

## **Using and Updating the Archive (Updated August, 2016)**

### **Entering Competitors who do not have their own SI-Card from the Archive:**

In order for the DVOA rankings database to work, we need to enter competitors exactly the same from event to event. This means that they can't be Dave one week and David the next. If they are Sr. when both Jr. and Sr. show up, they need to be Sr. at all events. To help with this, we are starting to enter names of regularly attending competitors into the Archive even if they don't own their own SI-Card. To use the Archive for someone who does not own their own SI-Card:

1. Pin the Archive open.
2. Search the Archive for the person's name. You can scroll through or use the Find field at the top of the Archive.
3. Highlight the person you want to enter. Click the icon just to the right of the Find field – if you hold the mouse over the icon it says "Copy the competitor into the event".
4. The competitor's information is copied into the Entries screen. The Chipno column should be active. Insert the rental SI-Card into the Registration station and the number should appear in the Chipno column. Check the rental column if the SI-Card is a rental.
5. Proceed as usual - verify the course (class), etc. Hit Enter.

### **Updating the Archive:**

It is now fairly simple to update the Archive on the spot. However, it will only update the Archive on the computer you are using so remind the person whose information you are updating that they will have to do it again when they are first at an event using the other e-punch kit. The two Archives will be synched only once or twice a year.

1. On the main menu go to Archive, then Edit.
2. Make the change to the Archive.
3. Close the Archive.
4. Back on the Entries screen, make a note that you've updated the Archive in the Notes column. This is important!
5. Click the refresh icon – the double green arrows going around in a circle – so that the updated Archive becomes active in the Entries screen.