

## How to upload Heatlists BEFORE your event as well as Results AFTER your event. *(it's the same process)*

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***If you have not archived last year's results and you are adding Heatlists, then be sure to archive the results BEFORE uploading your new Heatlist.***

### **To Archive:**

1. Select "Entry Forms"
2. Select "Entries from CPMGR"
3. At the bottom of the page you will see a text box and two buttons titled "Archive" and "Done"
4. Enter an appropriate name for the results you wish to save, and click the "Archive" button. (a default name is provided)

### **Additional Notes:**

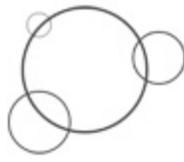
- If you choose to upload your Heatlists BEFORE your event, make sure you have your "Winners Circle" section hidden on the front end of your website to prevent the competitors from seeing the dancers they will be competing against.
- Make sure to check your work on the front end of your CompSite after making any changes within the Administration to assure that everything looks the way you'd expect it to.
- AFTER or DURING your event, be sure to PUBLISH your Winners Circle!!

**TIP:** Issue a Breaking News article to your email subscribers and send it to AccessDance's homepage for extra publicity!

### **Scoresheets:**

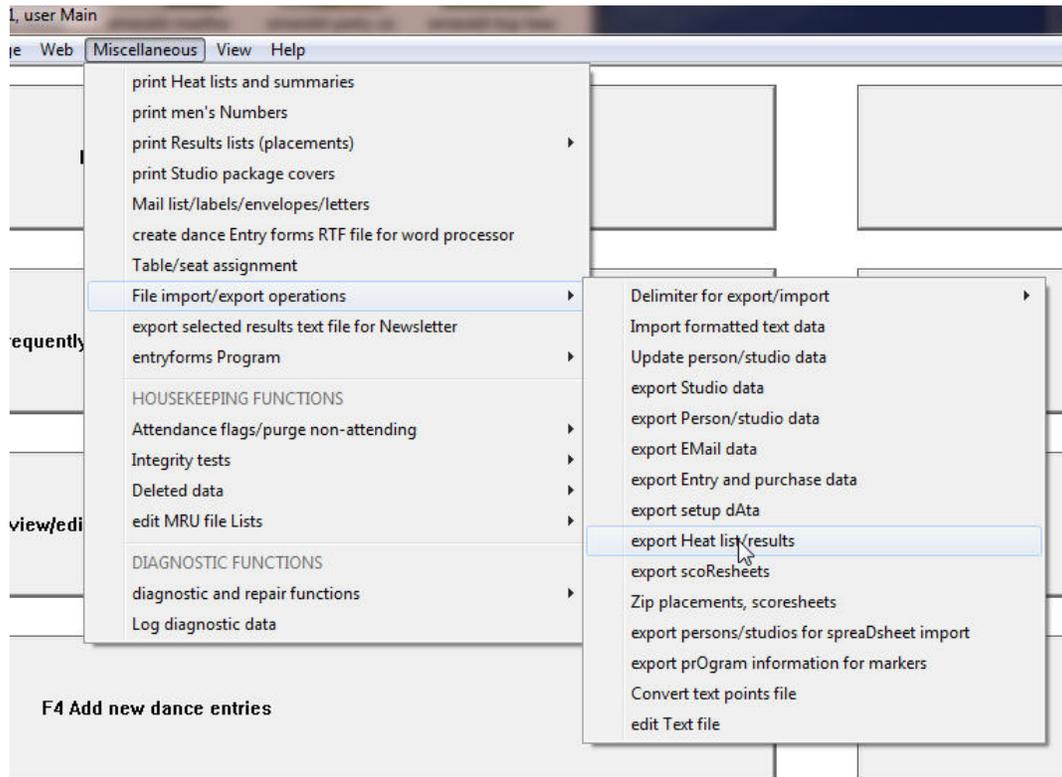
**Currently, AccessDance does not import scoresheets (feature coming soon!)**

**Dick Douglass does offer a stand alone service to publish your scoresheets on the webs and AccessDance staff is available to help you make a 'link' to these scoresheets as needed.**



