2016

AKS Sports Day Program

User Manual

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1. Introduction

The AKS Sports Day program has been developed to help teachers at the school manage important information collected on Sports Day, which occurs annually at the school. The program provides lots of important functionality including; importing a list of pupils, adding several events and adding results for pupils. The software will automatically calculate all the relevant totals for age groups and houses once results have been entered. The teacher can then view these totals at any time in the program. Individual champions can also be viewed in this section, another feature which wasn't implemented in the previous system. Not only is this new piece of software easier and quicker to use, it provides all the functionality the teacher needs in a single entity (the program itself) plus further functionality to enhance the user's experience and improve efficiency. The user can also create CSV files to import if they wish, however it is not compulsory and a template is also provided.

Before you begin using the system, there a few important steps you must follow in order to install and set up the new system correctly before the program can be used, which are all explained clearly in this manual.

2. System Requirements

In order to use the program, you must have the following:

Mouse

Monitor

Keyboard

USB Port(s)

Windows XP (or after) / OS X

*Microsoft Excel / Numbers (Optional)*

1GB RAM

NOTE:

As the software has been developed in an OS X environment, the program has been optimised to work on OS X (Mac operating system), but the program will run perfectly fine on a Windows computer. If you happen to alternate between operating systems you may notice slight user interface design fluctuations, however there are only minor differences.

The program files provided will only use around 1MB, however you will need to install a new piece of software called 'Python' (which is explained in **section 3**), so please ensure before installing this product you have sufficient memory space on your computer to store the required files.
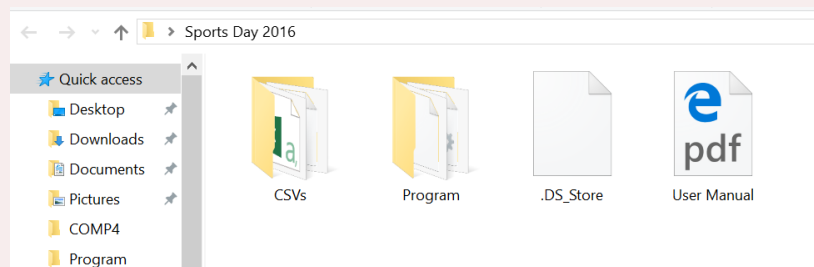
3. Installing the program

1. Insert the USB drive into the USB port in your computer and open the USB. You will find the program folder named 'Sports Day 2016'.
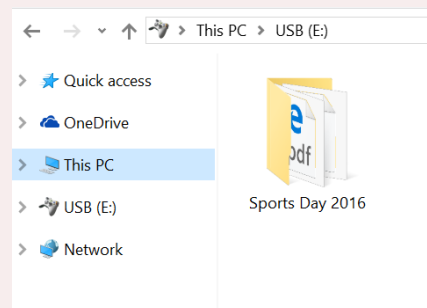

2. Right-click on the program folder provided on the USB and copy the folder 'Sports Day' to your computer (it is recommended you save it to your desktop for quick access, however you can retrieve the location of the program folder from within the program if you save it elsewhere).

3. Double-click on the 'Sports Day' program folder. This folder contains all the information relevant to the program you will use. You will notice several files and folders; CSV's folder (for importing pupils, see **section 6.2**), a 'Program' folder (which contains the program and relevant database files) and a copy of the user manual in PDF format. You can ignore all files for now, apart from the folder named 'Program'. This folder contains the Sports Day Program you will open and use.

4. Open the 'Program' folder. You should see the following files:
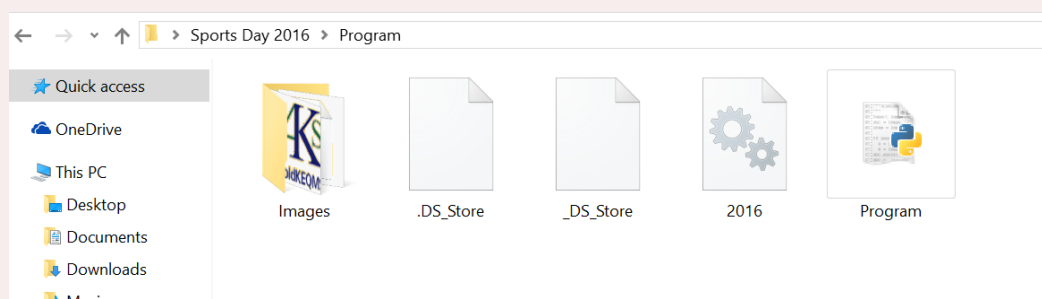
5. You may notice the file extension for the program is '.py'. This means you will need to install a third-party piece of software called Python in order to open the program.
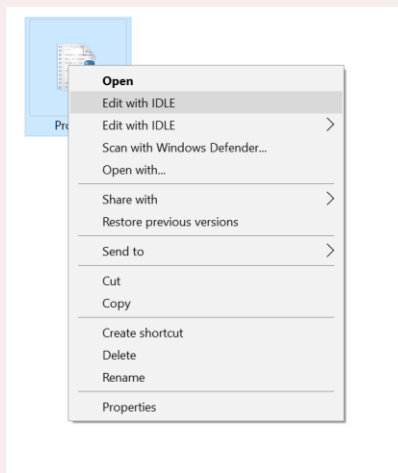
To do this, open this link: https://www.python.org/downloads/

Click the *'Download Python 3'* button on that screen. **DO NOT** download Python 2 as the program will **NOT** work.

Python will then download to your computer.

6. Once Python has been downloaded, go back to the 'Program' folder.

7. Right-click on the 'Program.py' file and click 'Edit with IDLE'.

8. Once the program has opened, you will notice the source code - **IGNORE** the source code and from the Menubar at the top of the program click Run, then Run Module (or F5). This will launch the Sports Day Program.
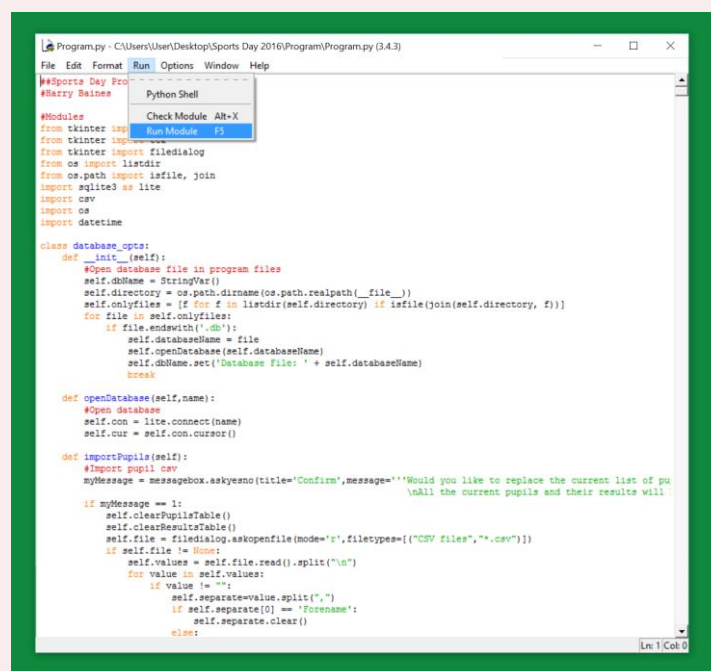
9. Minimise the 'Program.py' file that displays the source code and the console. You should see the main menu appear. The program is now ready for you to use.

