



Training Organizer

**Athlete Performance Logging,
Ranking and Workout Scheduling**

**Startup Guide
and
Tutorial**



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Training Organizer

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Training Organizer Startup Guide and Tutorial

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Section 1 - Startup Guide

System Requirements

- Windows® 98/NT/2000/XP (not recommended for Windows® ME).
- Mouse required
- At least 4MB unused hard disk space
- CD or floppy drive needed for software installation
- Windows® compatible printer (color recommended)
- Color monitor (recommended).

Installation

Installing from CD

1. Start Windows.
2. Insert the Training Organizer installation CD into the CD drive.
3. After a moment, the Training Organizer installation program should begin automatically.
 - If the Training Organizer installation program does not start automatically then:
 - a. Click the **Start** button on the Task Bar, normally located at the bottom of the screen.
 - b. Click **Run** to bring up the Run dialog box.
 - c. Type **D:setup** (or **E:setup**, **F:setup**, etc. if your CD drive is not labeled as drive D) into the **Open** text box, then click **OK**. The installation will begin momentarily.
4. Follow the on-screen instructions. During installation, you will be asked to provide information such as directory locations, icon locations, etc. Please use the default selections unless you have a compelling reason to change them.
5. Following installation, you must register your copy of Training Organizer to unlock its full capabilities. See Training Organizer Registration for registration instructions.

Installing from Diskette

1. Start Windows.
2. Insert Training Organizer Installation Disk 1 into the floppy drive.
3. Click the **Start** button on the Task Bar, normally located at the bottom of the screen.
4. Click **Run** to bring up the Run dialog box.
5. Type **A:setup** (or **B:setup** if your floppy drive is drive B) into the **Open** text box, then click **OK**. The installation will begin momentarily.
6. Follow the on-screen instructions. During installation, you will be asked to provide information such as directory locations, icon locations, etc. Please use the default selections unless you have a compelling reason to change them.
7. Following installation, you must register your copy of Training Organizer to unlock its full capabilities. See Training Organizer Registration for registration instructions.

Starting Training Organizer

1. Click the **Start** button on the System Task Bar, normally located at the bottom of the screen.
2. Click on **Programs**, then click on **Training Organizer**.

Registration

After installation, you must register your copy of Training Organizer to gain access to its full capabilities. An unregistered copy of Training Organizer runs in demo mode, which places limits on its use. If you have purchased Training Organizer, you are eligible to receive a registration key. The registration key is used to unlock Training Organizer.

To receive your registration key:

1. Install and run Training Organizer.
2. If you are running an unregistered copy of Training Organizer you will be presented with the registration screen. Make a note of the serial number from this screen.
3. Call 806-891-3313 or email the serial number to support@sandhillsoftware.com. The serial number is used to generate your registration key.
4. When you receive your registration key, type it into the **Registration Key** box on the registration screen and click the **Register Training Organizer** button.

If the registration screen does not appear when you run Training Organizer then your copy is fully registered.

The registration screen only appears if you are running an unregistered copy of Training Organizer. If you are just evaluating Training Organizer or have not yet purchased your copy, you can click the **Skip Registration** button to continue in demo mode.

Training Organizer Features

Training Programs, Sports, Teams, Athletes

- Create multiple training programs by campus, gender, etc.
- Create as many sports in each training program as needed.
- Assign positions to each sport (backs, lineman, forwards, outfielders, sprinters, etc.)
- Multiple teams per sport (Varsity, JV, freshman, etc.)
- Athlete data includes height, weight, birthdate and position.

Performance Logs

- Log any type of performance data; weight, distance, height, time, game stats, physical measurements, etc.
- Log entries are date-stamped for tracking performance over time.
- Log data can be graphed, including team and position averages.
- Quick and easy entry and maintenance of log data.

Rankings

- Rank athletes by any performance log (see performance logs above).
- Use the built-in ranking formulas, or create your own.
- Rank athletes by team and position.

Workout Cards

- Type in your workout card as you would if using a word processor.
- Full text formatting; font type, size, color, bold, italics, centered text, etc.
- Standard and customizable card sizes and page layouts.
- Tie cards to performance logs (see performance logs above) to create cards that are always up to date.
- Automatic calculation of percent of max, max plus/minus, etc.
- Automatic calculation of bar loading based on selectable bar and plate weights.

