

District Manager Program and The Wrestling Tourney

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Following are procedures for **District Wrestling** sites that **The Wrestling Tourney** program. Please review and use the option to export **State Qualifier** data from TWT to the **District Manager Program** for transfer of qualifiers to the **State Tournament**.

TWT

1. Setup your tournament as you normally do.
2. The critical step in the **Conversion Process** is to make sure that the team names you use are an exact match with the directory names used in the **OHSAA Database** and the **District Manager Program**.
 - a. Open the **TEAMSDIR.??** file in Excel.
 - b. If you already have the teams and abbreviations in TWT just match the two lists.
 - c. If not, you can add, add the 3 or 4 letter abbreviations you want to use in the 2nd column.
 - o Save the file as **TWT-TM.CSV** or whatever you want to call it and import the teams into **TWT**.
3. Follow the regular **TWT** directions to run the rest of the tournament.
4. **At the conclusion of the tournament, and while you're still in TWT,**
 - a. **Go to Print on the Menu bar, down to Results, and choose Place Winners.**
 - b. **In the Output List, choose Comma Delimited, and then click on Print All.**
 - c. You will be asked where you want to Save the file. **Browse to the c:\distmgr folder and save as EXPORT.CSV.**
 - Save it as a **Comma Delimited** file type, and click on **Save**. It must be **c:\distmgr\EXPORT.CSV!**
 - **If you open EXPORT.CSV in Excel, do not save it using Excel! The format will be corrupted!**
5. Start the **District Manager Program** and use **<I>** Import State Qualifiers from Text File.
 - a. **It is absolutely essential that the Place Winner File from the Wrestling Tourney be named EXPORT.CSV and saved in the c:\distmgr folder!**
 - b. Use **<R>** Review Input Qualifier File to view the data from the Place Winner File.
 - c. Use **<C>** Convert Input Qualifier File to convert the data.
 - d. If there are no errors, the files will be converted in seconds and you'll scroll through the converted list when it's done.
 - If a grade or record is missing, you will be prompted to enter it.
 - If a school name does not match the OHSAA database, you will be prompted to enter the number of the correct school.
 - e. You can use **<V>** View Output Qualifier File: **ALLPLACE.TXT**
 - f. **Do not use <P> Print Output Qualifier File: ALLPLACE.TXT unless you have a parallel printer attached directly to the parallel printer port.**
 - If you have a USB or Network Printer, browse to the **c:\distmgr\ALLPLACE.TXT** file from Windows and print it using either Notepad or Microsoft Word.
 - g. When done with import **always return to the Tournament Director's Main Menu**
 - Use **<M>** Main Menu for District and **<Q>** Quit Program - Files will be zipped automatically!
 - h. **Attach c:\distmgr\QUALIFY.ZIP to an e-mail and send to gary@baumspage.com.**

District Manager Program: See details in the documentation and flowchart posted on the web.

1. Use <C> Coach and School Data for Qualifying Schools to edit and correct coach's name.
 - Do not use <P> Print List of Schools, Colors, and Coaches unless you have a local printer attached to the parallel printer port.
 - If you have a USB or Network Printer, browse to the c:\distmgr\COACHLST.TXT file from Windows and print it using either Notepad or Microsoft Word.
2. Use <W> Wrestler Data for District Qualifiers *(for non- **The Wrestling Tourney** users)
 - Do not use the <P> Print ?? unless you have a local printer attached to the parallel printer port.
 - If you have a USB or Network Printer, browse to the c:\distmgr\ALLPLACE.TXT file from Windows and print it using either Notepad or Microsoft Word.
3. Or use <I> Import District Qualifiers from Text File if using the **Conversion Module**.
4. When finished **always return to the Tournament Director's Main Menu!**
5. Use <Q> Quit Program - Files will be zipped automatically.

Our thanks to Bill Grafflin for his assistance in writing and sharing the notes above. For specific TWT questions, feel free to contact Bill directly. For general questions or help with the District Manager Program or conversion of data, contact Gary or Terry.

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