## To Create a NEW heatlists/results file on your Computer.

### From within your CmpMgr Program:

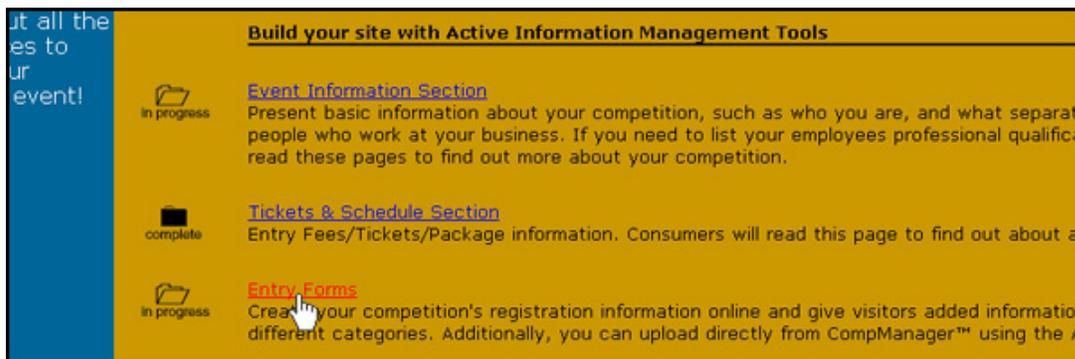


1. Select Miscellaneous from the menus at the top of your screen
2. Select "Text File Operations" from the list
3. Select "Delimiter for Export/Import" and be sure that "semi-colon" has been selected. If not, select it.
4. From the "Text File Operations" menu, select "Export Heat list/Results"
5. From the box titled "File Name" type "c:/ " and then a name of your choosing that is easy for you to remember and then ".txt " at the end. Do not put any "SPACES" in the title. (EXAMPLE: c:/accessdance\_results01.txt) If the program asks if you want to include link to scoresheets, be sure to say "no"
6. Done. You can close CmpMgr.

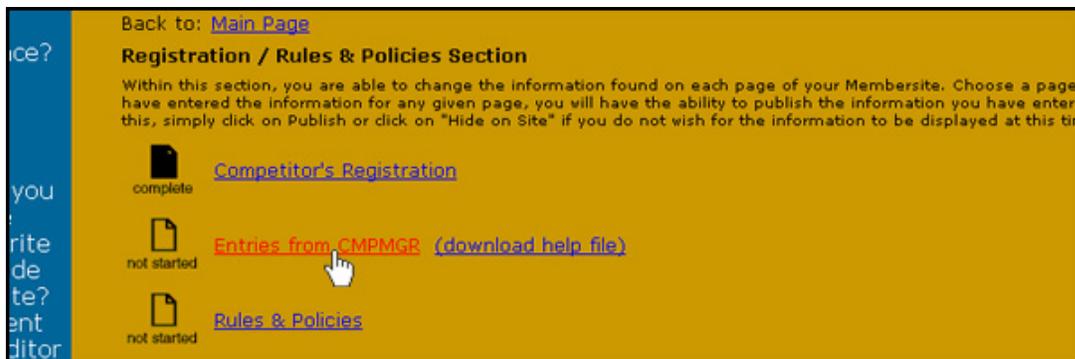
Now we need to import this txt file to your AccessDance CompSite

**From within your Competition MemberSite Administration:**

1. Select "Entry Forms"



2. Select "Entries from CMPMGR"



3. Click "Choose File" and then locate the file you created from within CmpMgr (see step 5). This file will be located within your "c" directory on your computer.

**Update Competition Schedule**

Upload Compmgr "Heat list/Results" file: Choose File No file chosen

er: go to "Miscellaneous" menu > select "File Import/Export Operations" > (delimiter = semi-colon) > "export  
you like to include a link to scoresheets?", select "No"

ng to the scoresheets, contact Dick Douglass. We can help you add this link to your website when you rece

4. Once you have located the file from your computer, select it and click "Open." This will take you back to your administration.
5. Click "Update Schedule." This process will copy your results to your website. It may take a few minutes depending upon the number of entries.
6. You're done. Be sure to PUBLISH the "Comp Manager Schedule" if this is your first time uploading heatlists/results.

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**Registration / Rules & Policies Section**

Within this section, you are able to change the information found on each page of your Membersite. Choose a page, then use the tools presented to organize. Have entered the information for any given page, you will have the ability to publish the information you have entered. Publishing a page makes the content this, simply click on Publish or click on "Hide on Site" if you do not wish for the information to be displayed at this time.

	complete <a href="#">Competitor's Registration</a>	<input type="button" value="Hide on Site"/>
	not started <a href="#">Entries from CMPMGR</a> ( <a href="#">download help file</a> )	<input type="button" value="Publish"/>
	not started <a href="#">Rules &amp; Policies</a>	