Well done, you have successfully installed the program on your computer! Every time you quit the program, all the changes you make will be saved to the database files provided in the program folder. If you want to re-open the program again, simply find the 'Program' folder on your computer and repeat steps 7-9.

4. How to start using the program

Once you have successfully installed the program on your computer, there are a few steps you must follow to configure the new system. Please ensure you have read **section 3** before you proceed.

<u>To open the program:</u>

Right-click on the 'Program.py' file from within the 'Program' folder and click 'Edit with IDLE'.

Once the program has opened, ignore the source code and from the Menubar at the top of the program click Run, then Run Module (or F5). This will launch the Sports Day Program.

Minimise the 'Program.py' file that displays the source code and the console. You should see the main menu appear. The program is now ready for you to use.

If you are new to this piece of software, you must first configure the new system. This is all explained in **section 5**, with details on adding houses, adding age groups and adding necessary cup competitions, which can be accessed in the 'Manage Details' section from the 'Screens' drop-down menu. This must be done **FIRST** before you start adding results, pupils or events.

Once you have added houses, age groups and cup competitions, you can now add pupils or import a list of pupils with their details. You can add a pupil manually or you can import a file (you can access this from the Menubar in the program – click 'File', then 'Import Pupils') – all of this information is explained in **section 6**.

Once you have added all the participants for sports day, you can then add all the events that will take place on the day – this is all explained in **section 7**.

After you have followed all of these steps, you don't need to do anything else until sports day. When the day comes, you can add results for the pupils you have entered into the system for a particular event from the result sheets quickly and efficiently. See **section 8** for managing results.

At any time when using the program, you can reset any area of the system you want (for example, clear all pupils or clear all results) or you can simply reset the entire program if you wish. If you want to keep all the pupil's results in the system but want to add new results for the next year's sports day, simply re-name the program folder to the year it took place, copy the entire program folder and re-name it to the current year. This way, you can save a record of all the data over multiple sports days, and you can simply clear the results in the new program folder, and import the list of pupils for that sports day, so you are ready to add new results for the next sports day.

It is recommended that once you have finished with a window, you exit that window to keep everything organised – you can have multiple windows open at the same time however. If you close the home screen window the program will close, and you will have to re-run the program again.

You will notice at the top of the program is a Menubar with many drop-down menus. The 'File' drop-down menu allows you to import a list of pupils (see **section 6**), access the user manual and quit the program. The 'Screens' drop-down menu allows user to access the various functions within the program, such as results, pupils, events and manage details. The 'Others' drop-down menu allows you to get the current directory of your program folder and you can reset the system to factory defaults if you wish.

5. Configuration

5.1 Configuring the System

1. If you are using the program for the first time, you will be provided with a database file named '2016.db' – this is where all the database information is stored.
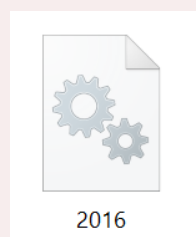
2016

2. If the name is not correct, please re-name the database file to the year which the sports day will take place and the name of the folder (e.g. call the database file 2016.db if the year is 2016 etc).

3. If you want to start a new sports day, see **section 5.2**.

4. Click on the 'Screens' tab from the Menubar at the top of the window. Then, click 'Manage Details'. This section will allow you to manage the houses, age groups and cup competitions in the system. You will notice a 'Settings' tab which is used for resetting any specific area in the system. See **section 9** for more information.
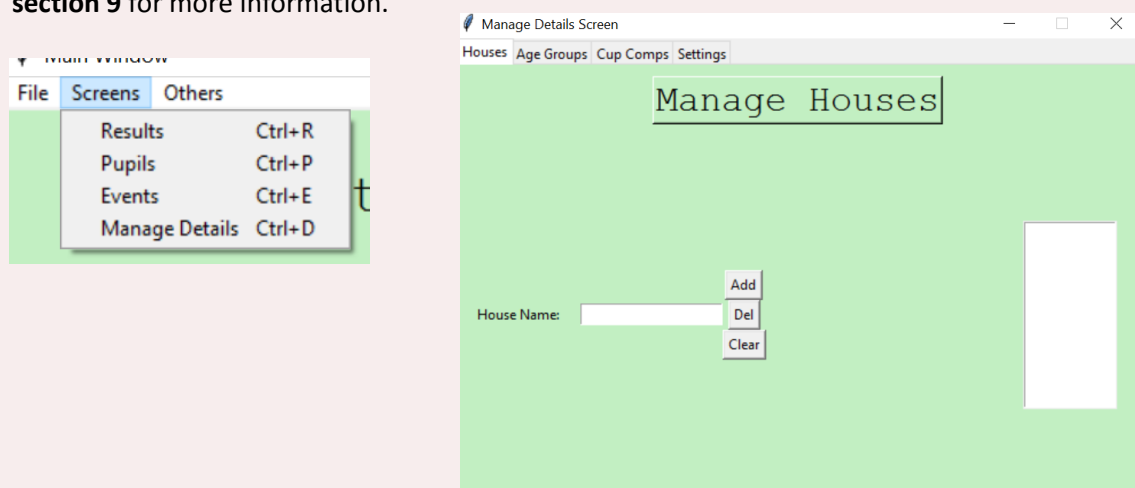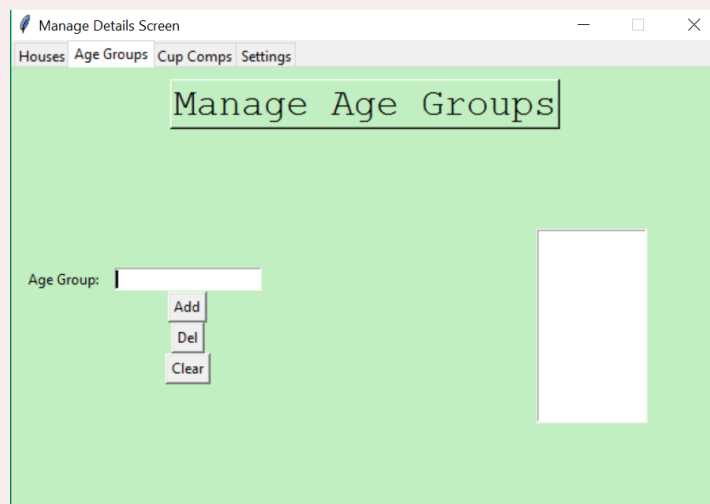
5. Enter a house name into the house name entry box and click 'Add'. Click 'Yes' on the confirmation message if you are happy with the name. You will notice the house has been added into the Listbox and is now in the database.

