



CPS – Registration tool



English



1. Download the file “meldemodul.zip” from www.ssf-jugendmeeting.eu
2. Unzip the file “meldemodul.zip” with an zip program of your choice
3. Start the file “transfer.exe”



4. Choose your language by clicking on the flag

The 'Entering Club' form is a dialog box with a light gray background. It contains several input fields and a dropdown menu. The fields are labeled: Name of Club, Association, ID, Person of Contact, Street & No, Postcode, Town, Country, Telephone, Fax, and eMail. The Association dropdown menu is currently set to 'DSV - Nordrhein-Westfalen'. There is a button labeled 'other Association' next to the ID field. At the bottom, there are three buttons: 'OK', 'Cancel', and 'Help'. On the left side of the form, there is a small flag icon. On the right side, there are three flags: Germany, the United Kingdom, and France, and a green button with a white arrow pointing right.

5. Fill in the form completely. (If your nation is not listed under “association”, please click on “other Association” and type in the three digit nation code)
6. Click “OK”



Click this symbol to change your club data

Click this symbol to type in your registrations

Click this symbol to type in your relay registrations

Click this symbol to type in your officials.
(This point is not explicated in this documentation,
because you do not have to appoint your officials)

Click this symbol to send your registrations

Click this symbol to exit the registration module



Type in your registrations

7. Click the corresponding button

8. Choose in the blue back grounded field “### new name ###”

9. Fill in the form completely with the data of your first swimmer. The field „Name prefix“ you can left blank.



CPS-Transfer

Entering for individual events

Please select a name:

Surname <input type="text" value="Musterman"/>	First Name <input type="text" value="Max"/>	Name prefix <input type="text" value=""/>
Year <input type="text" value="1988"/>	Sex <input type="text" value="male"/>	ID <input type="text" value="000000"/>

Event-No	Enter Time
1. <input type="text" value="0"/>	
2. <input type="text" value="0"/>	
3. <input type="text" value="0"/>	
4. <input type="text" value="0"/>	

OK Delete Help End

10. Fill in on field 1 (2,3,...) the desired event number

CPS-Transfer

Entering for individual events

Please select a name:

Surname <input type="text" value="Musterman"/>	First Name <input type="text" value="Max"/>	Name prefix <input type="text" value=""/>
Year <input type="text" value="1988"/>	Sex <input type="text" value="male"/>	ID <input type="text" value="000000"/>

Event-No	Enter Time	
1. <input type="text" value="2"/>	<input type="text" value="0:00,00"/>	400 m Freestyle male 09.02.2007, 1 1988 - 1995 7.50 Euro
2. <input type="text" value="0"/>		
3. <input type="text" value="0"/>		
4. <input type="text" value="0"/>		

OK Delete Help End



11. Fill in on field "Enter Time" the desired entering time
12. Repeat points 10 to 11 until you have entered all the registrations of this swimmer
13. Repeat points 8 to 12 until you have entered all registrations of all swimmers
14. Click „OK“
15. Click „Yes“
16. Click „End“



Type in your relay registrations

17. Click the corresponding button

The screenshot shows a window titled "CPS-Transfer" with a sub-header "Entering for relay-events". Inside the window, there is a label "Please select a name:" followed by a dropdown menu. The dropdown menu is currently empty. In the bottom right corner, there are two buttons: "Help" (with a question mark icon) and "End" (with a small icon of a person).

18. Choose in the blue back grounded field "### new name ###"

The screenshot shows the same "CPS-Transfer" window. The dropdown menu now displays "### new name ###". Below this, there are three input fields: "Relay No" (a small box with the number 1), "Age category" (a dropdown menu), and "Sex" (a dropdown menu with "male" selected). The "Help" and "End" buttons are still present in the bottom right corner.



