

# Associated Public Schools of Victoria

ABN 61 949 738 691

APS House, 15 / 13-25 Church Street Hawthorn Vic 3122

Tel: (03) 9804 3677 Mobile: 0417 512 174

Email: [aps@apssport.org.au](mailto:aps@apssport.org.au) Website: [www.apssport.org.au](http://www.apssport.org.au)

## Dive Sheets

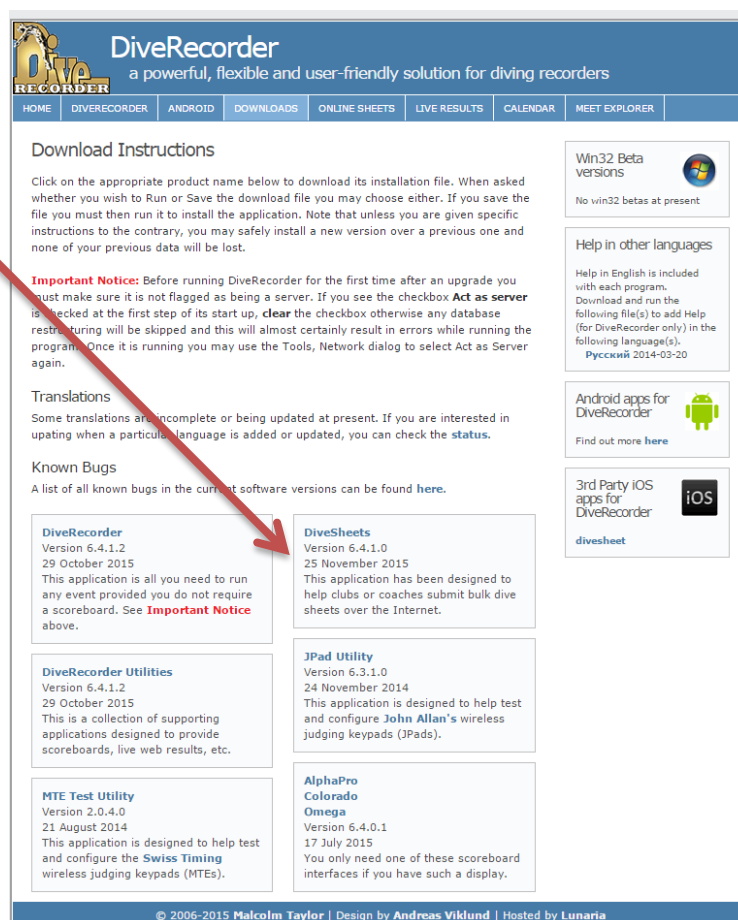
### Instructions for Schools

**NOTE:** Entries are required to be completed on PC devices only. **WARNING:** Entries via Apple devices change the configuration of data and **will not** be accepted.

