



SportsWare2010™ Desktop Installation Instructions

NOTE: Please read the following document before installing SportsWare2010.

1. Introduction

- 1.1. Thank you for your purchase of **SportsWare2010 Injury Tracking Software**. This procedure lists the steps for installing SportsWare2010 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 SportsWare CD and the SportsWare Internet download contain the following:
 - 1.2.1. SportsWare2010 PC Program (including optional Concussion and Billing programs).
 - 1.2.2. SportsWare2010 Quick Treatment Program.
 - 1.2.3. SportsWare2010 PDA (Palm and Pocket PC) Program.
- 1.3. If you purchased more than one copy of SportsWare you can use the same CD or Download to install the program on all of your computers.

2. Computer Requirements

- 2.1. SportsWare2010 requires Windows 98, 98SE, Me, NT4.0, 2000, XP or Vista. SportsWare2010 will not install on Windows95.
- 2.2. Windows NT, 2000, XP, and Vista users must have Administrative privileges to install SportsWare2010. After installation, SportsWare can be run by all users on the system.
- 2.3. All users of the system must have full Read/Write privileges to the default SportsWare data file location. The SportsWare installation procedure sets the default database location to the computer's Public or Shared data folder, so the privileges should be set correctly.
 - 2.3.1. Vista: "C:\Users\Public\Documents".
 - 2.3.2. XP: "C:\Documents and Settings\All Users\Documents".
 - 2.3.3. Windows 98, 2000: "C:\Program Files\CSMi\SportsWare2010".
- 2.4. If you will be storing your data on a Network, confirm with your IT group that all users of the system have full Read/Write privileges to the network data file location.

3. Getting Help

- 3.1. FAQ's and Troubleshooting documents are available on our website.
- 3.2. Go to www.csmisolutions.com.
- 3.3. Click the **Service and Support** tab.
- 3.4. Click the **Technical Support** link.
- 3.5. Click the **SportsWare Injury Tracking** link.

4. Before Installing SportsWare - Current SportsWare Users

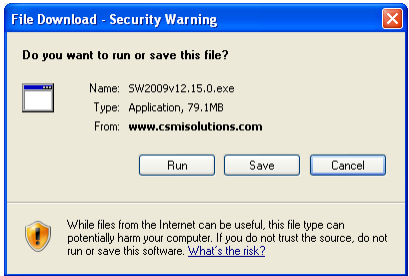
IMPORTANT: If you are a current SportsWare user, the following steps should be run before installing SportsWare2010.

- 4.1. Start your current SportsWare program.

- 4.2. 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\SportsWare2009.mdb**. **Note:** *SportsWare2004 users will select Utilities – Show Database Path.*
- 4.3. Synchronize all PDA's and Laptops with your current SportsWare program.
- 4.4. If you are on a network, have all other users exit out of SportsWare.

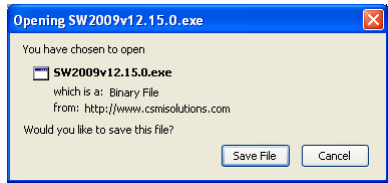
5. Downloading SportsWare from our Website

- 5.1. Visit our Website: www.csmisolutions.com.
- 5.2. Go to the Service and Support, Software Downloads page.
- 5.3. Internet Explorer
 - 5.3.1. From the **File, Download** box, click the **Save** button.

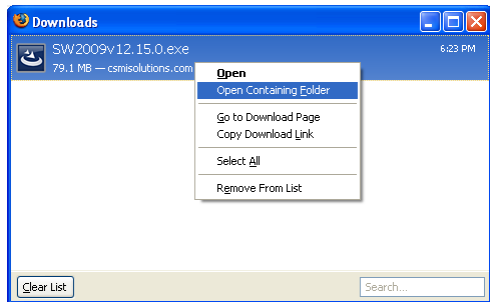


- 5.3.2. From the **Save As** dialog box, click the **Desktop** icon.
 - 5.3.3. Click the **Save** button to save the file.
 - 5.3.4. After the Download completes, go to your **Windows Desktop**.
- 5.4. Firefox.

- 5.4.1. From the **Opening** box, click the **Save File** button.



