



AUSSI MASTERS SWIMMING IN AUSTRALIA INC.

DOWNLOADING MEMBERSHIP FILES FOR THE AEROBICS PROGRAM BY CLUB RECORDERS



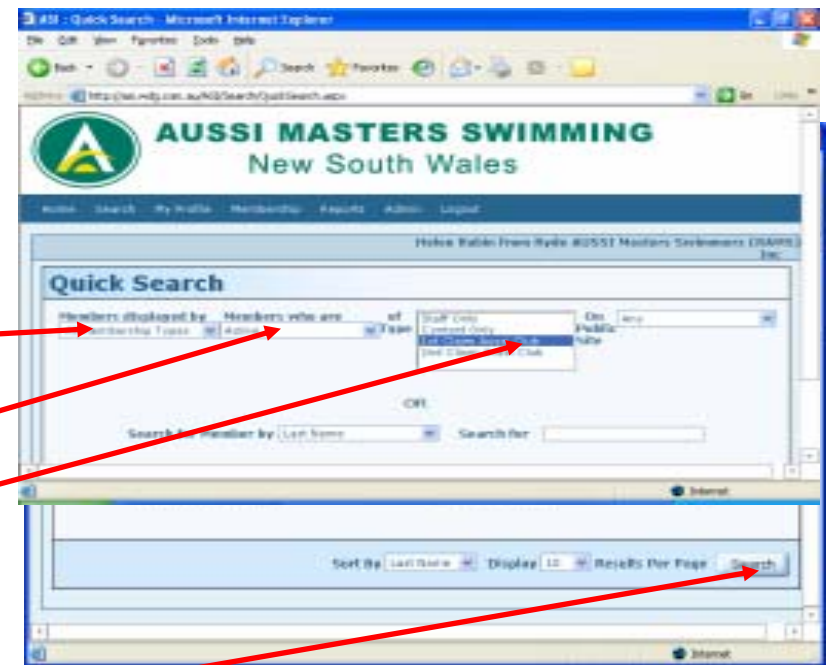
Downloading Membership Files for Aerobic Program

- ⌘ These instructions for club registrars to download membership files for the aerobic program
- ⌘ Club registrars must have Reviewer access
- ⌘ Two files need to be downloaded:
 - ☑ `aussi.dbf`
 - ☑ `club.dbf`



Downloading AUS SI.DBF file

- ⌘ From the Search menu, select Quick Search
- ⌘ Select the following criteria
 - ☑ Members displayed by all membership types
 - ☑ Members who are active
 - ☑ 1st Claim AUS SI Club
- ⌘ Click Search button at bottom of page to display club members.

