



ENTERING PLAYER DATA INTO THE DATABASE AND GENERATING REPORTS (For Bronze Package)

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Data from the SportQuest Evaluations can be entered into the online system in two ways:

1. Entered using an Upload Template: (offline) and then uploaded all at once (online) at the SportQuest website.

2. Manually entered online: one score at a time using the SportQuest website directly. (**go to Step 2** to enter scores manually online)

The **first choice is preferred** because it doesn't take up as much internet access time, or tie up a phone line. It is also easier, quicker to save, enter and edit the data and make changes offline using a template, and then upload the whole team at once online.

STEP #1. ENTERING DATA INTO THE DATABASE USING AN UPLOAD TEMPLATE

A. DO YOU HAVE THE SPORTQUEST TEMPLATE?

- 1) In order to enter data and generate reports offline you will need a '**SportQuest Upload Template**'
- 2) If you do not have the SportQuest Upload Template, it can be downloaded from the SportQuest website online at <http://www.sport-quest.com>

B. DOWNLOAD AND SAVE THE SPORTQUEST TEMPLATE:

- 1) Go to SportQuest Home Page at www.sport-quest.com
- 2) Click on "**Bronze package**"
- 3) Click on "**Upload Template**"
- 4) Next an Upload Template will appear in a new browser window.
- 5) Save this template as an Excel file onto your hard drive: [Click "**File**", "**Save as**", enter a file name in the Filename box]
- 6) Save as type: '**Microsoft Excel Workbook**' depending on what version of Excel you have.
- 7) Select a location on your hard drive to save your Upload Template by selecting "**Save in**"
- 8) Click "**Save**"
- 9) The SportQuest Upload template is now saved onto your computer's hard drive and can be used as a template to enter players scores offline and then upload a whole team at once later online.

C. ENTERING DATA INTO THE UPLOAD TEMPLATE

Open the SportQuest Upload Template (in Excel format) that you saved onto your hard drive.

When entering scores into template the first 13 columns must be completed or some computer systems may not be able to generate reports (ALL of the scores are dependent on AGE, GENDER, POSITION).

ALWAYS use arrow keys when moving between cells because clicking the “ENTER” key over empty cells may cause some computer systems to look for a value in those cells causing an error to occur

If you accidentally fill in a cell(s) that does not require a value....

- a) Highlight cell(s) that you want the contents removed
- b) Select “CLEAR” from the EDIT menu.
- c) Select “CONTENTS”

DATA ENTRY EXAMPLES: (Always use CAPITOL letters)

G = Goalie **D** = Defense **F** = Forward **L** = Left **R** = Right **M** = Male **F** = Female

Birthday **MUST** be in the format: mm/dd/yyyy For example: 01/01/1972

NOTE:

- If you do not have a position for a player, use “F” for forward
- If you do not have a shot for a player, use “R” for right
- If you do not have a gender for a player, use “M” (unless obvious otherwise)

After entering all data, check to make sure that all the proper columns are filled in and units are correct. **DO NOT ENTER UNITS AFTER THE SCORES.** Only enter the score with proper decimal in each cell. i.e. 300 is highly improbable for time in seconds to do an on-ice drill and is probably missing a decimal and should have been entered as 3.00

All data must be in the units in the brackets () under each column heading

D. HOW DO I SAVE DATA ONTO THE TEMPLATE?

It is recommended that you save the Upload Template in case you want to make changes later.

1. A **Working Copy** of the Upload template (Excel Workbook format) = filename.xls

a) How Do I Save The Upload Template:

1. After entering all of the data into the template
2. Select “Save As” from “File” Menu.
3. A window will appear asking for a **file name**. Type in team name such as: teamname.xls
4. Save as “Microsoft Excel Workbook” (this is your working copy for making changes).
[The Working Copy of this file will have a .xls extension at the end of the file name.]

c) Making Changes to Template:

If you go back and make changes with your Working copy (i.e. Excel Workbook file) be sure to Save the new Working copy again in “Microsoft Excel Workbook format with a new name.

Read this paragraph again because it is very important!!