- 5.4.2. After the download completes, right-click the file and select **Open Containing Folder**.



6. Installing SportsWare - All Operating Systems Except Vista

- 6.1. If you are running Windows NT, 2000, or XP make sure you are logged-in with administrative privileges.

6.2. Internet Download.

6.2.1. Double-click the downloaded SportsWare file, e.g. SportsWare2010v13.1.0.exe.

6.3. CD.

6.3.1. Place the SportsWare CD in the computer and remove any diskettes. The SportsWare2010 setup program should begin automatically. If it does not:

6.3.1.1. From the Desktop, select **Start, Settings, Control Panel**.

6.3.1.2. Click the **Add/Remove** programs Icon.

6.3.1.3. Click the **Install** button.

6.3.1.4. Click the **Next>** button and the computer will search for the setup program.

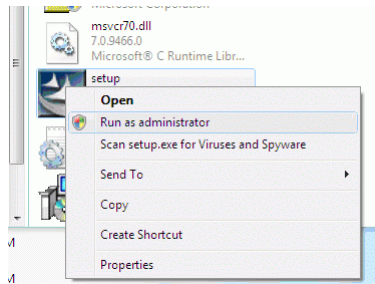
6.3.1.5. Click the **Finish** button to begin the SportsWare installation.

6.4. We recommend clicking the **Next>>** button to accept the default settings as you install SportsWare2010.

7. Installing SportsWare - Vista Operating System

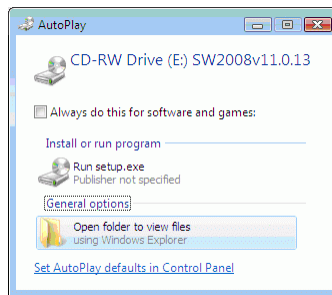
7.1. Internet Download.

7.1.1. Right-click the downloaded SportsWare file, e.g. SportsWare2010v13.1.0.exe and select **Run as Administrator** from the pop-up menu.

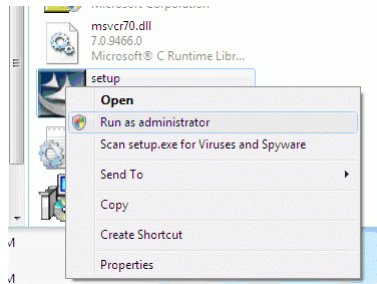


7.2. CD

7.2.1. 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**.



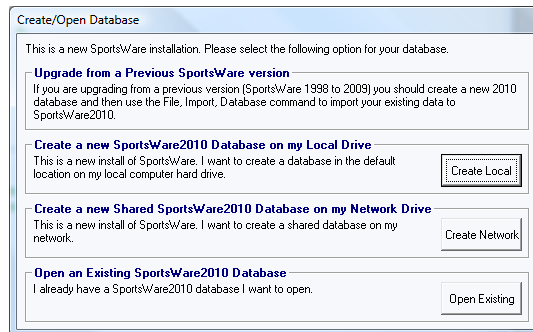
- 7.2.2. From the folder view, right-click the Setup program and select **Run as administrator**.



- 7.3. Vista will report **An Unidentified program wants to use your computer**. Select **Allow**.
- 7.4. Vista will run the Setup program. Keep clicking the **Next>>** button to accept the default settings as you install SportsWare2010.
- 7.5. **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.*
- 7.6. From the **Windows Desktop**, right click the **SportsWare2010 Icon** and select **Run as administrator**.
- 7.7. Vista will report **An Unidentified program wants to use your computer**. Select **Allow**.

8. Starting SportsWare for the First Time.

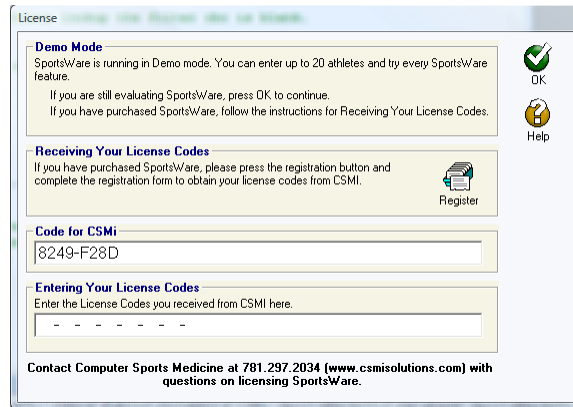
- 8.1. The first time you run SportsWare2010 it will display the **Create/Open Database** box.