6. If you wish to import pupils later, the house names you enter now **MUST** match the house names that are associated with the pupils you will import, so please ensure both are spelt correctly and are the same.

7. If for any reason you want to delete a house, simply select the house you want to delete from the Listbox and click 'Del'. Click 'Yes' on the confirmation message and the house will be removed. To clear the entry box at any time simply click 'Clear'.
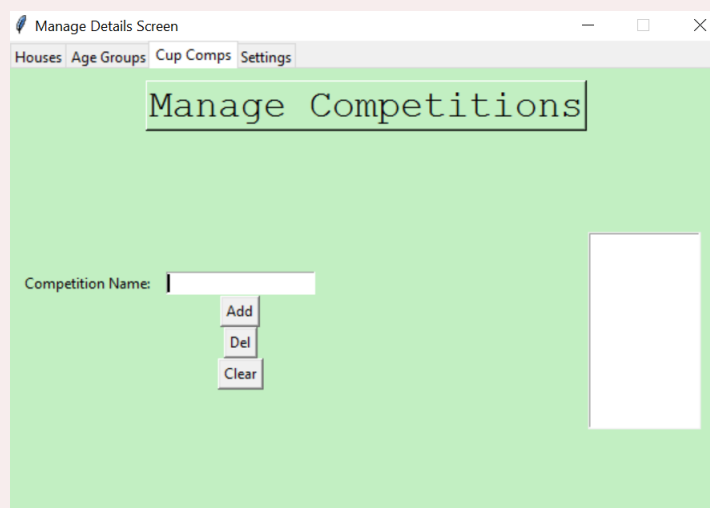
8. Next you need to add some age groups – navigate to the 'Age Groups' tab.

9. Repeat the same procedure for the age groups until you have entered all the age groups you require.

10. Navigate to the 'Cup Competitions' tab and repeat the same procedure – ensure all cup competitions you require have been added (**NOTE**: you don't need to add an 'Overall Cup' as the system will automatically calculate totals for each house for you).

11. Close this window, return to the home page and click 'Refresh'. All the new information should be displayed here.

12. You have successfully configured the new system! Next, you want to add pupils – please go to **section 6**.

5.2   Beginning a New Sports Day

If you have already completed sports day for a year and you want to set up the system for the next sports day, follow the steps below:

1. Re-name the program folder provided containing all the files to the year the sports day took place (e.g. 2016).

2. Copy this folder, and paste it to your computer.

3. Re-name this new folder to the year to the year the next sports day will take place (e.g. 2017).

4. Double-click on this new folder, go into the 'Program' folder and locate the .db database file.

5. Re-name this database file to the year the next sports day will take place (e.g. 2017).

6. Now, locate the .py program file and right-click, and 'Edit with IDLE' to open the program.

7. Hide the source code and console, run the module and the program will launch. You will now notice on the home screen above the 'Refresh' button that the system will read to the new database file.

8. Next, you want to click 'Manage Details' from the drop-down menu and go to 'Settings', and you want to clear any part of the system which is no longer relevant to the new sports day (i.e. clear results) – this means you can keep all the pupils, events, and details from the previous sports day without re-entering them all again.

To create a new sports day system, simply repeat steps 1 – 5

6. Managing Pupils

6.1. Adding Pupils Manually

1. From the Menubar at the top of the window, click 'Screens' then 'Pupils'. The 'View Pupils' window should load up by default. You will notice three tabs within this new window – 'View Pupils', 'Add Pupils' and 'Edit Pupil'. As there are currently no pupils in the system to view, ignore the 'View Pupils' tab and click on 'Add Pupils'.
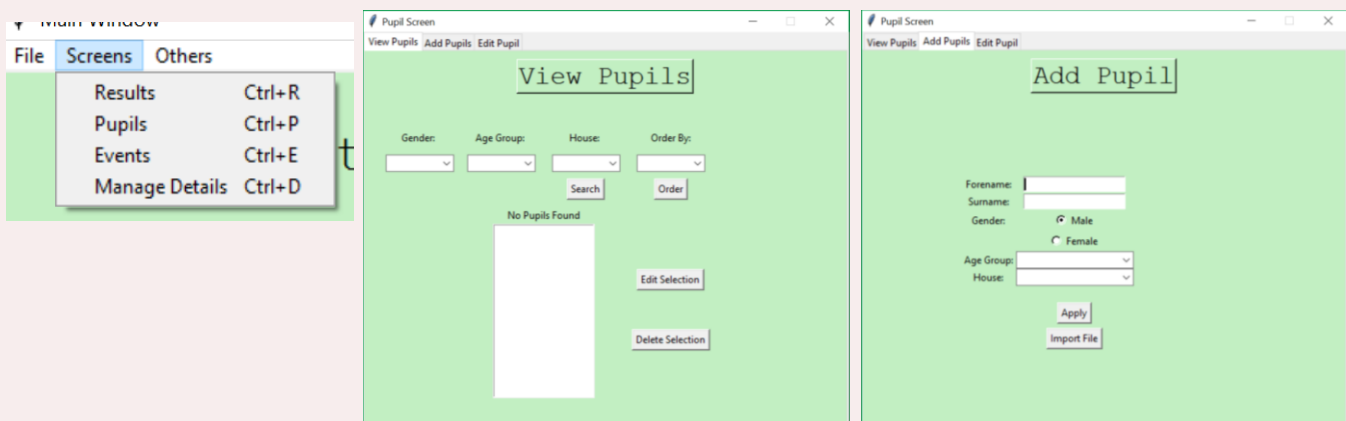
2. You will notice several entry boxes on this window – entry boxes for forename and surname, check boxes for gender, and comboboxes for age group and house. Enter all the details about the pupil you want to add (please ensure **ALL** fields have been completed before you add – an error will be displayed otherwise) and click 'Apply'.

