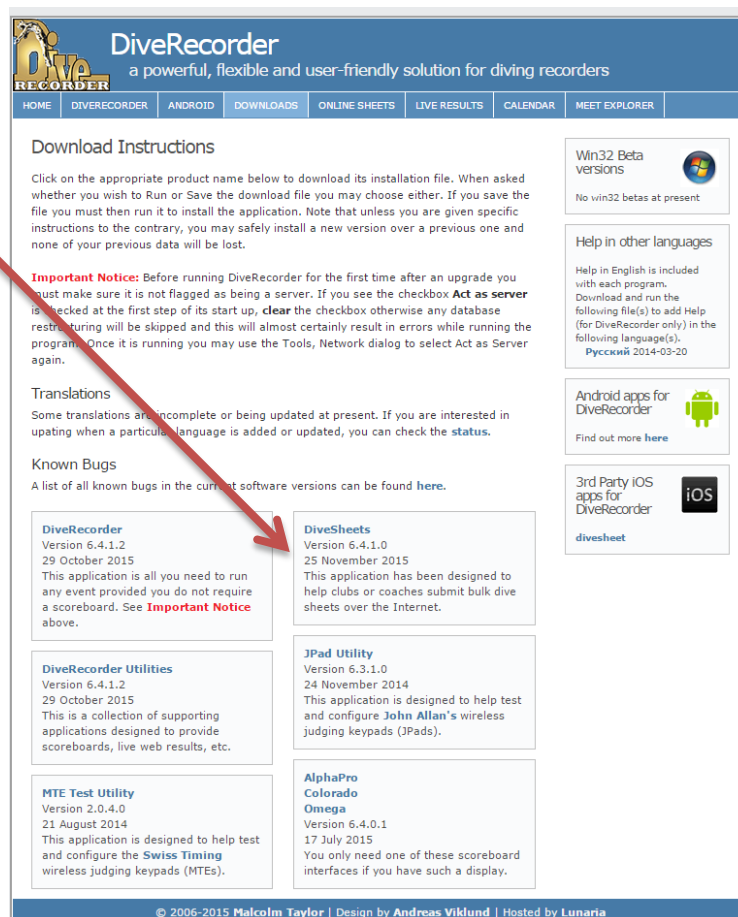## Dive Sheets

Instructions for Schools

NOTE: *Entries are required to be completed on PC devises <u>only</u>.* **WARNING:** *Entries via Apple devices change the configuration of data and* **will not** *be accepted.*
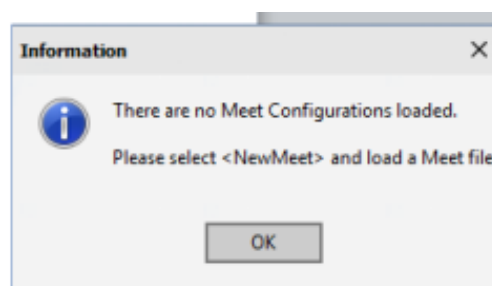
To download Dive Sheets, go to