- 8.2. **Create Local:** Select this option if you are installing SportsWare2010 for the first time on the computer and the data will be stored on the same computer.
- 8.3. **Create Network:** Select this option if you are installing SportsWare for the first time on the computer and you have not setup a network database on any other computers.
- 8.4. **Open Existing:** Select this option if you are re-installing SportsWare and already have a database either on the local computer or on the network.

9. Licensing SportsWare

- 9.1. When you start SportsWare, the **License SportsWare** window is displayed.



- 9.2. The license screen means SportsWare is currently in Demo mode. Demo mode allows you to enter up to 20 athletes to evaluate the program. To continue in Demo mode, click the OK button.
- 9.3. If you have purchased SportsWare, click the **Register** button to display the registration form.
- 9.4. Complete the form and click the **e-mail** or **FAX** buttons to send the form to CSMi.
- 9.5. CSMi will e-mail or FAX back your License codes.
- 9.6. Enter the codes on the License window and click **OK** to license SportsWare.
- 9.7. The license codes only need to be entered on a single machine. Network installations will automatically share the license among all SportsWare users.

10. Moving Your Database to a Network

- 10.1. The SportsWare status bar, located at the bottom of the SportsWare screen, shows your current database location. The following steps describe the procedure for moving your database to a network location. **Note:** *If you will be storing your data on a Network, confirm with your IT group that all users of the system have full Read/Write privileges to the network data file location.*

C:\Documents and Settings\All Users\Documents\CSMi\SportsWare2010\database\SportsWare2010.mdb

- 10.2. The SportsWare program must be installed locally on each machine's C: drive. Only the database is placed on the network drive.
- 10.3. Start SportsWare2010.
- 10.4. From the **File** menu, select **Move**.
- 10.5. Click the **Browse** button to open the **Destination** Window. Go to the Network Folder where your data will be stored and click the **Open** button.
- 10.6. Click the **Move** button to move the database.
- 10.7. After the move is completed, click the **OK** button to close the **Success** window.
- 10.8. Click the **Exit** button to close the **Move** window.
- 10.9. You should now install SportsWare on the other computers. After the installation is complete, Start SportsWare on the other computers and use the **File, Open** command to point the other computers to the database on your network.

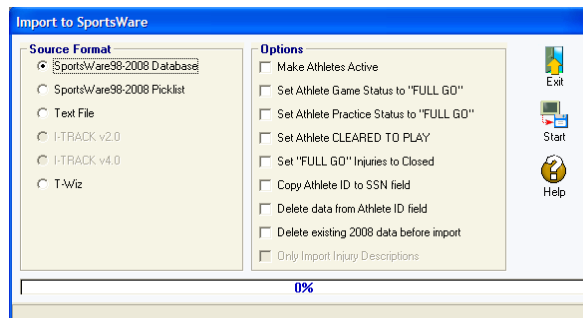
11. Importing Your Existing SportsWare Data

- 11.1. SportsWare98, 99, 2000 Users

- 11.1.1. SportsWare98, 99, and 2000 maintained current athletes in the Main database and current plus graduated athletes in the Archive database. SportsWare2010 adds an Active flag to the Athlete record and eliminates need for a separate Archive database. In SportsWare2010 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.
- 11.1.2. If you only want your current athletes in SportsWare2010 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 SportsWare2010.

11.2. Athlete Data

- 11.2.1. After the installation is complete, double-click on the **Shortcut to SportsWare2010** icon (Basic or Plus – whichever you own) to start SportsWare2010.
- 11.2.2. Click the **OK** button to skip the **License Screen**. SportsWare will display our demonstration data.
- 11.2.3. From the **File** menu, select **Import, Database**. SportsWare will display the **Import to SportsWare** Window.



