

Now let's look at the lower portion of the Maintain Schedule window. Here is where you enter schedule information for the Sport and Season that you chose at the top of the window. An illustration of the schedule fields is provided below:

The screenshot shows a software interface for entering schedule information. It includes the following fields and controls:

- Season:** A group of five radio buttons labeled Pre-Season, Regular, Post-Season, Practice, and Other.
- Opponent:** A dropdown menu.
- Location:** A dropdown menu.
- # Of Games:** A text input box containing the number 0.
- Result #1:** A group of four radio buttons labeled Win, Loss, Tie, and N/A.
- Result #2:** A group of four radio buttons labeled Win, Loss, Tie, and N/A.
- Date:** A text input box with slashes (//).
- When:** A group of two radio buttons labeled Day and Night.
- Time:** A text input box with colons and dashes (: - .).
- Create:** A text input box with slashes (//).
- Modify:** A text input box with slashes (//).

Click on the white paper icon, New Record (Add), in the System Toolbar. The fields light up and are open for data entry (except Create and Modify fields).

- Season:** A simple click of one of the five item buttons chooses it.
- Opponent:** Click on the arrow at the right of the field. From the list that appears, select Add to make a new entry. If there are entries already, you will see a Delete choice as well. Make any entries you would like by selecting Add, then typing in the entry in the window that pops up, then pressing Enter. To remove an entry from the list, select Delete, then choose from the list that appears with a click, and press Enter. To edit (make a correction to) an entry already in the list, first delete it and then add it back in correctly.
- Location:** Operates the same as the Opponent field (above).
- # Games:** Click in the box and enter a number. This field controls the calculation of games and or practices missed. If this box is zero, games and/or practices missed will not be calculated for that day. The number entered here means number of games or practices that day (for example, enter 2 for collegiate football two-a-days).
- Result #1:** Click one of the four choices.
- Result #2:** Click one of the four choices.
- Date:** Is entered in the month/day/year format of XX / XX / XXXX .
- When:** Select either Day or Night.
- Time:** Time is entered in the format of XX:XX-p.m. (or a.m.). For example, seven thirty in the morning would look like 07:30-a.m., and five after eleven at night would look like 11:05-p.m., with the hour and minute entries always needing two digits, and the : - . . symbols already typed in automatically for you.
- Create:** Information provided by Simtrak™ Mobility showing when record first created.
- Modify:** Information provided by Simtrak™ Mobility showing when record last changed.

When you are done making entries/changes in the fields at the bottom of the Maintain Schedule window, the System Toolbar will look like the below illustration. Click on the computer disk icon, Save Changes, on the System Toolbar to save your information.



After you save your newly added schedule information, your Maintain Schedule window may look something like this:

The screenshot shows a window titled "Maintain Schedule [Mode: View]". At the top, there are dropdown menus for "Sport" (Basketball) and "Season" (2006-2007), along with a "Copy" button and a "Record:" field showing "1-1-0". Below this is a table with columns: Season, Date, Opponent, Location, When, Time, #, Res1, and Res2. The table contains three rows: Pre-Season (09/23/2006, Garfield Gators, Simpsonville, Night, 07:30-p.m., 1, Win), Practice (10/01/2006, Danger Zoners, Silverlode Village, Day, 10:30-a.m., 1), and Regular (10/17/2006, Oil Well Drillers, Desert City, Day, 12:30-p.m., 1, Loss). The "Practice" row is highlighted in blue. Below the table is a form for editing a record. It includes radio buttons for "Season" (Pre-Season, Regular, Post-Season, Practice, Other), a "Date:" field (10/01/2006), a "When:" field (Day, Night), and a "Time:" field (10:30-a.m.). There are also dropdown menus for "Opponent" (Danger Zoners) and "Location" (Silverlode Village). At the bottom, there are "Result #1:" and "Result #2:" fields with radio buttons for Win, Loss, Tie, and N/A. On the right side, there are "Create" and "Modify" buttons, each with a text field (EAG1), a date field (12/28/2006), and a time field (09:17:07 and 09:30:33 respectively). A small blue icon is visible in the bottom left corner of the window.

Season	Date	Opponent	Location	When	Time	#	Res1	Res2
Pre-Season	09/23/2006	Garfield Gators	Simpsonville	Night	07:30-p.m.	1	Win	
Practice	10/01/2006	Danger Zoners	Silverlode Village	Day	10:30-a.m.	1		
Regular	10/17/2006	Oil Well Drillers	Desert City	Day	12:30-p.m.	1	Loss	

Click on the open door icon, Close Form (Exit), on the System Toolbar to close the Maintain Schedule window (form).

Edit and Delete Actions in Maintain Schedule Window

Edit and Delete actions in the Maintain Schedule window are accomplished first by single clicking on a the record you choose, and it will become highlighted in blue. Then you use the System Toolbar.

