

## 2018 Start Up Instructions

Open TM 7.0

Print a top times report **by event or name** for your team. This will serve as a record of your team's data from last summer should a question arise or if your team archives data. Remember, this report will not be accurate if you failed to update your top times after the 2017 championship meet. You may also want to Backup your database if you did not do so at the end of last season. Label this 2017 JRAC Backup. This is useful if you ever need a history of your team or need to go back and check for team records, etc. because the league uses times from the 2 prior seasons only.

**IMPORTANT:** If your team keeps records and has a **team record file** stored in your TM database, be sure to export your record file before completing the following instructions. From the top menu bar, choose **Records/Export records**, then choose your team's records from the available records and save the record file onto a flash drive or onto your hard drive and import it into your 2018 database after finishing the 2018 startup process.

### Startup procedure:

Open TM 7.0 and make sure your JRAC 17 database is open

Choose **File** from the main menu bar

Choose **Purge**

Delete current database (which should be JRAC 17)

Answer **Yes** to permanently delete current database

### Create **JRAC 18 Database**

Choose **File/Open New** (this dialogue box may automatically open after prior step)

In file name box at the bottom of the page, type: JRAC 18

Click Open

You will need to make several choices on the next page:

Gender: choose boys/girls

Athlete browser: uncheck school year

Uncheck relay leadoff splits

Default team registration: USS

Default team type: Rec

Country: USA

Meet age up date: 06/01/2018

System age up date: 06/01/2018 and click the "Age-Up" button

Click OK

Now click on the **2018 JRAC startup database link** found on the opening page of the website. Choose **save** (not open) and download the file to your computer and then complete the following:

Choose **File**

Choose **Restore**

Double click on **swtm7bkupjrac\_18-01** (from the location where you downloaded the file) and a menu page will open up

Restore Options:

Choose **replace currently open database** (TM7Data\JRAC 18.mdb)

Click OK and answer yes when prompted if you want to overwrite with JRAC 18.

NOTES: All swimmers turning 19 on or before June 1, 2018 have been deleted from the start up database. First year midgets who swam as mites last season will not show up on new top times reports as they have no 50 times to carry over from last season.

You will likely want to set your team as the default so when you open TM each time only your team's athletes will be displayed. In order to do this:

Choose: **Set-up** from top menu bar

Then choose: **Favorite filters**

Hilite your team and then click on **Set Default** on top menu bar