http://www.diverecorder.co.uk/dive/download.php

Click on Dive Sheets to download

Once you have downloaded Dive Sheets and saved the icon to your desktop, click on the icon to open it, the following message will appear
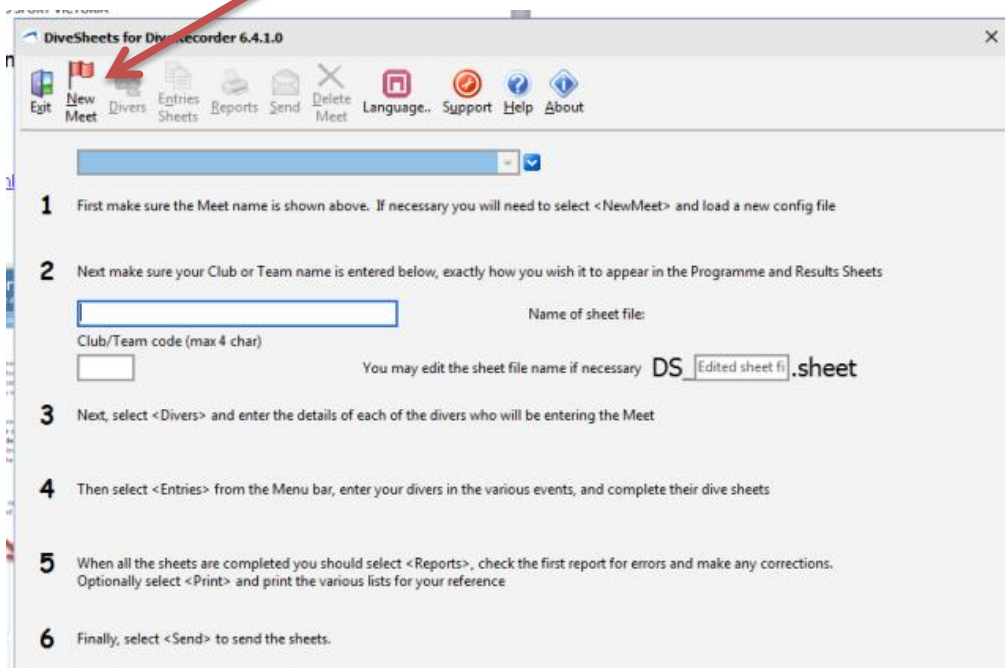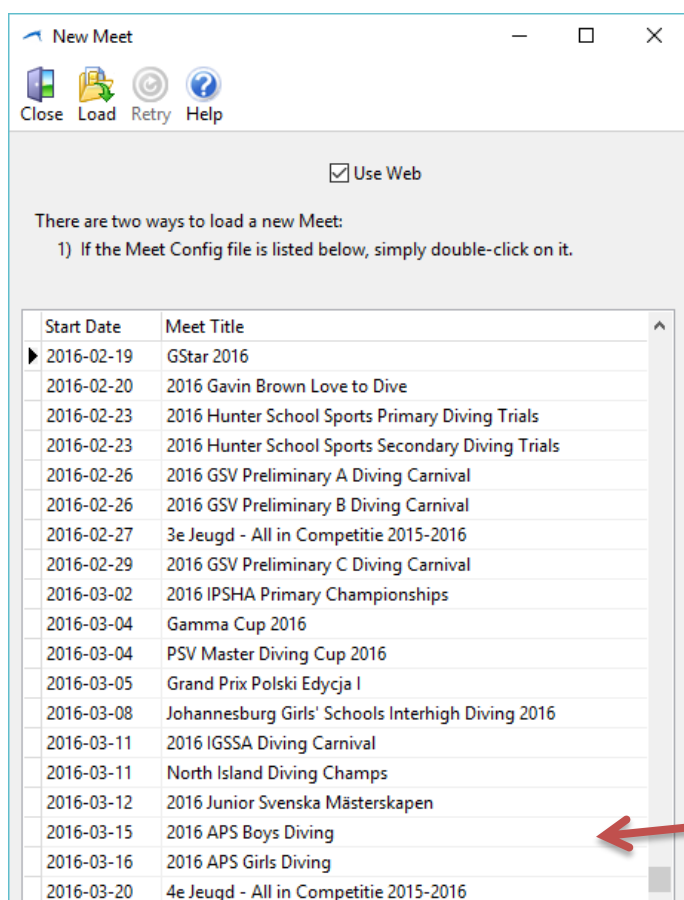

Click OK

This box will appear.