On the System Toolbar, click on the open manila folder icon, Open Record (Edit), on the System Toolbar to edit (make changes) to the existing record. The fields at the bottom of the screen open up and are lighted so you can type changes in them. Then click on the Save Changes (computer disk icon) choice on the System Toolbar to save your changes.

On the System Toolbar, click on the black X icon, Delete Record, to remove that record from the Maintain Schedule list.

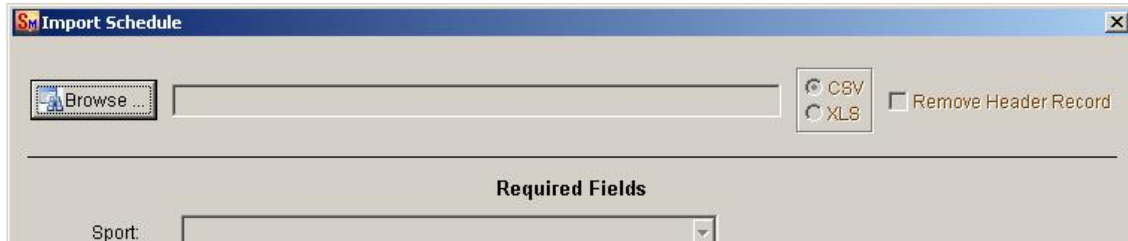
Additional Notes:

The Record box at the top right of the Maintain Schedule window displays the win-loss-tie counts. This automatic tabulation is based on data that has been entered in the two fields at the bottom of the Maintain Schedule window (form), Result #1 and Result #2. The Record box is informational only, and you do not enter data in it.

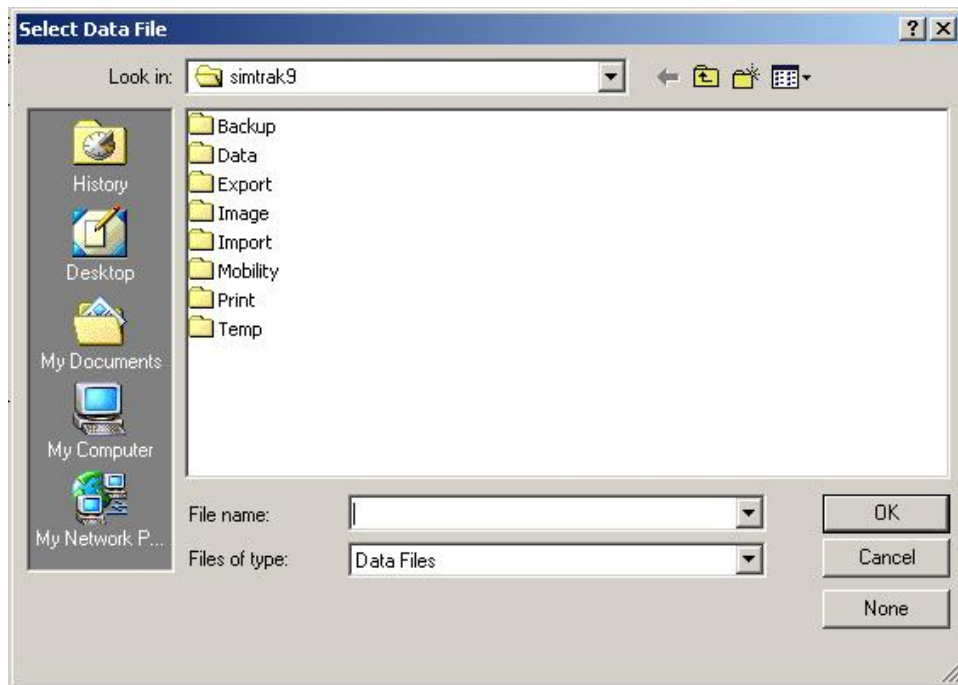
The Copy button at top (and to the right of center) of the Maintain Schedule window copies the schedule record you have highlighted (in blue). It speeds up your data entry when you are adding games to a schedule ... you don't have to type the same information in over and over again. After you select a schedule record (highlighted in blue), and click the Copy button, the fields at the bottom of your window open up for entering information about the new schedule addition. As you can see, your job then is simpler, editing only the changes rather than typing in all the information. When you then click on the computer disk icon (Save Changes) on the System Toolbar, you will see the new record show up in the list in the Maintain Schedule window.

Importing a Schedule:

You can import a digital file schedule. Use the Import Schedule feature on the drop down menu that appears when you click on Utilities on the Main Menu. Click on the Import Schedule option that you see in the drop down menu, and the Import Schedule window will open. A portion of that window is shown below:



Click on the Browse button, and you will see a new window, the Select Data File window. See the example that follows this paragraph. Use this window to find the digital schedule file you want to import, beginning with finding the correct data folder in the "Look in:" text box. Then, when you have the folder identified and the file selected and showing in the File Name text box at the bottom of the Select Data File window, with the correct "Files of type" information also displayed at the bottom, choose OK.