E. UPLOADING DATA FROM TEMPLATE TO THE SPORTQUEST DATABASE

1. Go to www.sport-quest.com
2. Click on "**Bronze Package**" and then "**Upload Scores**"
3. Enter your "**User Name**" and "**Password**" issued to you by SportQuest then select "**Submit**".
4. Then click on "**Click here to Upload Players**"
5. Scroll down to "**File for Upload**" and click on the "**Browse**" button and find the Upload Template file that you saved on your hard drive with your player's data.
6. Select or highlight the Upload Template file to upload and then click "**Open**". The file location and the file to upload should appear in the "**File for upload**" box. e.g. C:****\teamname.xls
7. Then click "**Upload**".
8. You **MUST** select an **Existing Team** to add the players to or enter a new **Team Name and League** that is common for all of the players to be uploaded. (If these are not common for all of the players to be uploaded then each team/group must be uploaded separately.
9. Data must be entered into the first 13 columns of the template or some computer systems may not work.
10. Click "**Submit to check**". (**click once only**) If you see any errors (usually in red), click "**Back**" on your browser and make any necessary corrections.
11. If there are numerous errors it is **A LOT** easier to quit out of your browser and make changes on your Excel (.xls) working copy of the Template and resave and then repeat the steps from D. above.
12. If there are no errors, click "**Submit to database**"
13. A "**Congratulations**" screen will appear. Your player(s) have now been successfully uploaded into the SportQuest Database.

STEP #2 ENTERING SCORES MANUALLY (ONLINE)

1. Go to www.sport-quest.com
2. Click '**Bronze Package**' and then "**upload scores**"
3. Enter your user name and password and then click '**Submit**'
4. Scroll down to "**Manual Players Input**"
5. Enter number of players to input in the box provided
6. Click '**Submit**'
7. Enter the New Team Name and League in the boxes provided (or Select an Existing Team from the list of Existing Teams from the drop down menu)
8. Make sure the Test Date is correct or change the "Test Date" to the correct date (mm/dd/yyyy)
9. Enter ALL of the data in to the boxes provided and **make sure that you've selected the proper position, shot, gender and division from the drop down menus and entered the correct birthdate in the form of mm/dd/yyyy**
10. Click "**Submit to check**". (**click once only**) If you see any errors (usually in red on the bottom), click "**Back**" on your browser and make any necessary corrections. NOTE: if there are a lot of errors see E. 10 above.
11. If there are no errors, click "**Submit to database**".
12. A "**Congratulations**" screen will appear. Your player(s) have now been successfully uploaded into the SportQuest Database.

3. HOW TO GENERATE PLAYER AND TEAM REPORTS

A. How to Generate Player Reports

- 1) Go to www.sport-quest.com
- 2) Click on "**Bronze Package**" and then "**View Reports**".
- 3) Enter "**User Name**" and "**User Password**" issued to you by SportQuest then select "**Submit**".
- 4) Select your Team Name from the drop down list.
- 5) Click "**Players' Reports**".
- 6) Select the boxes beside the player(s) you want to print report(s) for.
- 7) Click "**Player(s) Reports**" or the desired report from the buttons on the bottom of the page.
- 8) Once the report(s) have been generated select "**Print**" from the "**File**" Menu.

NOTE: Pagination may be different due to browser, printer and/or font used. **We recommend using Netscape Communicator with Font Arial 10.** Click "**Print Tip**" button for updated recommendations for your browser.

NOTE:

- Reports are best printed using the NETSCAPE browser (the pagination may not be correct with Internet Explorer)
- Make sure printer is on 600 dpi (300 dpi can be used but the graphs won't look as nice – only use if short of time)
- Click on individual player or "select all" to generate all of the players' reports (usually only print 10 players at a time)
- When printing, do not use or run any other programs on your computer because this may slow and/or affect the printing in process.
- If you still have problems – try printing one player at a time

B. How to Look at Player Rankings and do Team Summaries and Team Analysis

- 1) Go to www.sport-quest.com
- 2) Click on "**Bronze Package**" and then "**View Reports**".
- 3) Enter "**User Name**" and "**User Password**" issued to you by SportQuest then select "**Submit**".
- 4) Select your Team Name from the drop down list.
- 5) Then click on:
 - (a) "**Players list**" – to view and generate reports of players on a team
 - (b) "**Team Summaries**" – to view team summaries (Scores, National and Team Percentiles)
 - (c) "**Player's Ranking**" – to rank players based on each drill
 - (d) "**Team Analysis**" – to do an analysis of a team such as; breakout analysis, transitional analysis, etc.

Note: if not all the players are shown in the team summaries press the Recalculate button.