Easy to Use, Powerful, Fast

- Point and click mouse-driven interface.
- Unlimited number of sports, teams, athletes, workout cards, logs and rankings.
- Cut and paste data and graphs into other applications.
- One-click access to all screens and reports.

Training Organizer Overview

Training Organizer is a complete package for use by coaches in their ongoing effort to direct, monitor and evaluate the training and performance of their athletes. Training Organizer accomplishes this through the use of three main tools; Performance Logs, Rankings and Workout Cards.

Performance Logs

Performance Logs are used to track an athlete's performance over time. They are also used as inputs to both the Rankings and Workout Cards. You can create a log to track practically any piece of data that you might be interested in. Weight room maxes are a prime candidate for logging, but because Training Organizer makes it so easy to do, you can also begin logging data that you might not have bothered with before. Vertical jump, 40yd dash, body weight, height, and even game stats can be logged in Training Organizer. But the real power is that each of these logs can be used to feed rankings and workout cards. As the logs are updated with new data, so to are the rankings and workout cards. Nothing is ever out of date and you don't have to retype anything to create updated rankings or cards.

Rankings

Rankings are an extremely useful tool for evaluating the performance of your athletes, but they can also be used as a powerful motivational tool to encourage competition. In Training Organizer, you can create rankings based on any data in a performance log, in addition to an athlete's age, bodyweight, height and Schwartz/Malone factors. Training Organizer contains several built-in ranking formulas for your use, but it also allows you to create your own formulas. For example, you could create a ranking using the formula $(\text{Bench max} + \text{Squat max} + \text{Military max}) * \text{Schwartz factor}$. In addition to maxes (Best), other available measurements are Most Recent, Improvement, Improvement %, Average and Worst (minimum). Rankings are calculated by both team and position. The result is a powerful tool that allows you to know at a glance how each athlete is performing compared to the rest of the team or within a group.

Workout Cards

Workout Cards of almost any style and size can be generated by Training Organizer. They are created by simply typing them in as you would if using a word processor. But in Training Organizer they can be customized for each athlete based on their current level of performance. As their performance level increases over time, then their workout card is automatically updated accordingly. For example, consider a workout card that you have created for use in the weight room, with drills for the bench, squat and military press. Suppose the card contains one set of 10 reps on the bench at 85% of max, 1 set of 5 squats at 90%, and 1 set of 8 at 90% on the military press. Training Organizer creates a customized card for each athlete based on their current maxes. In addition, cards are automatically updated as athletes increase their maxes over time. Also, if you decide to modify the card, say by changing the bench reps to 12 or

changing the squat percentage to 95%, then the cards for all athletes are instantly updated to reflect the changes.

Using Training Organizer

The Training Organizer main screen is divided into two sections, or panes: the Navigation pane and the Detail pane.

Navigation Pane

The Navigation pane contains a tree list that contains all of the objects available within Training Organizer. Each node in the tree represents an object. An object can be a sport, an athlete, a workout card, a performance log, and so on. The Navigation pane is used to locate and select a specific object. Left-clicking on a node in the Navigation pane displays the details of that object in the Detail pane, and tells Training Organizer that any further action that you specify will apply to that object.

If a plus sign (+) is visible to the left of a node, it means that other objects are hidden within the displayed node. Left-clicking the plus sign will expand the tree under the selected node and reveal the objects beneath. When a node is expanded, the plus sign will change into a minus sign (-). Left-clicking the minus sign will collapse the tree and hide the objects under the selected node.

All nodes in the tree list can also be right-clicked. Right-clicking a node pops up a menu that shows the actions that can be performed on that object. For example, right-clicking on a sport node brings up a menu that allows the user to Edit the sport, Delete the sport, or manage the list of positions assigned to that sport. Right-clicking other nodes will provide a list of options that are specific to that object. Most of the tasks you will perform in Training Organizer can be accomplished by using these popup menus.