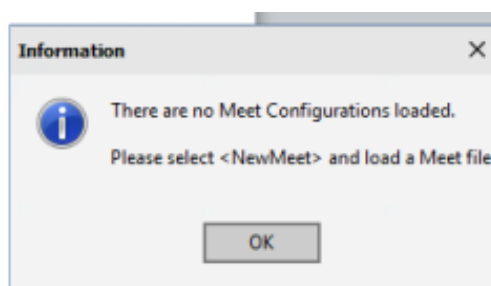
To download Dive Sheets, go to

<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

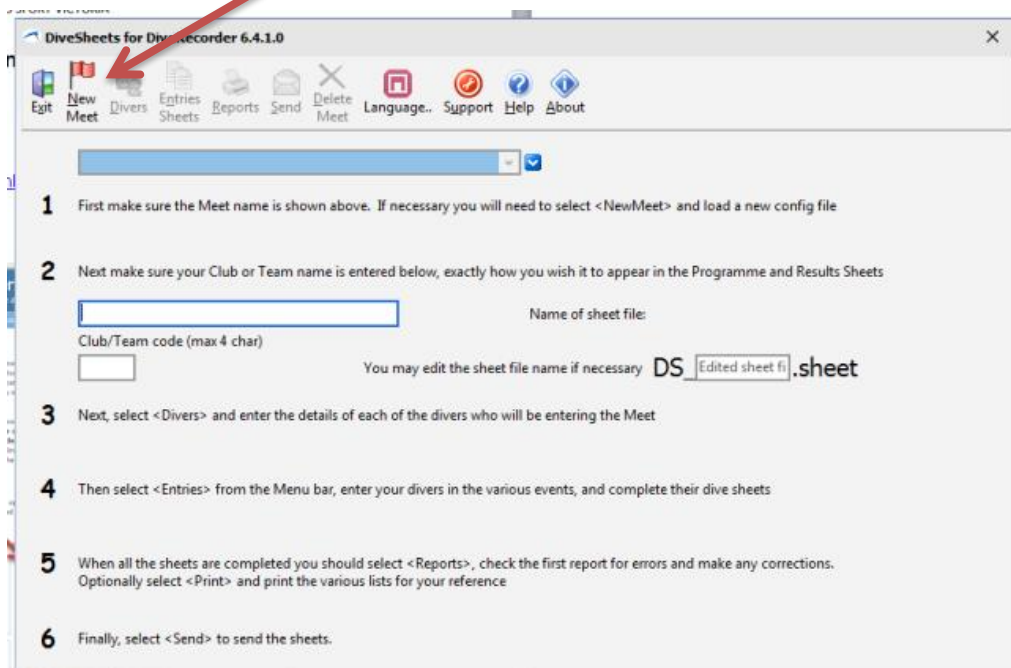


Click OK

This box will appear.

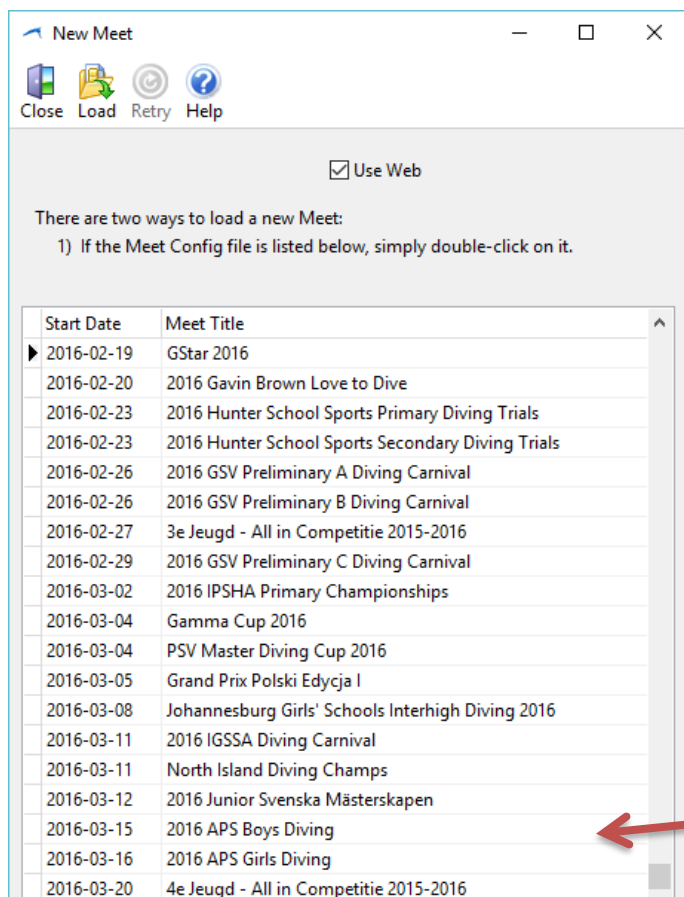
Follow the steps as indicated

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. 2021 APS Boys Diving or 2021 APS Girls Diving



Please note  
2019 APS Boys  
2019 APS Girls Diving

Appropriate Meet will now appear in the 'Meet' box

DiveSheets for DiveRecorder 6.4.2.0

Exit New Meet Divers Entries Sheets Reports Send Delete Meet Language.. Support Help About

2016 APS Girls Diving

- 1 First make sure the Meet name is shown above. If necessary you will need to select <NewMeet> and load a new config file
- 2 Next make sure your Club or Team name is entered below, exactly how you wish it to appear in the Programme and Results Sheets  
  
Club/Team code (max 4 char)   
Name of sheet file: DS\_231076.sheet  
You may edit the sheet file name if necessary DS\_231076.sheet
- 3 Next, select <Divers> and enter the details of each of the divers who will be entering the Meet
- 4 Then select <Entries> from the Menu bar, enter your divers in the various events, and complete their dive sheets
- 5 When all the sheets are completed you should select <Reports>, check the first report for errors and make any corrections. Optionally select <Print> and print the various lists for your reference
- 6 Finally, select <Send> to send the sheets.

