8.3. Click the **Register** button to display the registration form.
- 8.4. Complete the form and click the **e-mail** or **FAX** buttons to send the form to CSMi.
- 8.5. CSMi will e-mail or FAX back your License codes.
- 8.6. Enter the codes on the License window and click **OK** to license SportsWare.
- 8.7. The license codes only need to be entered on a single machine. Network installations will automatically share the license among all SportsWare users.

9. Installing SportsWare on a PDA

- 9.1. SportsWare2009 is compatible with PDAs running the Palm and Pocket PC operating systems. For Palm and Pocket PC instructions, see the documents titled **200159 SportsWare2009 Palm Installation Instructions** and **200160 SportsWare2009 PocketPC Installation Instructions**.