19. Fill in the form completely with the data of your first relay team

Entering for relay-events

Please select a name: ### new name ###

Relay No: 1

Age category: JG: 1988-1996

Sex: male

Event-No	Enter Time
1. 0	
2. 0	
3. 0	
4. 0	

OK Delete Help End

20. Fill in on field 1 (2,3,...) the desired event number

Entering for relay-events

Please select a name: ### new name ###

Relay No: 1

Age category: JG: 1988-1996

Sex: male

Event-No	Enter Time
1. 22	0:00,00
2. 0	
3. 0	
4. 0	

4x50 m Freestyle
male
10.02.2007, 3 8.00 Euro

OK Delete Help End



21. Fill in on field "Enter Time" the desired entering time
22. Repeat points 20 to 21 until you have typed in all the registrations of this relay team
23. Repeat points 18 to 22 until you have typed in all registrations of all relays
24. Click „OK“
25. Click „Yes“
26. Click „End“



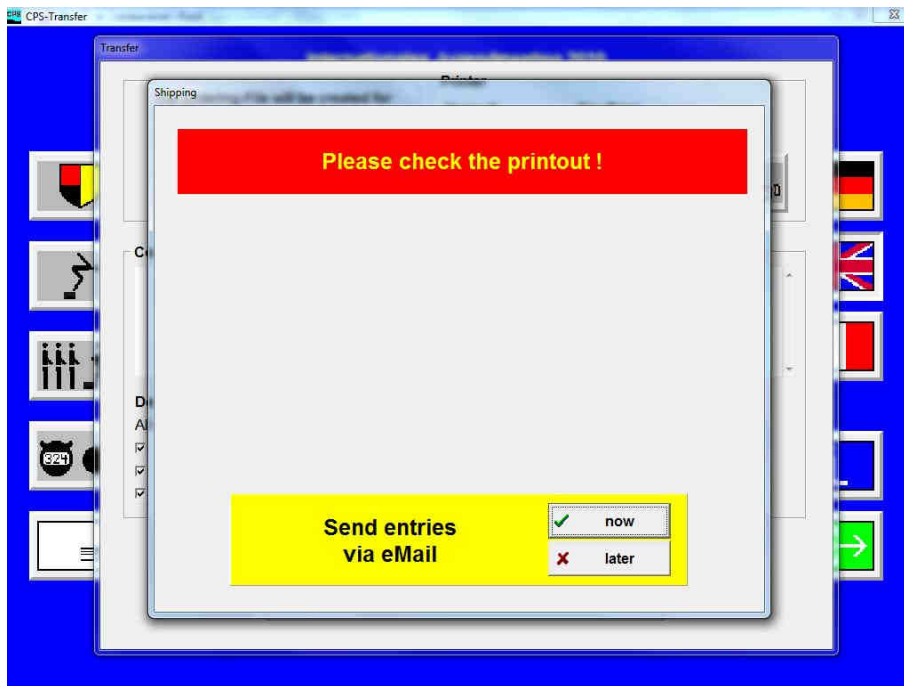
Send your registrations

27. Click the corresponding button

A screenshot of the 'CPS-Transfer' window. It has a blue border with various icons on the left and right sides. The main area is white and contains several sections: 'The Entering-File will be created for' with '1 individual entries' and '1 relay-entries', 'Entering-Fee: 15.50 Euro', a 'Printer' section with 'Name & Connection', 'FinePrint', and 'Copies' (set to 1), a 'Comments' text area, and a 'Declaration according to german competition-rules' section with three checkboxes. At the bottom are 'OK', 'Cancel', and 'Help' buttons.

- 28. Click the 3 blinking texts
- 29. Type in on field „Comments“ a text you want to advise to SSF Bonn (optional)
- 30. Optionally you can change the printer in the top right corner
- 31. Click „OK“
- 32. The entering form will be printed out on your printer





33. Click „now“ or create a new email manually
34. Click „Yes“
35. Click „End“
36. Click the corresponding button to exit the registration module.
37. You will get a affirmation a short time after your email arrived us

If you have more questions please contact us:
meldungen@ssf-jugendmeeting.eu