# Welcome

**CPS-Transfer** supports you with the application for competitions in swimming sports. With the help of CPS-Transfer you will be able to send an application for a specific event by electronic means (diskette or eMail). This is comfortable for you and the organizing club can take over the application easily.

The program CPS-Transfer is a delivery component of „CPS-Schwimm" and is copyright protected by national and international laws. Every infringement to the licence contract may be prosecuted.

Minimum system requirements
| | |
|---|---|
| Processor | 486 DX 40 or more |
| Surface | Windows 95 or higher |
| Main capacity | 16 MB |
| Screen | VGA (640x480 points) |

Some graphic boards are not 100% VESA-compatible and will cause errors with other than VGA solution, which may in the worst case lead to a computer crash. If this is the case, please restart CPS-Transfer - but with a real VGA-solution (640x480 points).

# Entering times

You will probably have to enter a great deal of times into this program. Again and again this will be repeated and there are always the same rules and guidelines.
- When entering minutes you do not have to put Nils in front of the figures.
- When entering seconds Nils must be put in front of the figures, if they are less then 10.
- 1/10- and 1/100-seconds must be entered.
- The entry of „:" and „," to define minutes, seconds and decimal seconds is not necessary as CPS-Transfer will enter these automatically after leaving the entry field.
  For „1 minute and 7,24 seconds", please enter „10724".
- To delete a time or for an entry „with no application time" etc. just enter Nils ( 00000 instead of 0:00,00 ).

During Non-Pool-Competitions (long distance) these rules and guidelines are to know:

- When entering hours you do not have to put Nils in front of the figures.
- When entering minutes and seconds Nils must be put in front of the figures, if they are less then 10.
- 1/10- and 1/100-seconds must be entered.
- The entry of „:" and „," to define hours, minutes, seconds and decimal seconds is not necessary as CPS-Transfer will enter these automatically after leaving the entry field.
  For „1 hour, 3 minutes and 7,23 seconds", please enter „1030723".
- To delete a time or for an entry „with no application time" etc. just enter Nils ( 0000000 instead of 0:00:00,00 ).

# Entering Club

Here please enter the name of your club and the adress of your contact person. The adress is important for likely inquiries and for the forwarding of the application results.

**Name of the club**   (mandatory entry)
Enter the name of your club.

**Association**          (mandatory entry)
Indicate here the national swimming association of your club. With German clubs, please, select the concerning German national swimming Federation (DSV-???)

**Person of Contact** (mandatory entry)
Please enter the name of the person who is to receive the application results. Also this contact person should be able to answer any possible queries.

**Street & No**          (mandatory entry)
Please enter the name of the street and the house No (or post office box No) of the contact person.

**Postcode**             (mandatory entry)
Please enter the zip code of the contact person.

**Town**                  (mandatory entry)
Please enter the place of residence of the contact person.

**Country**               (mandatory entry)
Please enter the name of the state (in English), in which your contact person lives.

**Telephone**            (mandatory entry)
Please enter the Tel No of your contact person in international way of writing; i.e.
   +44  171  1234567       ( +44 for UK, 171 for London )

**Fax**
Please enter the fax No of your contact person in international way of writing; i.e.
   +44  171  1234567       ( +44 for UK, 171 for London )

**eMail**                  (mandatory entry)
Please enter the eMail adress of your contact person.

# Individual entries

In this part of the program you enter applications for single competitions. Here you can enter up to 20 separate starts for each active member.

**Please select a name:**
Here you can choose an already entered name. Then all the personal data will appear and the already entered applications. To insert a new record, please choose **### new name ###**.

**Surname**
For the last name there are 25 digits available.

**First name**
For the first name there are 25 digits available.

**Name prefix**
Here you can enter a name prefix (like military ranking, academic title). Therefore, you are provided with 10 possible spaces. (With the use of a name prefix the space for the last name is limited.)

**Year**
For entry of year (of birth) there are 4 digits available. So it is self explanatory that every year has to be written in full (i.e. „1976"). You can enter any year from 1900 to 2100.

**Sex**
Please choose between
• male swimmer,
• female swimmer.

**Licence-No**
Please enter the possible competition-pass No.

**Event-No**
Choose the competition No, for which you would like to apply. According to year and sex CPS-Transfer will automatically decide for which competition Nos applications are admissible. False application due to a „wrongly entered No" are therefore impossible.

**Enter-Time**
Please enter the time, in the selected competition-No you wish to apply for.

**Delete**
This button deletes the name shown with all relevant applications.

# Relay entries

In this part of the program you may enter applications for relay competitions. You may enter up to 20 separate starts for each relay title.

**Please select a name:**
Here you may choose an already entered relay. Then the corresponding relay details and the already entered applications will appear. To create a new record, please choose **### new name ###**.

**Relay-No**
Please choose the name of the team („1. team", „2. team" etc.)

**Age-Cathegorie**
Please choose the desired age class for your relay from the entries of the organizing club.

**Sex**
Please choose from
• relay male swimmers,
• relay female swimmers,
• mixed relay.

**Event-No**
Choose the competition No, for which you would like to apply. According to year and sex CPS-Transfer will automatically decide for which competition Nos applications are admissible. False application due to a „wrongly entered No" are therefore impossible.

**Enter-Time**
Please enter the time, in the selected competition-No you wish to apply for.

**Delete**
This button deletes the relay shown with all relevant applications.

# Officials

You can designate in addition to the single swim list and relay swim list also an official. These names are available by the production of the list with officials.

Near the name you can indicate from every official also there licence group. At present the officials are divided into the following groups:

    Group 1    Judge
    Group 2    Group 1 plus Plotter and Record keeper
    Group 3    Group 2  plus Arbitrator

In addition, you can indicate for which event-sections the concerning official is available. In the list possible applications all event-sections of the event are specified. Please, activate those sections with which the official is available.

# Transfer-Dialog

This part of the program will help you to create the actual application record including all entries which are necessary for your application. Practically you are finishing your work. However you can make changes to individual applications, relay applications or officials at any time, but after you have done this it is absolutely necessary to come back to this part of the program in order to conclude it.

**Printer**
Here you find the selected printer and its connection and the number of copies.

**Copies**
Please type in how many printouts you desire.

**Setup**
Please choose the printer you are using.

**Comments**
IIn this text field you may enter comments for the organizing club, i.e. a comment of means of payment of the application fee.

**Ok**
By pressing this button you confirm the application entries and relevant lists will be printed out.
Finally a message will apear on the screen telling you to which adress you please send the file **\*-ME-\*.zip**. Attaching the printed lists is
• not really necessary,
• if sent by mail sensible,
• if sent by eMail not possible. In this case you should strive for a parallel fax-transmission.