Follow the steps as indicated
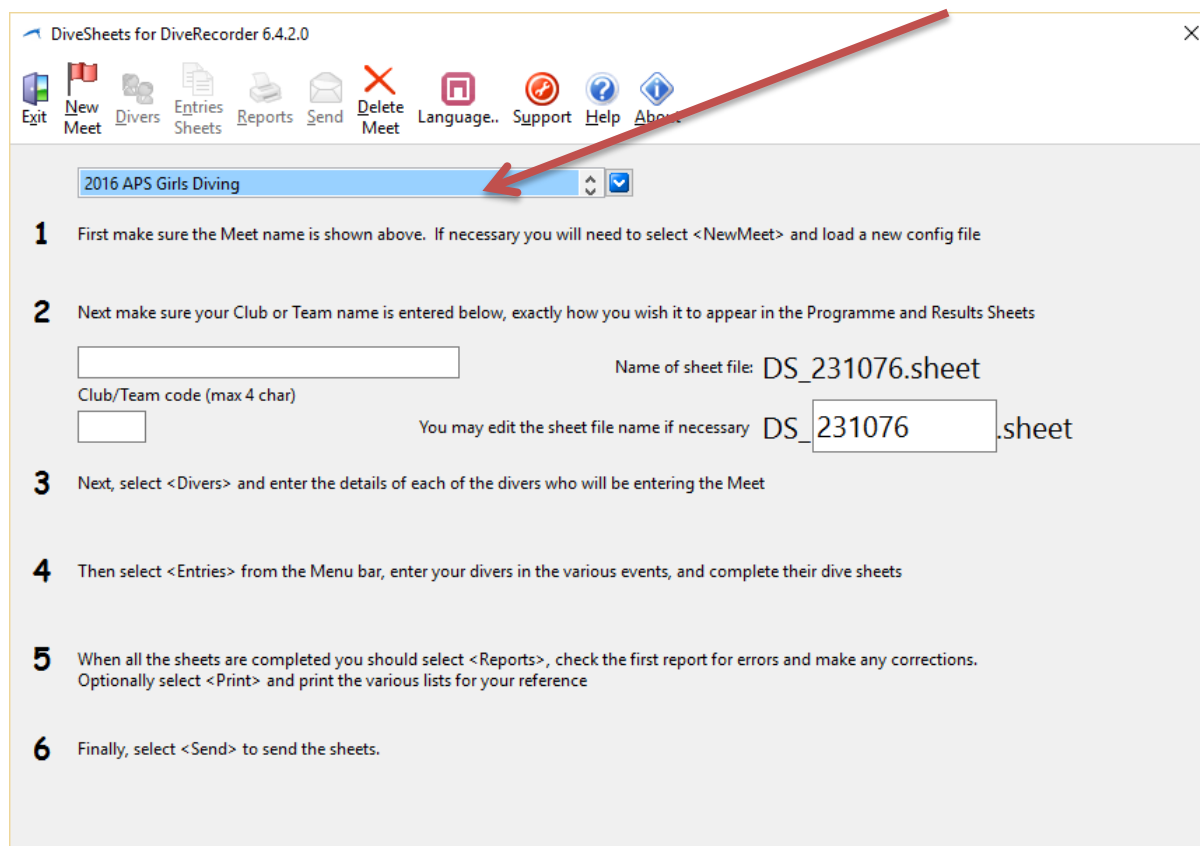
1. Click on **New Meet** tab

Select the appropriate APS Diving Meet from the list that appears, by double clicking on the meet –

i.e. 2018 APS Boys Diving or 2018 APS Girls Diving

Please note
2018 APS Boys
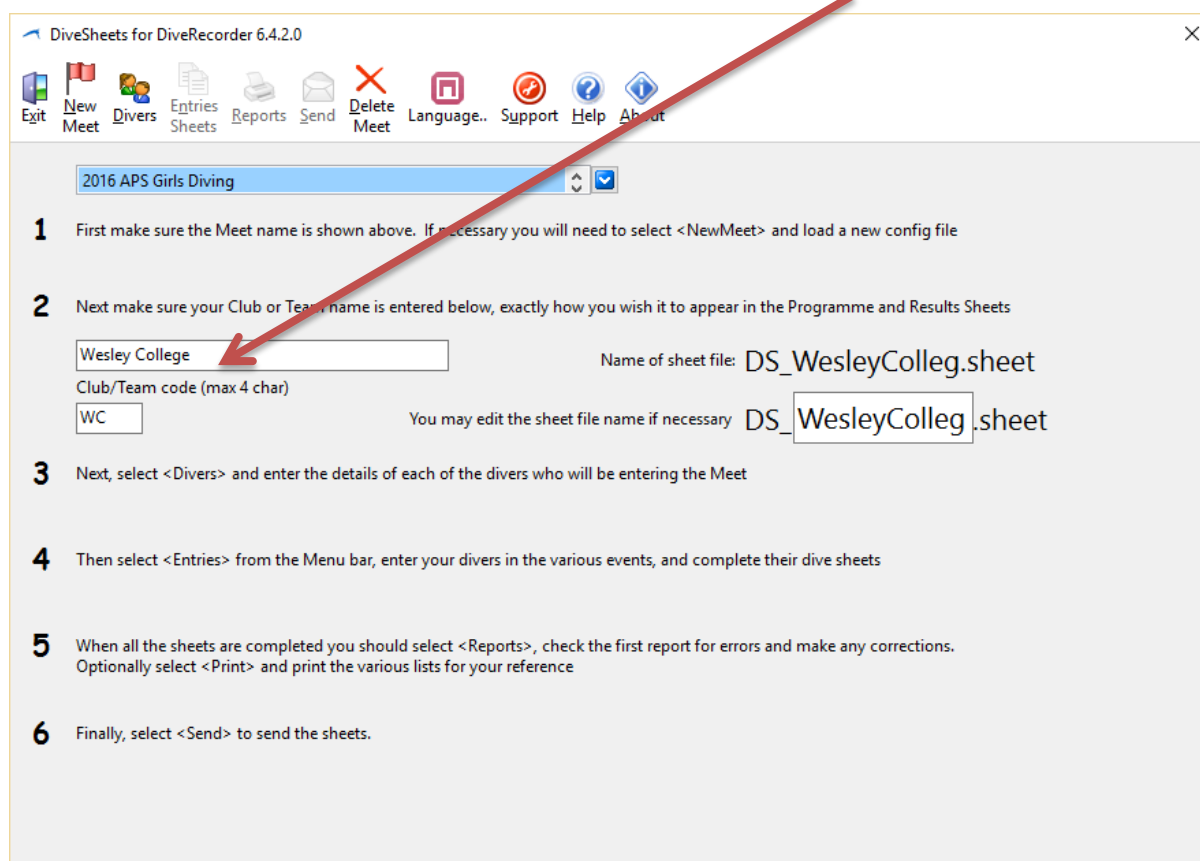2018 APS Girls Diving