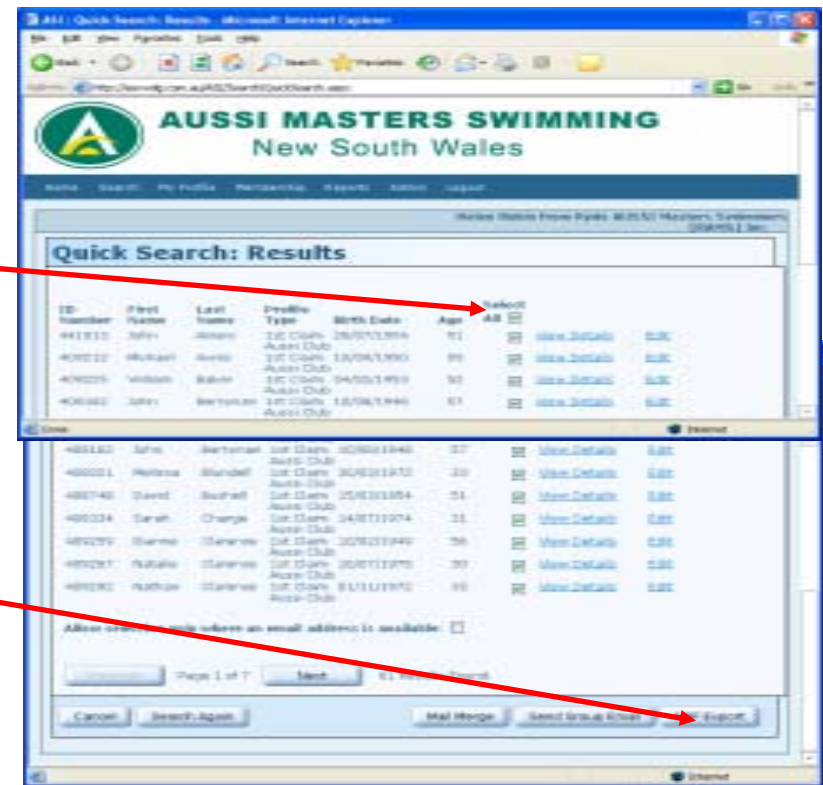




Downloading AUSSI.DBF file (cont.)

On the next page which lists results of search

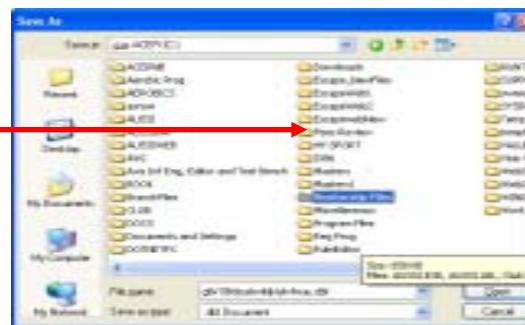
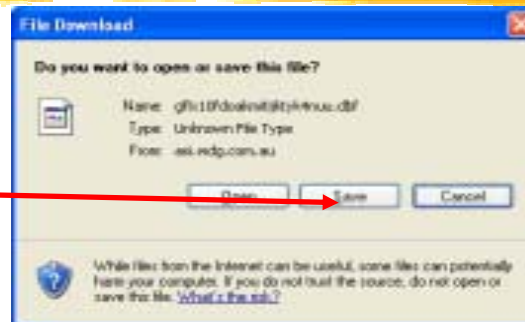
- Tick the Select All box at the top of the list.
- When the page has refreshed click the DBF export button at the bottom of the screen.





Downloading AUSSI.DBF file (cont.)

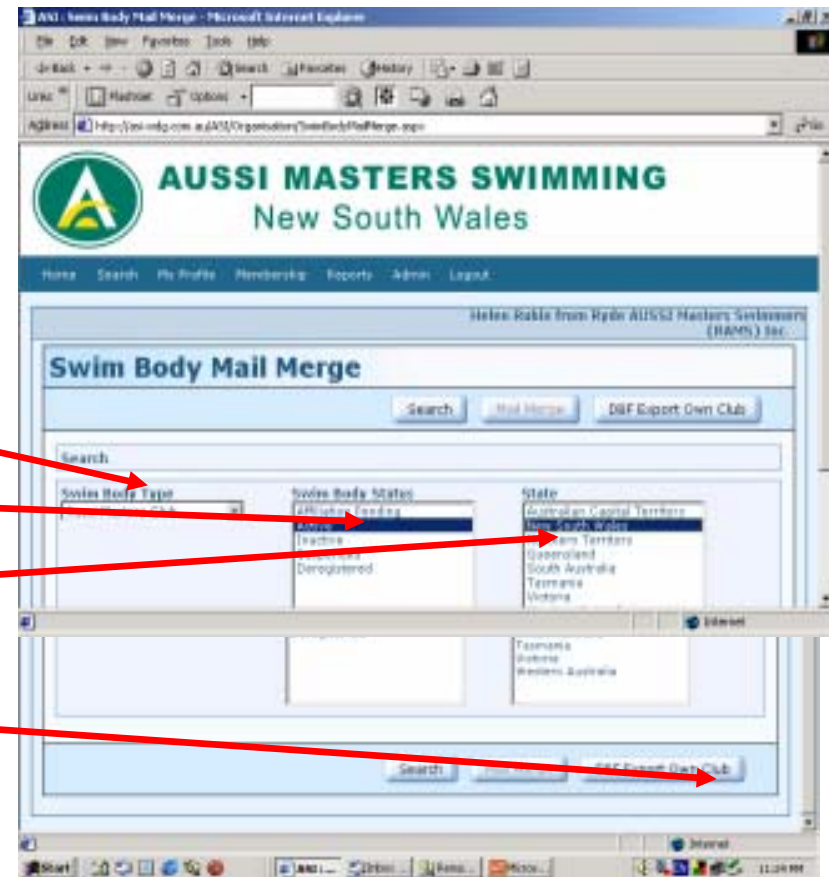
- ⌘ In the file Download box, click the Save Button.
- ⌘ In the Save As dialogue box, select the folder to place the file (You may want to save file on to floppy disk directly for loading into aerobics software.)
- ⌘ Change the file name to aussie.dbf and click Save again.
- ⌘ Aussie.dbf file now ready.





