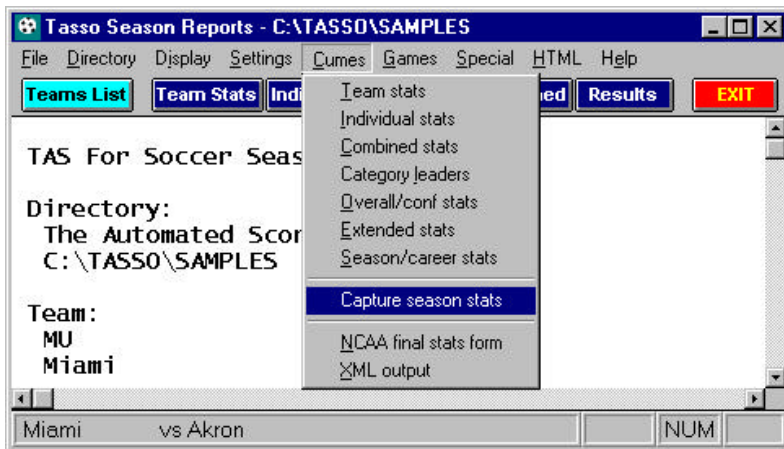


Soccer/Field Hockey- Sending season-to-date files (*teamid.SGM*)



To send soccer/field hockey season-to-date files to the conference office, first use the "Capture season stats" function:

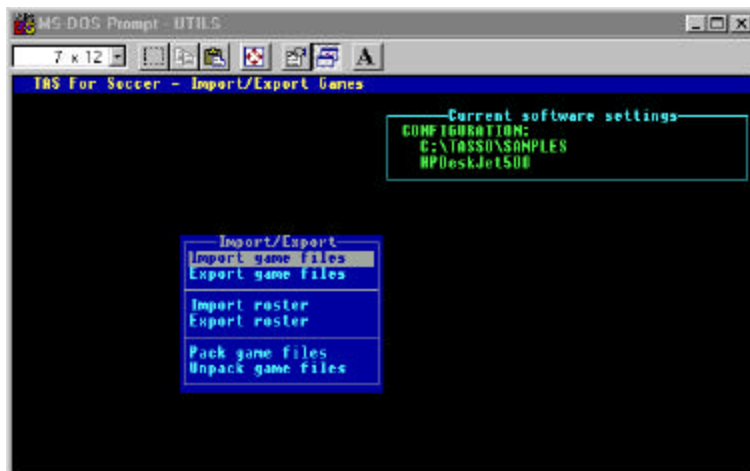
1. Run WINDOWS SEASON REPORTS
2. Make sure your team is selected
3. Select Cumes | Capture season stats
4. Files named *teamid.SGM* (overall stats), *teamid.SGC* (conference-only stats), and *teamid.SGG* (game results) are created in the "**season**" sub-directory (normally `c:\tasso\season`).



Next, start your email software, and include the season-to-date files as attachments:

1. Select the "attach file" function
2. Locate the **season** directory (as above - normally `c:\tasso\season`)
3. Attach the *teamid.SGM*, *teamid.SGC*, and *teamid.SGG* files
4. If needed, set the email attachment options in your email software to send attachments "as is" or "binary" -- consult your email software vendor for questions

At the conference office, import the file attachment as if it were a "match" file:



1. Save the *teamid.SGM*, *.SGC* and *.SGG* attachments to a working directory (such as **a:** or **c:\temp**)
2. Run the DOS UTILITIES program
3. Select File maintenance | Import/Export
4. Select the Import match file function
5. Point to the working directory where you saved the attachment
6. Select the *teamid* from the Games List
7. The season-to-date file is imported into your current games directory.