3. Check the details in the confirmation message and if you are happy, click 'Yes' and the pupil will be added into the database. If you want to change something, click 'No' and make your changes.
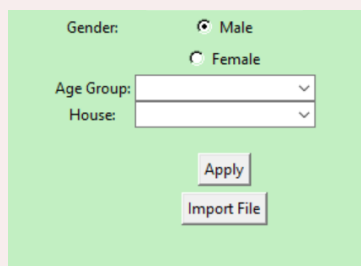
4. Once a pupil has been added, you may notice the comboboxes have the same value as before – this is here to help you add pupils quickly (I would highly recommend if you are adding pupils manually, add them by age group or house so you don't have to keep changing these values).

**5.** Add all the pupils who are participating on sports day on this window.

6. You may notice an 'Import File' button near the bottom of the screen. This is used for importing pupils – this functionality can also be accessed from the Menubar under 'File'. Importing pupils is explained in **section 6.2**.

6.2. Importing Pupils

1. To import pupils, either click on 'Import File' from the 'Add Pupils' window or click 'File' then 'Import Pupils'.


OR
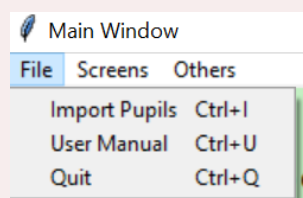
2. A message will be displayed to inform you that all the existing pupils and their results in the system will be erased and the pupils in the new file will be added. Click 'Yes' if you wish to proceed.

3. You now need to locate the file you want to import. You may have noticed in the program folder provided, there is a 'CSVs' folder – it is recommended any CSV files you want to use are placed in this folder for fast access. At this time, only CSV files are compatible with the system. In the 'CSVs' folder provided, there is an excel spreadsheet named 'Pupils'.
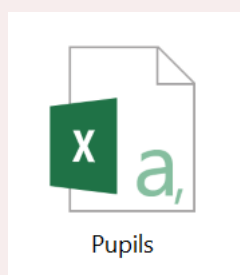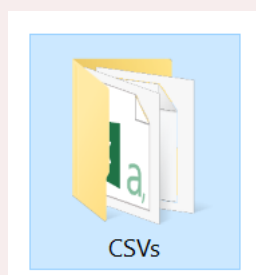
|	A	B	C	D	E
1	*Forename*	*Surname*	*Gender*	*Age Group*	*House*
2	Person	A	Male	Intermediate	Gawthorpe
3	Person	B	Male	Intermediate	Rufford
4	Person	C	Female	Intermediate	Layton
5	Person	D	Female	Intermediate	Layton
6	Person	E	Female	Intermediate	Salmsebury
7	Person	F	Male	Intermediate	Salmsebury
8	Person	G	Female	Intermediate	Rufford
9	Person	H	Male	Intermediate	Gawthorpe

4. This next step is **VERY** important. This file I have provided is a template for the file you must use if you want to import pupils. I would recommend you use this file to add pupils to, then import the file. If not, you can use your own file, however you must use **EXACTLY** the same template as the one provided for the system to read the file, otherwise the program may not work properly. If you already have a list of pupils available with their details, I would highly recommend you copying and pasting them into this excel spreadsheet to make things easier for importing purposes. If you don't feel comfortable with this method, please see **section 6.1** for adding pupils manually – adding or importing pupils is a one-time only task.

5. Once you have found the file you want to import (or just the file within the 'CSVs' folder which is recommended) click 'Open' and a message should be displayed informing you the file has been successfully imported.

6. To see if these pupils have been successfully added into the system, please see section **6.3** for viewing pupils.

6.3. Viewing Pupils

1. Click 'Screens' from the Menubar at the top of the window and then click 'Pupils'. The 'View Pupils' tab should launch by default.
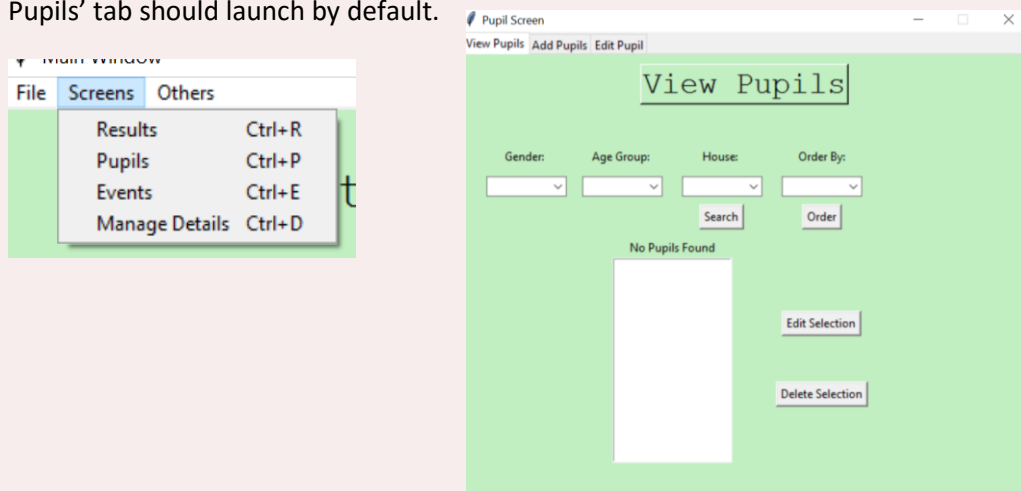
2. You will notice several comboboxes that correspond to a different search criteria. To use these boxes, you **MUST** select a value from the gender, age group and house comboboxes before you click 'Search', otherwise the program will display an error. This is used to simply filter your search down to a few pupils, so you don't have to scroll through 100's of pupils to find who you want.
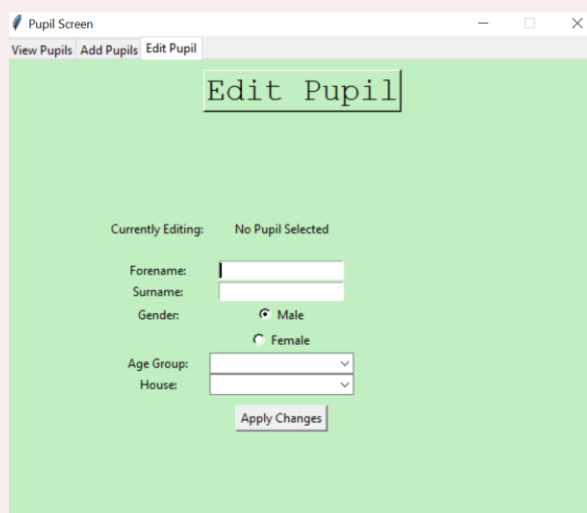
3. You can then order the pupils you have found by selecting 'Forename' or 'Surname' from the 'Order By' combobox and clicking 'Order'.

