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## SportsWare End of Year Procedures

The following procedures are typically used at the end of the year.

### 1 Backup Your Database

- 1.1 From the **File** menu, select the **Backup** command.
- 1.2 Click the **Browse** button to set the destination of your backup.
- 1.3 Click the **Start** button to begin the backup.

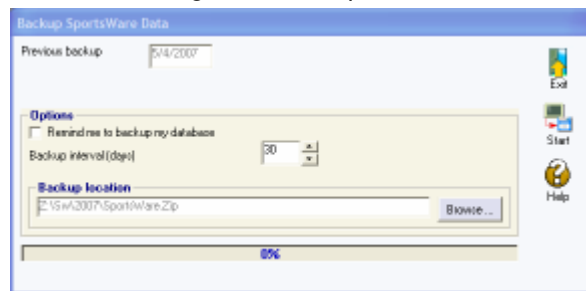


Figure 1 - Backup Screen

1.4 **Note:** Backups can be made to floppy disk, jump drives, network drives, or CD-ROM. If you want to create a backup on CD, you must backup to your local drive and then use the CD burning software on your computer to write the backup file to CD. Most computers do not allow applications to write directly to CD.

### 2 If You Use Grade as the Grade (Senior, Junior, Sophomore, Freshman)

- 2.1 From the **Edit** menu, select the **Replace** command.
- 2.2 Select **Athlete** as the **Database**.
- 2.3 Select **Grade** as the **Field**.
- 2.4 Select **Senior** as the **Find What** value.
- 2.5 Select **Graduated** as the **Replace With** value.



Figure 2 - Edit, Replace Screen

2.6 Click the **Replace** button.

2.7 SportsWare will ask you confirm the command. Click **Yes** to proceed with the **Replace**.

2.8 Repeat Steps 2.4 through 2.7, replacing **Junior** with **Senior**, **Sophomore** with **Junior**, and **Freshman** with **Sophomore**.

2.9 **Note:** When changing the athletes' grades you must change the older grade first. For example, you must change **Senior** to **Graduated**, **Junior** to **Senior**, **Sophomore** to **Junior**, and then **Freshman** to **Sophomore**.

### 3 Make Graduated Athletes In-Active

3.1 From the **Edit** menu, select the **In-Active** command.

3.2 Select **Graduated** as the **Grade**.

3.3 Click the **Update** button.

3.4 SportsWare will ask you to confirm the command. Click **Yes** to proceed.

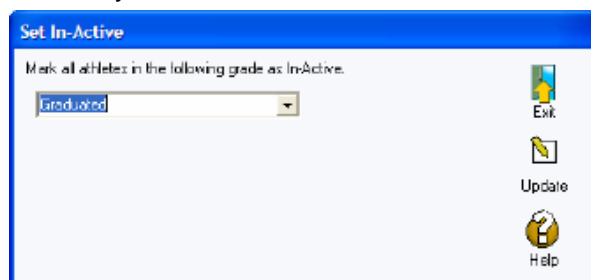


Figure 3 - Set In-Active Screen

### 4 Using Year of Graduation as the Grade

4.1 From the **Edit** menu, select the **In-Active** command.

4.2 Select the current Graduation year as the **Grade**.

4.3 Click the **Update** button.

4.4 SportsWare will ask you to confirm the command. Click **Yes** to proceed.

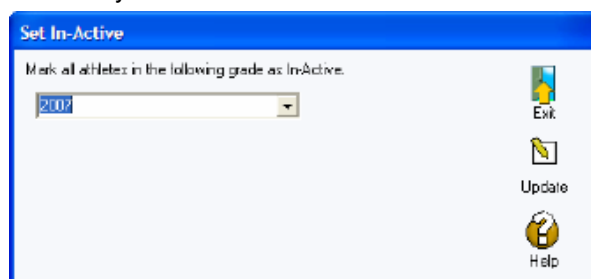


Figure 4 - Set Grade In-Active Screen

## 5 Clear Paperwork Checkboxes

5.1 Some schools require paperwork to be re-submitted each year. If this is the case for your school, you can have SportsWare clear the Athlete Paperwork checkboxes for all active athletes.

5.2 From the Utilities menu, select the **Clear Active Athlete Paperwork Checks** command.

5.3 **Note:** *This command executes directly. SportsWare will not ask you to confirm this command.*