The file you selected will now show displayed in the Browse text box at the top of the Import Schedule window. The Browse text box is shown in the illustration at this page.

Select the csv or xls (Excel Spread Sheet) radio button to the right of the Browse text box to identify the format of the data you are importing. If the data you are importing has headers in the first row of the schedule data table, then also check the Remove Header Record checkbox, just to the right of the radio buttons.

As you can see below, the text fields are now open (white) in the Required Fields and Optional Fields sections of the Import Schedule form.

The screenshot shows the 'Import Schedule' window. At the top, there is a 'Browse' button and a text field containing the file path 'I:\BASKETBALL_SCHEDULE_2009_REVISD.CSV'. To the right of the file path are radio buttons for 'CSV' (selected) and 'XLS', and a checkbox for 'Remove Header Record'. Below this is a section titled 'Required Fields'. It contains a 'Sport' dropdown menu, a 'Season' dropdown menu with '2007-2008' selected, a 'Season' section with radio buttons for 'Pre-Season', 'Regular' (selected), 'Post-Season', 'Practice', and 'Other', and a 'Field' dropdown menu. Below this is a 'Schedule Date' label and another 'Field' dropdown menu. The 'Optional Fields' section includes checkboxes for 'Opponent', 'Location', 'Game Time', and 'Day / Night', each followed by a 'Field' dropdown menu. At the bottom are 'Test' and 'Import' buttons.

In the Required Fields section of the form (above), the Sport prompt text box will be grayed out and not available if you are running a single sport installation of Simtrak™ Mobility (reference your original setup of the software). If you are running a multiple sport setup, use the drop down arrow to the right of the Sport prompt, and choose a sport from those that appear when you click the arrow.

Then, choose your year using the drop down arrow to the right of the upper (first) Season prompt to view the selections you have in your software installation and setup.

Next, choose the type of schedule to the right of the lower (second) Season prompt, selecting one of the radio buttons. Usually, this will be Regular, for regular season games/matches. If you have more than one type of game in the data you are importing, you can use the drop down arrow to the far right of the lower Season prompt. When you use this field, the radio button selection will be overridden. The Field you select must be the column number (not column letter) of the data you are importing. For example, if the data you will be importing has season information in column D, then choose Field number 4 (the fourth letter of the alphabet). If you are using this Field selection instead of a radio button choice, please be sure the column text entries in your import data are identical to those needed for the Simtrak™ software. The types of games/matches that show in your import data must be typed the same as shown in the radio button prompts. Those are the text formats that the software will need. For example, a Pre-Season game cannot be "Pre Season" or "PreSeason". It must be "Pre-Season", properly hyphenated with proper upper and lower case.

Finally, from the drop down menu that shows when you click the arrow for the Field next to the Schedule Date prompt, choose which column in the import data has the game/match date. Choose the number of the column. For example, if the date is in column B, choose the number 2 in the drop down choices. The date format to be imported must be mm/dd/yyyy. If it is not that in your import data file, change the format before importing. Now you are ready to import the schedule.

Optional Fields:

If you want, you also can choose additional fields to import, as shown in the lower part of the Import Schedule form, the Optional Fields section of the form. To use these fields, you will need to have the data for them in your import file, the source you are using for your schedule information. If you want to include this optional data, check the box on the left next to each option you want to include. You can include one, two, three or all four of these options.

Then, choose the proper field for each option at the right of each one. Click on the drop down arrow, and select the number of the column that corresponds to the column in your import file with that particular data in it. Use the number that corresponds to the letter of the column in your import data. Column A is column 1, and column C is column 3, for example.

These optional fields are not necessary for the software to operate and perform its calculations of days and games missed. They are optional for user reference only, and their selection and use are a matter of individual choice by the athletic trainer.

At the bottom of the Import Schedule window/form is a Test button, on the left. Click on it, and you will see what your imported data will look like. If it does not look right in the test, then go back and change or correct your selections. For example, you may have picked the wrong field in the import data.

If the test button will not work, it is because you have not entered data in the required text boxes ... those in the center portion of the Import Schedule window. When those fields are all correctly entered, the Test button will work.

When the test produces a correct picture of the data to be imported, click the Import button. Your schedule will be imported.

Before continuing with the newly imported schedule, take a look at it in the Maintain Schedule window. You see that window by clicking on Maintain on the Main Menu, and then Schedule on the drop down menu that appears. If you are running multiple sports in your software installation, you must select both the Sport and the Season at the top of the Maintain Schedule window. If you are running only a single sport, you need select only the Season (the Sport field will be gray and not available.) If you see that there are changes you need to make, then click on the line/row that you want to change, next click on the Open Record icon on the Toolbar (the brown manila envelope), make your data entries in the lower portion of the Maintain Schedule form, and click on the Save Changes icon on the Toolbar. Do this for each line/row of data that you want to change.