4. If you wish to delete a pupil, click the pupil you want to delete from the Listbox and click 'Delete Selection'. A message will appear asking for your confirmation – click 'Yes' if you want to delete the pupil, and the pupil will be erased from the database.

5. If you want to edit a pupil, click the pupil you have found from the Listbox and click 'Edit Selection' – a message will appear informing you the 'Edit Pupils' tab has updated to match the details of the chosen pupil. Editing a pupil is explained in **section 6.4**.

6.4. Editing a Pupil

1. To edit a pupil, you should have found the pupil you want to edit from the 'View Pupils' tab - you cannot edit a pupil unless they have been found first - if you are unsure, please see section **6.3**.

2. Once you have found the pupil and clicked 'Edit Selection', the 'Edit Pupils' tab will update to match the selected pupil you wish to edit.

**3.** Navigate to the 'Edit Pupils' tab from within the 'Pupils' section.

4. Here, you can change any details you want for the selected pupil. Enter all the new data you want to edit for this pupil and click 'Apply Changes'.

5. A confirmation message will appear showing you all the new details for the pupil - click 'Yes' if you are happy with your entry.

6. The pupil has now been edited. The 'View Pupils' tab should update to match the new details you edited for that pupil. The pupil has now been edited.

7. Managing Events

7.1. Adding Events

1. From the Menubar at the top of the window, click 'Screens' then 'Events'. The 'View Events' window should load up by default. You will notice two tabs within this new window – 'View Events', and 'Add Events'. As there are currently no events in the system to view, ignore the 'View Events' tab and click on 'Add Events'.
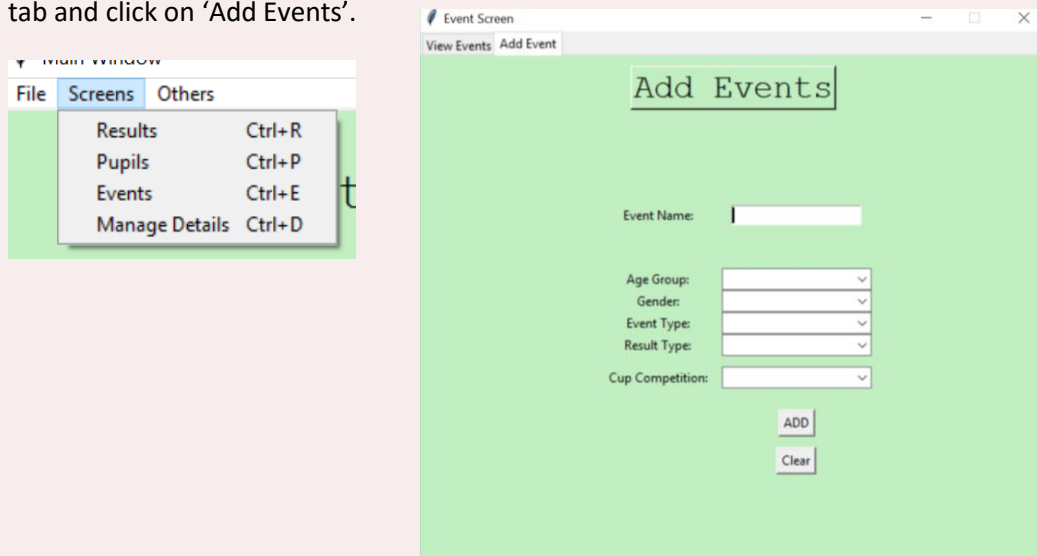
2. You will notice several input boxes on this window - an entry box for the event name and comboboxes for age group, gender, event type, result type and cup competition. Enter all the details about the event you want to add (for example, if you want to add 100m Intermediate Male, enter '100m' into the event name entry box, and fill in the rest of the details using the comboboxes provided) then click 'ADD'.

3. Check the details in the confirmation message and if you are happy, click 'Yes' and the event will be added into the database. If you want to change something, click 'No' and make your changes.

4. Once an event has been added, you may notice the comboboxes have the same value as before – this is here to help you add events quickly (I would recommend you add all events for an age group first, then all events for another age group etc.)

5. Add all the events which will take place on sports day here.

6. You can clear the input boxes at any time by simply clicking 'Clear' located near the bottom of the screen.

7.2. Viewing Events

1. Click 'Screens' from the Menubar at the top of the window and then click 'Events'. The 'View Events' tab should launch by default.
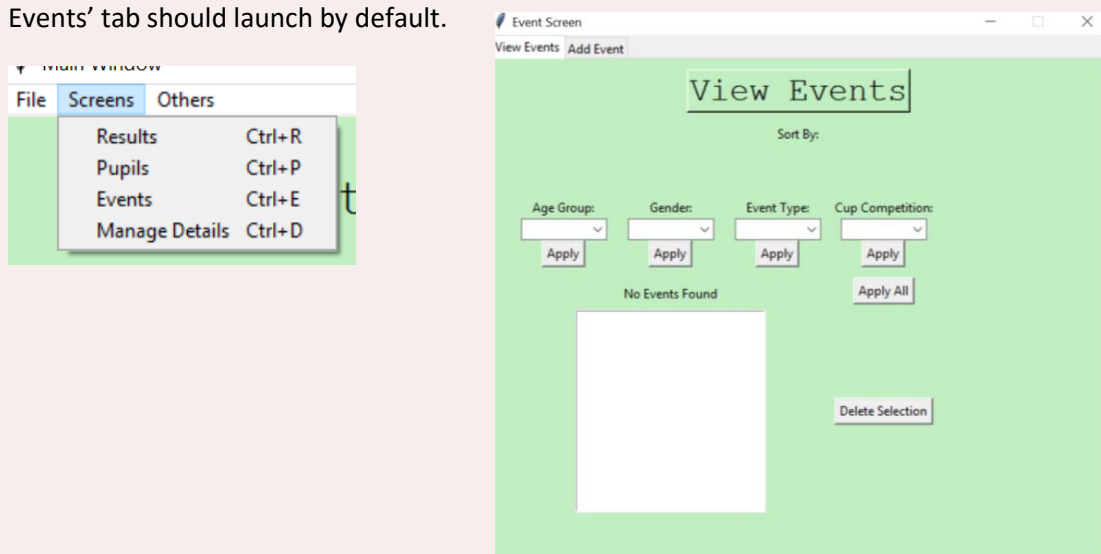
2. You will notice several comboboxes that correspond to a different search criteria. You can search by age group, gender, event type and cup competition individually, by selecting a value from a combobox and clicking 'Apply'. Alternatively, you can select a value from all the comboboxes and then click 'Apply All' to filter your search to a few events.