Downloading club.dbf file

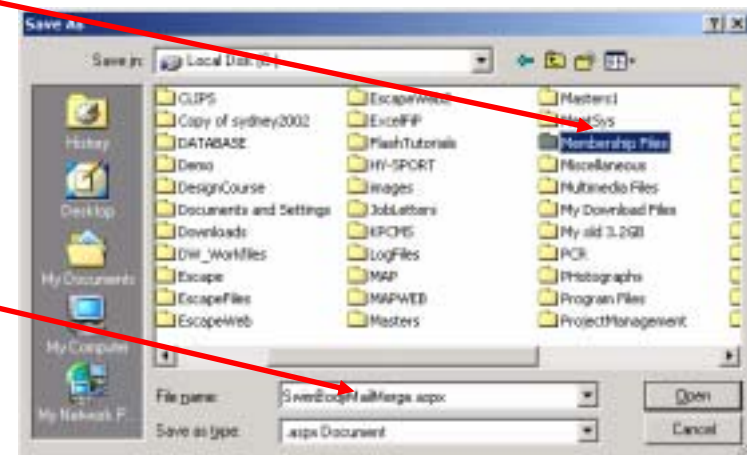
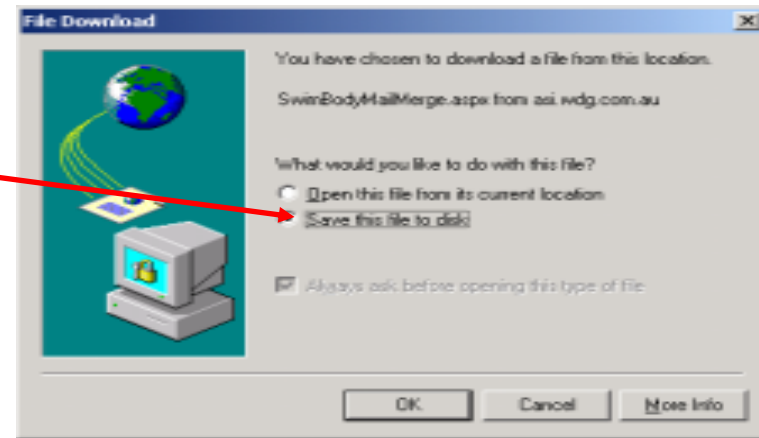
- ⌘ From the Search menu, select Swim Body Mail Merge
- ⌘ Select the following criteria
 - ☑ Swim Body Type – AUSSI Masters Club
 - ☑ Swim Body Status – Active
 - ☑ State – your own state
- ⌘ Click DBF Export button to export club data.





Downloading club.dbf file (cont.)

- ⌘ In the File Download box select 'Save this file to disk'
- ⌘ In the file "Save as" dialogue box, select the folder to place the file. (You may want to save file onto a floppy disk directly for loading into aerobics software)
- ⌘ Change the file name to club.dbf and click Save again.
- ⌘ Club.dbf file now ready.





Loading membership files into aerobic software

- ⌘ The process described above must be redone every time a club wishes to add new members, or change details on an existing member.
- ⌘ It is suggested that club registrars send the two files `aussi.dbf` and `club.dbf` to club aerobic recorders at regular intervals.
- ⌘ Refer to Aerobic documentation on AUSSI Masters Swimming in Australia web page for details on using the Aerobic software.