11.2.4. In the **Source Format** area, select the **SportsWare98-2010 Database** option.

11.2.5. Under **Options** select the appropriate checkboxes.

11.2.6. Make Athletes Active

11.2.6.1. **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.

11.2.6.2. **Unchecked.** Use the Active value from the imported record. Recommended when importing from SportsWare2001, 2002, 2003, 2004, 2006, 2007, 2008, 2009 or 2010 which have an Active field.

11.2.7. Set Athlete Game Status to FULL GO

11.2.7.1. **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.

11.2.7.2. **Unchecked.** Use the Game Status value from the imported record. Recommended when importing from SportsWare98, 99, 2000, 2001, 2002, 2003, 2004, 2006, 2007, 2008, 2009 or 2010.

11.2.8. Set Athlete Practice Status to FULL GO

- 11.2.8.1. **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.
- 11.2.8.2. **Unchecked.** Use the Practice Status value from the imported record. Recommended when importing from SportsWare98, 99, 2000, 2001, 2002, 2003, 2004, 2006, 2007, 2008, 2009 or 2010.
- 11.2.9. Set Athlete CLEARED TO PLAY
 - 11.2.9.1. **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.
 - 11.2.9.2. **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, 2009 or 2010.
- 11.2.10. Set FULL GO Injuries to Closed
 - 11.2.10.1. **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.
 - 11.2.10.2. **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, 2009 or 2010.
- 11.2.11. Copy Athlete ID to SSN field
 - 11.2.11.1. 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.
 - 11.2.11.2. **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.
 - 11.2.11.3. **Unchecked.** Use the SSN from the imported record. Recommended if the records you are importing already have data in the SSN field.
- 11.2.12. Delete data from Athlete ID field
 - 11.2.12.1. **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.
 - 11.2.12.2. **Unchecked.** Use the Athlete ID from the imported record. Recommended if you want to keep the Athlete ID as-is.
- 11.2.13. Delete existing 2009 data before import
 - 11.2.13.1. **Checked.** SportsWare deletes all data from the 2010 database before importing the new data. Recommended if you have just installed SportsWare2010 and it only contains the demonstration data provided by CSMi.

- 11.2.13.2. **Unchecked.** SportsWare adds the imported data to the data currently in the 2009 database. Recommended if you have data in 2010 you want to keep.
- 11.2.14. Paperwork Expiration Date
 - 11.2.14.1. **Valid Date.** SportsWare updates the paperwork expiration date on all imported records with this date.
 - 11.2.14.2. **Blank.** No change is made to the paperwork expiration date on the imported records.
- 11.3. 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 SportsWare2010, SportsWare2010.mdb. If you have trouble finding your database, we've included a tool to display the most recently open databases.
 - 11.3.1. Leave **SportsWare2010** running.
 - 11.3.2. From the Windows desktop, select Start, Programs, SportsWare2010, Utilities, Database List.
 - 11.3.3. 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.
- 11.4. Select the SportsWare data file and click the **Open** button. SportsWare will begin importing your data.
- 11.5. Picklists
 - 11.5.1. After the Athlete import is complete, you should import your picklists.
 - 11.5.2. In the **Source Format** area, select the **SportsWare98-2010 Picklists** option.
 - 11.5.3. Under **Options** select the appropriate checkboxes.
 - 11.5.4. Only Import Injury Descriptions
 - 11.5.4.1. **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.
 - 11.5.4.2. **Unchecked.** Delete and import all picklists. Recommended if you have just installed SportsWare2010 and want to import the picklists from your previous SportsWare database.
 - 11.5.5. Select **Start** to begin the import. When opening the Picklist file, SportsWare 98-2000 used a separate picklist file called Picklist.MDB. SportsWare2001-2010 stores the picklists in the main SportsWare database, SportsWare200x.MDB.
 - 11.5.6. 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**.

12. Installing SportsWare on a PDA

- 12.1. SportsWare2010 is compatible with PDAs running the Palm and Pocket PC operating systems. For Palm and Pocket PC instructions, see the documents titled **200181 SportsWare2010 Palm Installation Instructions** and **200182 SportsWare2010 PocketPC Installation Instructions**.