3. Once you have clicked 'Apply' or 'Apply All' the events Listbox should display to you all of the events that match your criteria. For each event, it will display the name, the age group, the gender and the event type in a simple format. If there are no events in the system, no events will be displayed.

4. If you wish to delete an event, click the event you want to delete from the Listbox and click 'Delete Selection'. A message will appear asking for your confirmation – click 'Yes' if you want to delete the event, and the event will be erased from the database.

8. Managing Results

8.1. Adding a Result

1. From the Menubar at the top of the window, click 'Screens' then 'Results'. The 'View/Add Results' window should load up by default. From this window, you can add and view results simultaneously. You will notice three tabs within this new window – 'View Results', 'Totals' and 'Champions'. For now, stay with this screen as here you can add results and view all the relevant information you require.

2. You will notice several entry boxes on this window. You **MUST** first find an event to add results for - to do this, select an event type and an age group and click 'Find'. This will populate the events combobox below with all events that match the search criteria.

3. Select the event you want to add results for from this combobox and click 'Show Current Results'. This will update the Listboxes on the right side of the window to match all the information relevant to your chosen event. If no results have been added, nothing should be displayed yet.
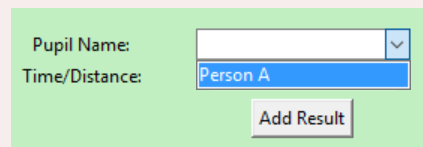
4. Next, you need to find a pupil you want to add a result for in this event. Enter the surname of the pupil you want to find in the entry box (can be lowercase) and click 'Search'. Accept the confirmation message if you are happy with the surname entry.
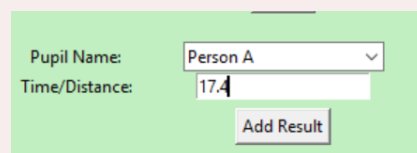

5. Below the search button you will find a pupil name combobox - this box should populate with all the pupils found from the surname you just searched. Select the pupil you require from this box.
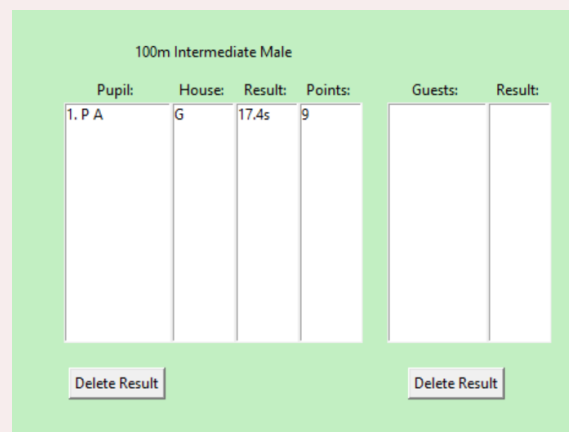

6. Once you have selected the pupil, enter the result they scored for this event in the box below (numbers **ONLY**) and click 'Add Result'. Accept the confirmation message if you are happy with your entry.

7. You will notice the result for this pupil for the event has been added to the Listboxes on the right side of the window - this means the result has been successfully added into the database.

8. To add the next result for the event, simply repeat steps **4-6** for another pupil until you have added all the results for that event.

9. You may also notice if more than 8 pupils have participated in the event, the top 2 scorers from each house will have points allocated and the pupils who scored lower than these 2 scorers from their house will be added as a 'guest' and no points will be allocated.

10. If you ever want to delete a result, simply select the pupil's name from the Listbox (or guest Listbox) and click 'Delete Result'. Confirm your selection, and the Listbox and database will update. Notice also the points allocated for each pupil in this event will also update.

11. After you have added results, points will be allocated to the pupils. The total points for each house will be recorded and displayed in the 'Totals' window - please see **section 8.3** for more details.

8.2. Viewing Results

1. From the Menubar at the top of the window, click 'Screens' then 'Results'. The 'View/Add Results' window should load up by default. From this window, you can add and view results simultaneously. You will notice three tabs within this new window – 'View Results', 'Totals' and 'Champions'. For now, stay with this screen as here you can view results and all the relevant information you require.

2. You will notice several entry boxes on this window. You **MUST** first find an event to add results for - to do this, select an event type and an age group and click 'Find'. This will populate the events combobox below with all events that match the search criteria.

3. Select the event you want to view results for from this combobox and click 'Show Current Results'. This will update the Listboxes on the right side of the window to match all the information relevant to your chosen event. If no results have been added, nothing should be displayed yet. To add results for the chosen event, please see **section 8.1** for more information.

8.3. Viewing Totals

1. From the Menubar at the top of the window, click 'Screens' then 'Results'. The 'View/Add Results' window should load up by default. Navigate to the 'Totals' tab.

2. From here, you can view house totals by cup competition or age group. There is also a totals Listbox for all the houses in the system.

3. To find house totals by cup competition, simply select a cup competition from the combobox and click 'Find'. This will populate the Listboxes below for all the house totals relevant to the chosen cup competition. To find house totals for another cup competition, simply select another cup competition from the combobox, click 'Find' and the Listboxes will refresh to match the new search criteria. You can repeat the same procedure for viewing house totals for all age groups in the system by selecting an age group and clicking 'Find'.
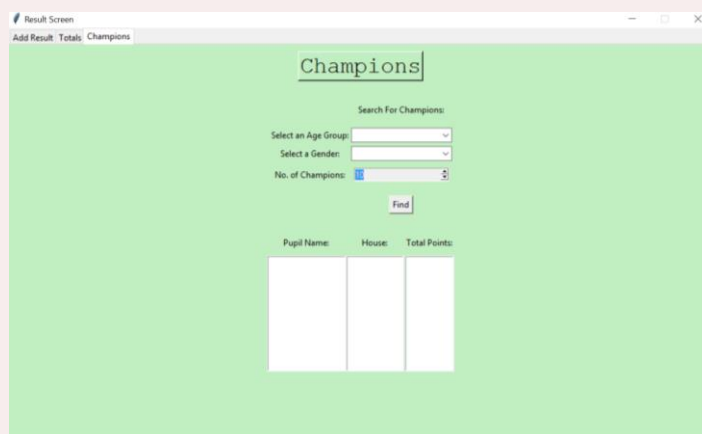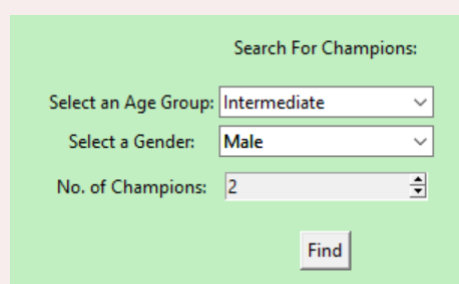
8.4. Viewing Champions

1. From the Menubar at the top of the window, click 'Screens' then 'Results'. The 'View/Add Results' window should load up by default. Navigate to the 'Champions' tab.