All nodes can also be double-clicked with the left button. Double-clicking is a shortcut to the first selection in the popup list. For example, double-clicking a sport node is the same as right-clicking and selecting the Edit Sport option in the popup menu.

Detail Pane

The Detail pane displays information specific to the object selected in the Navigation pane. The contents of the Detail pane will vary depending on the object selected. In some cases, the Detail pane will contain a data table. Other times it may contain graphs. Or it may contain both data and graphs.

The Detail pane may also contain buttons or other clickable controls used to perform some action associated with the selected object, such as editing, deleting or printing. Some buttons provide an alternative to one of the popup menu options displayed when a Navigation pane node is right-clicked. Other controls are used to change the display in some way. For example, checkboxes that show or hide the graphs, or dropdown lists that allow the user to display only linebackers or high jumpers.

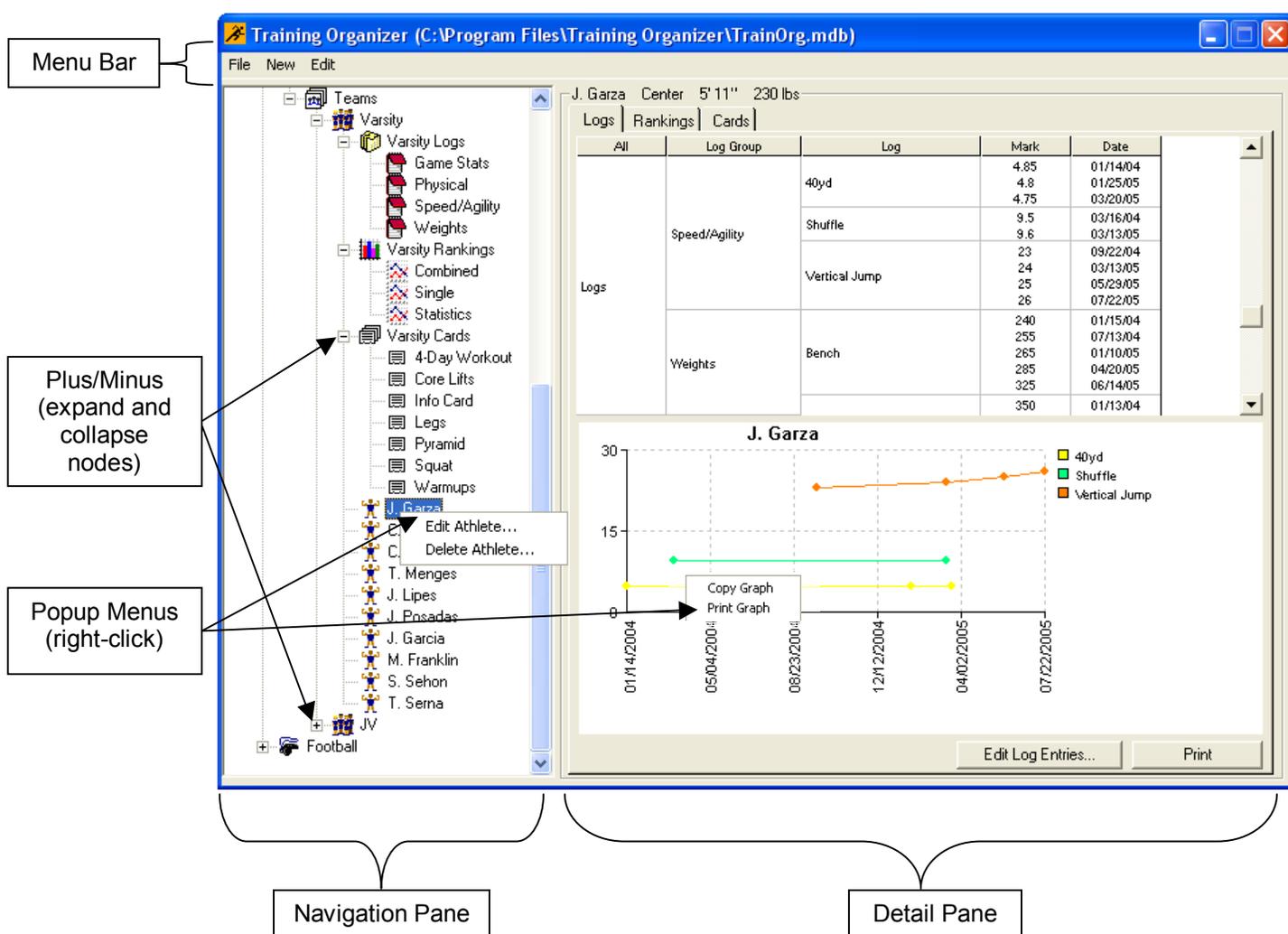
Most Detail pane views can be copied into the clipboard for pasting into other applications. This provides a method of transferring data from Training Organizer into programs such as spreadsheets and word processors. The copy operation is performed by selecting Edit|Copy from the menu bar or by pressing Ctrl-C on the keyboard. One variation to this is when copying a graph. To copy a graph you can right-click on the graph and select Copy from the resulting popup menu.

