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Integrated Sports Systems (ISS) Inc.

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## COACH CARDS – BEST PRACTICES

The latest version of the Coach Card can be downloaded from  
<https://www.integratedsports.net>

The Coach Card software is free of charge and should be used by all coaches to generate their Coach Card. The Coach Card software generates a Microsoft Excel file that can be used with the ISS MMS Scoring software. It can also be used with the DIV Scoring Manager by Swiss Timing Ltd.

MAC users can use windows parallel to run the Coach Card software.

Competition hosts should create a drop box for the Coach Cards and create one read-only folder for each club.

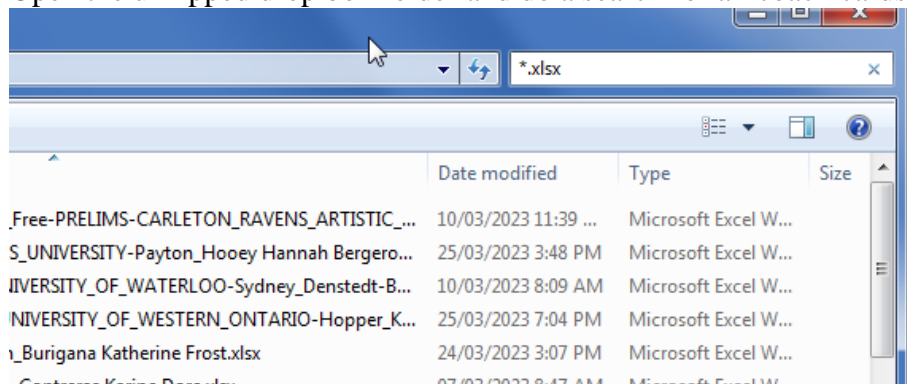
Following the draw (or sooner), download the entire contents of the drop box.

Make a note of the date and time of your download, you'll want it later.

Unzip the drop box download to a location of your choice (ex: Desktop \ Coach Cards).

Create a new folder (ex: Master).

Open the unzipped drop box folder and do a search for all coach cards (\*.xlsx).



Select all the files (Ctrl-C) and copy them to the newly created Master folder.

Now you have all the coach cards in one folder.

Our goal is to put the files in alphabetical order.

Rename each file AGE GROUP-EVENT-PHASE\_draw

Ex: Senior-Acrobatic-FINALS\_02-CANADA.xlsx

Repeat for all files. If you have not done the draw, leave the draw number out. It doesn't matter.

Periodically download all the coach cards from the drop box.

Follow the same steps to put them all into a new MASTER folder (ex: Master 1).

Sort the files by date.

Delete all the files prior to your last download.

Process the remaining files.