2. You will notice a few entry boxes you have to fill out to find champions. Select an age group and gender from the comboboxes and specify how many champions you wish to view (maximum is **10**) and then click 'Find'.


3. The Listboxes below will be populated based on your search and display all the pupils who scored the most amount of points for the events they took part in, provided they only completed 2 track/1 field or 2 field/1 track events on the day.

9. Managing Settings

1. From the Menubar at the top of the window, click 'Screens' then 'Manage Details'. Then, navigate to the 'Settings' tab from within this section.
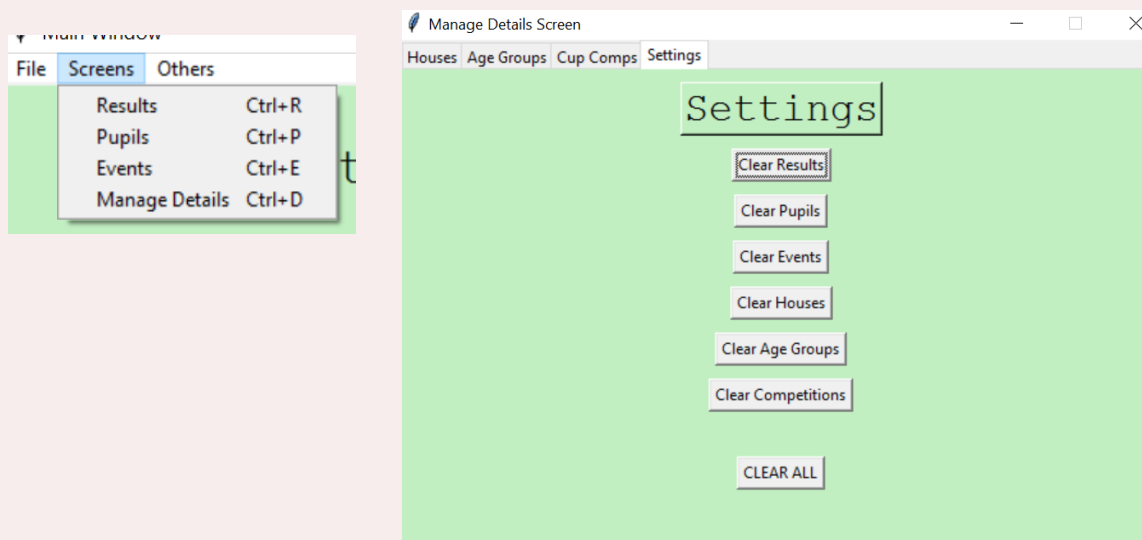
2. You will notice several buttons used to clear different areas of the system.

3. To clear something (for example, results) simply click the button you want and confirm your selection from the confirmation messages (**NOTE**: if you want to clear pupils, all their results will also be erased, so please take care when doing this).

4. If you want to reset the entire system, simply click 'CLEAR ALL' or 'Others' then 'Reset' from the Menubar. The program will close once the system has been reset.
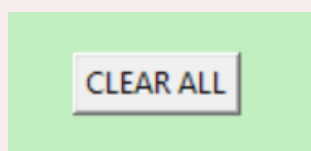
 OR
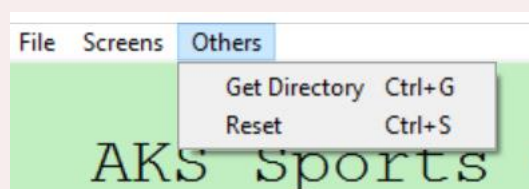
(**NOTE**: anything you reset in the system cannot be retrieved later – please save a backup of the program folder if you want to keep results for later)

10.   Other System Functions

User Manual – can be accessed from the 'File' menu from the Menubar located at the top of each window, or by clicking 'Help' on the home screen. A PDF document is also provided in the program folder
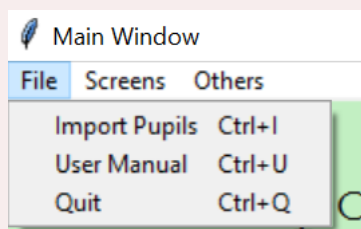
OR
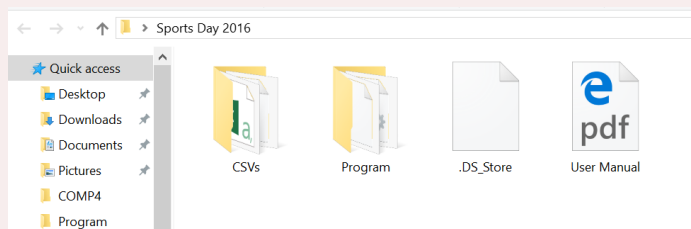
Refresh (on home screen) – if you make many changes in the program and wish to view the overall details on the home screen simply click 'Refresh' and the Listboxes will update accordingly
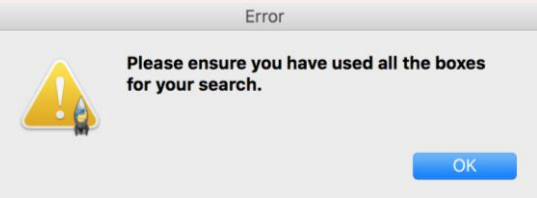
Current Directory – accessed from the Menubar at the top of each window, and retrieves the current directory of your program folder

Reset – accessed from the Menubar at the top of each window, will reset the entire system and close the program
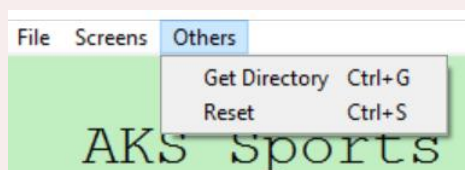
11.   Possible Errors and Recovery Procedures