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]

DiveSheets for DiveRecorder 6.4.2.0

Exit New Meet Divers Entries Sheets Reports Send Delete Meet Language.. Support Help About

2016 APS Girls Diving

- 1 First make sure the Meet name is shown above. If necessary you will need to select <NewMeet> and load a new config file
- 2 Next make sure your Club or Team name is entered below, exactly how you wish it to appear in the Programme and Results Sheets  
Wesley College  
Club/Team code (max 4 char) WC  
Name of sheet file: DS\_WesleyColleg.sheet  
You may edit the sheet file name if necessary DS\_WesleyColleg.sheet
- 3 Next, select <Divers> and enter the details of each of the divers who will be entering the Meet
- 4 Then select <Entries> from the Menu bar, enter your divers in the various events, and complete their dive sheets
- 5 When all the sheets are completed you should select <Reports>, check the first report for errors and make any corrections. Optionally select <Print> and print the various lists for your reference
- 6 Finally, select <Send> to send the sheets.

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.

The screenshot shows a software window titled 'Divers'. At the top is a menu bar with icons and labels: Close, New, Save, Abort, Delete, Club Names, Coach Names, Club Codes, Initial Capitals, and Help. Two red arrows point to the 'New' and 'Save' icons. Below the menu bar is a table with three columns: Surname, First Name, and Name of Coach. The first row is highlighted and contains the text: \* Smith, Anna, Luke Gavin. To the right of the table is a form for entering diver details. The form includes fields for First Name (Anna), Surname (Smith), Coach (a dropdown menu showing Luke Gavin), Clubs (two text boxes, the first containing Wesley College), Team code (two text boxes, the first containing WC), Gender (radio buttons for Male and Female, with Female selected), Year Born (2001), Age at 31 December (15), Registration number (an empty text box), First Name (ASCII) (Anna), and Surname (ASCII) (Smith).

Surname	First Name	Name of Coach
* Smith	Anna	Luke Gavin

First Name  
Anna

Surname  
Smith

Coach  
Luke Gavin

Clubs  
1 Wesley College  
2

Team code (max 4 char)  
1 WC 2

Gender  
☐ Male  
☒ Female

Year Born  
2001

Age at 31 December **15**

Registration number  
|

First Name (ASCII)  
Anna

Surname (ASCII)  
Smith

- 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.

The 'Entries and Sheets' window is divided into three main sections:

- First select an Event from the list below**: A list of events including 'Girls U14 Diving A Division', 'Girls U14 Diving B Division', 'Girls U15 Diving A Division', 'Girls U15 Diving B Division', 'Girls U16 Diving A Division', 'Girls U16 Diving B Division', 'Girls U17 Diving A Division', 'Girls U17 Diving B Division', 'Girls Open Diving A Division', and 'Girls Open Diving B Division'.
- Then double-click below on each diver to be entered in that event**: A list of divers, currently showing 'Smith' and 'Anna'.
- Your entries in the selected event**: A table showing entries for 'Smith, Anna'. The table has columns: #, DiveNo, Pos, m, DD. The data is as follows:
 

#	DiveNo	Pos	m	DD
1	101	A	1	1.4
2	201	A	1	1.7
*	203	C	1	2.0
3			0	

Additional instructions: 'To scratch an entry you made by mistake, simply select it in the list below ... then select Scratch from the Menu bar.' and '(Tab from cell to cell)'.

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.

- 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.
- 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.

The 'DiveSheets for DiveRecorder 6.4.2.0' window shows the 'Send' button in the top toolbar highlighted with a red arrow. The 'Send the DiveSheets' dialog box is open, showing the following steps:

- First make sure the Meet name is shown above the list (2016 APS Girls Diving).
- Next make sure your Club or Team name is entered (Wesley College). Club/Team code (max 4 char) is WC.
- Next, select <Divers> and enter the details of the divers.
- Then select <Entries> from the Menu bar, enter the details of the dives.
- When all the sheets are completed you should select <Reports> to check the entries. Optionally select <Print> and print the various sheets.
- Finally, select <Send> to send the sheets.

The 'Send the DiveSheets' dialog box includes a 'Reminder:' section stating: 'You must be connected to the Internet before you can submit the Divesheets'. It also has a checkbox for 'Use Web' which is checked. The dialog asks for an email address for the Recorder to use when acknowledging your divesheets, with a red arrow pointing to the input field. Below this, it asks to click OK to confirm the email address is correct. The email address for queries is listed as [psa@apssport.org.au](mailto:psa@apssport.org.au).