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Dear SportsWare User,

## 1. Introduction

- 1.1. This e-mail describes the procedure for sending your SportsWare Desktop database to CSMi for importing into SportsWareOnLine.
- 1.2. If you have a spreadsheet of incoming athletes you should also send that file to CSMi and we will combine it with your desktop database before uploading to SportsWareOnLine.
- 1.3. **Note:** *After you have sent your data to CSMi you must not enter any more data in your local copy of SportsWare.*

## 2. Creating a Backup of Your Desktop Data.

- 2.1. Confirm all other users have exited SportsWare.
- 2.2. Start SportsWare.
- 2.3. From the **File** menu, select **Backup**.
- 2.4. Click the **Browse** button.
- 2.5. From the Windows **File, Open** dialog box, click the **Desktop** icon and click the **Open** button.
- 2.6. From the **Backup** screen, click the **Start** button.
- 2.7. After the Backup completes, click the **Exit** button.

## 3. Preparing a Spreadsheet of Incoming Athletes - Optional

- 3.1. If you have a spreadsheet of incoming athletes, please review the attached document "*200195A Importing an Excel Spreadsheet of Athlete Data to SportsWareOnLine.xlsx*".

## 4. Sending Your Data to CSMi

- 4.1. Go to [www.csmisolutions.com](http://www.csmisolutions.com).
- 4.2. Scroll to the bottom of the page and click the "*Send Files to CSMi*" link.
- 4.3. In the **Subject** area enter "*SportsWare Database*".
- 4.4. In the **Message Area**, enter your Name, School or Clinic and Phone Number. This will allow us to contact you in case we have questions.
- 4.5. Click the **Browse** button.
- 4.6. Select the SportsWare Backup File created in Step 4.2.
- 4.7. If you are also uploading a Spreadsheet, click the **Add Another File** link and add the Spreadsheet.
- 4.8. Click the **SendIt** button.

Welcome to CSMi. You can send files directly to CSMi through this page. Questions? Please email us at [service@csmisolutions.com](mailto:service@csmisolutions.com).

Full Name:

Email:

Subject:

Message:

By clicking on the "Send it" button, you agree to Hightail's [Terms of Services](#).

## 5. You Send It Security.

- 5.1. For complete security details please review YouSendIt's [Security Overview](#) whitepaper.
- 5.2. **HIPAA Compliance** YouSendIt is a trusted, secure, and [HIPAA compliant](#) solution for digital delivery. [HIPAA Business Associates](#) (PDF)
- 5.3. **GLB Act Compliance** YouSendIt complies with the privacy provisions of the Gramm-Leach-Bliley Act (GLBA), a law that governs certain activities of the financial services industry. Under GLBA, YouSendIt qualifies as a service provider. To achieve compliance, it has developed a security policy and it stores and transfers client information on for the purpose for which it was intended. For more information, please see <http://www.ftc.gov/privacy/privacyinitiatives/glbact.html>.