Appropriate Meet will now appear in the 'Meet' box

2. Now enter your School Name & Acronym (Club/Team code) e.g Wesley College, WC
   [BGS - Brighton Grammar, CY - Carey Grammar, Caul - Caulfield Grammar, GC - Geelong College, GGS - Geelong Grammar, HY - Haileybury, MGS - Melbourne Grammar, SKC - St Kevin's College, SC - Scotch College, WC - Wesley College, XC - Xavier College]

3. Next select **Divers** and enter the details

First Name e.g. Anna

Surname e.g. Smith

Coach – e.g Luke Gavin

Club – School Name e.g Wesley College

Team Code - school acronym e.g. WC

Gender – click female or male as appropriate

Year Born: ie. 2001

Then click '**Save**' tab at the top of the menu bar. Repeat the process for all the divers you wish to enter in to the database, click '**New**' each time for a new diver.

4. Now select **Entries Sheets** from the original (home) menu bar to enter the divers in to their various events (e.g. Girls U14 Diving A Division). Follow instructions on program.
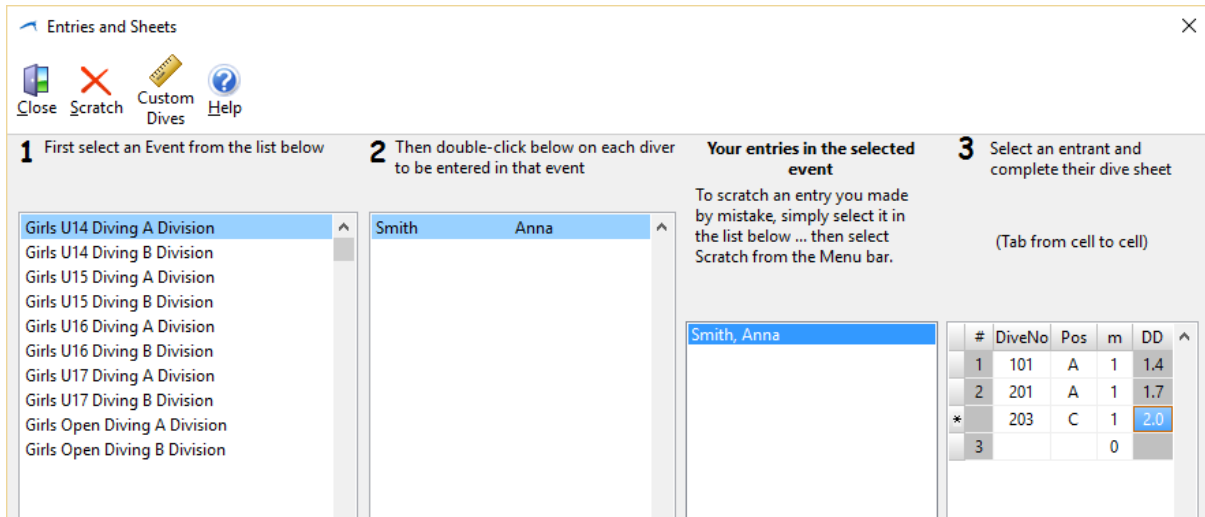
Note: if you select a student that is too young or too old for the event, a prompt will pop up to ensure that you are entering the right student in to the right age group event.

5. When you have completed your entries, select reports to check that you have made no mistakes. e.g. that you have entered divers in to all events that you wish to, that you have entered the correct dives etc.

6. Now you are ready to send the sheets to APS Sport. Select 'send' from top tool bar. Enter the email address that APS Sport can contact you on should there be any queries.