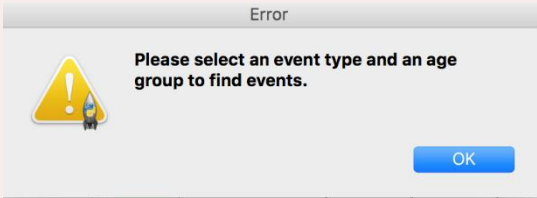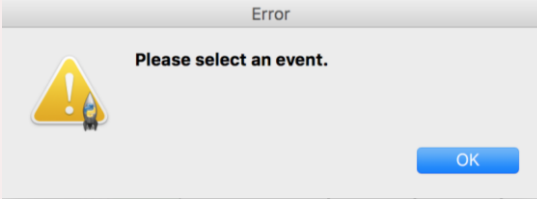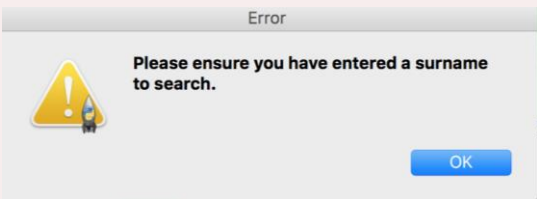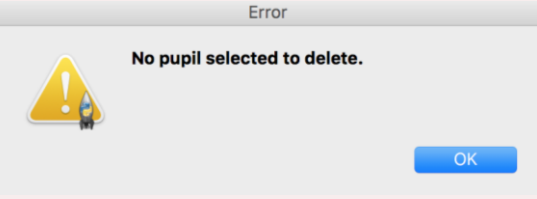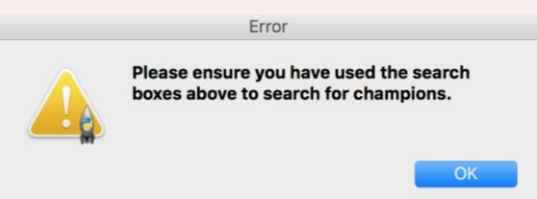| Error	Reason	Recovery Procedure
Error Please select an event type and an age group to find events. OK	Clicked 'Find' on the View/Add Results screen without selecting an event type and/or an age group	Select an age group and an event type, then click 'Find'
Error Please select an event. OK	Clicked 'Show Current Results' without selecting an event	Select an event from the combobox and click 'Show Current Results' again
Error Please ensure you have entered a surname to search. OK	Clicked 'Search' with no entry in the surname entry box	Enter a surname to search for pupils, then click 'Search'
Error Please ensure you have entered a result. OK	Clicked 'Add Result' with no entry in the entry box	Ensure you have entered a result and then click 'Add Result'
Error No pupil selected to delete. OK	Clicked 'Delete Result' without selecting a pupil	Select a pupil name from the Listbox and click 'Delete Result' to remove the result once you have accepted the confirmation message
Error Please ensure you have used the search boxes above to search for champions. OK	Not completed all of the search criteria for champions	Enter a value in every entry box and specify how many champions you wish to view, then click 'Find'
Error Please ensure you have used all the boxes for your search. OK	Clicked 'Search' and all entry boxes don't have a value	Ensure you have selected a value to search for before you click 'Search'

Error Please ensure you have selected a pupil to edit. OK	Clicked 'Edit Selection' without selecting a pupil to edit	Select a pupil from the Listbox, then click 'Edit Selection' and the edit pupils window will update successfully
Error Please ensure you have selected a pupil to delete. OK	Clicked 'Delete Selection' without selecting a pupil	Ensure you have selected a pupil before you click 'Delete Selection' then the pupil will be deleted once you have accepted the confirmation message
Error Please ensure all fields have been completed. OK	Not all entry boxes have been completed	For some areas of the system (such as adding a pupil), all entry boxes must have a value present before you can add the pupil (for example, they must have a name, gender, house and age group)
Error Please ensure your entry is text only. OK	Not entering text where necessary	If you are adding a pupil, numbers are not allowed for the forename or surname – please ensure you entry is text only
Error Please ensure you have selected an event to delete. OK	Clicked 'Delete Selection' and no event has been selected	If you want to delete an event, click on the event you wish to delete, then click 'Delete Selection' and the event will be removed once you have accepted the confirmation message
Error You have entered a large name. Please ensure this is correct. OK	Entering a large value in an entry box	If you enter a large value (more than 15 characters long) you will be prompted that your entry is large – you can still proceed, however ensure this is correct before you add it into the system

12.   Frequently Asked Questions

Question Number	Question	Answer
1	What is the .db file provided in the program folder?	The .db file is a database file which will store all the information you will add into the system when you begin to use it. You don't need to open this file at any time, however if you want to save a backup you can simply copy and paste this file to another location for backup purposes.
2	I have clicked on the Python file and it won't launch – what do I do?	You must install a third-party piece of software called 'Python' to open the program. For more information, see **section 3** in this manual.
3	Which version of Python do I install from the website?	You need to install Python3 for the program to work – Python2 won't be able to execute the program correctly. Simply download the latest version of Python from the website provided in **section 3**.
4	I want to set-up a new sports day – how do I do this?	Simply copy and paste the program folder provided to your computer, re-name this folder to the year the sports day is due to take place, and rename the database file in the 'Program' folder to the year of the sports day to take place. I would also recommend you re-name the new program folder to the current year so you can easily navigate through multiple sports days if you wish.
5	Why must I re-name the program folder?	It is simply to help you distinguish between multiple sports days (e.g. 2016 and 2017 may be 2 copies of the same program folder, however with a different database file for that particular sports day).
6	How do I view totals for houses in each age group?	Simply click 'Results' from the drop-down Menubar located at the top of each window, and then navigate to the 'Totals' tab from within this section. Here you can view the current overall house totals for the entire school, house totals by age group and house totals by cup competition.
7	Which file type can I use to import a list of pupils?	The file type must be a .csv file – in order to create one, simply export the excel/numbers spreadsheet as a CSV file, then drag and drop this file into the CSV's folder in the program files. A template is provided to help you – you may also use this template if you wish.
8	When I start a new sports day, do I need to re-enter all the information again?	No – simply copy the program folders provided and you will have all the same information. See **section 5.2** in this manual for more details.

9	The program has crashed – what do I do?	If the program is not responding, close all the windows in the program, and re-open the program from within the program folder.
10	How do I know which sports day database I am reading to and from?	On the home screen of the program once opened, you will notice a label just below the school logo which tells you which database file you are currently using with this program.
11	I've forgotten where I saved the program folder – is there any way I can locate where it is?	Yes – from the 'Others' tab on the Menubar at the top of the screen, click 'Get Directory' and it will display the current location of the program folder.
12	Can I easily save a backup of the program folder?	Yes – simply copy and paste the folder to your USB drive or other storage device and the information will be saved.