Training Organizer Interface

Training Organizer is a Windows-based application. As such, it adheres to the user-interface standard established by Microsoft and used in most applications written for use in the Windows environment. Finding your way around Training Organizer is not much different than using other Windows applications that you may already be familiar with.

Most of the functionality of Training Organizer is accessed by left-clicking the mouse on an area of the screen. Items such as buttons, checkboxes, dropdown lists, tabs, menus, scrollbars, and so on are accessed in this manner. Context menus, or popup menus, are made visible by right-clicking particular areas on the screen, such as an object in the Navigation pane tree list, or a graph displayed in the Detail pane.

The following figure highlights some of the main areas of the Training Organizer user interface.



Section 2 - Tutorial

You will find that Training Organizer is a very easy program to use. Moving your way through the screens and forms should be a very intuitive process, especially if you have some experience with other Windows applications. However, as with anything new, it may not be immediately clear exactly what to expect from the program, where to find everything, or how it all fits together in the end.

That is where the tutorial comes in. The tutorial shows how to set up Training Organizer for a typical high school athletic training program from scratch. The tutorial will show you step-by-step what to do and when. You will be able to see the program in action, and gain a sense of how you can use Training Organizer to help you streamline your own training program.

In the tutorial, you will perform four main steps:

- Add the training program, create sports, and build templates
- Add the team and athletes
- Assign the templates to the teams
- Put it all to work

As it turns out, these are the exact same steps you will use to build your own training program when you're ready later. You can revisit the tutorial anytime if you need a refresher course.

So let's get started now.

Adding Training Programs, Sports and Templates

Training Organizer needs to know how your athletic program is organized. First, you will create a **training program**. The training program is the foundation of Training Organizer and will contain all the sports that you will be managing.

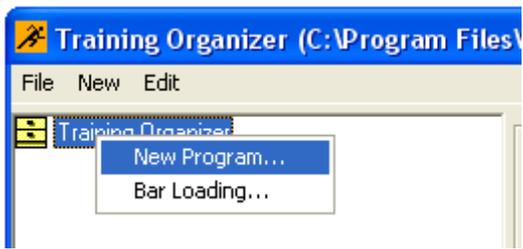
Within each sport that you add to the training program, you will create the logs, rankings and cards that you will use to monitor, evaluate and direct your athletes. We will perform these steps first.

Also within each sport, you will add your teams and athletes. We will save this step for later in the tutorial.

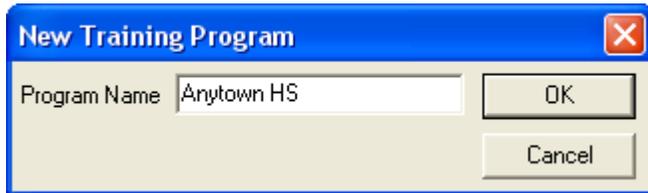
Adding Training Programs

In this tutorial, we will add one training program.

In the Navigation pane, right-click on the node **Training Organizer** to show the popup menu.



Click on **New Program** to show the New Program form. Type in **Anytown HS** for the name of the training program.



Click **OK** when you're done. This will add Anytown HS to the tree list on the Navigation pane.

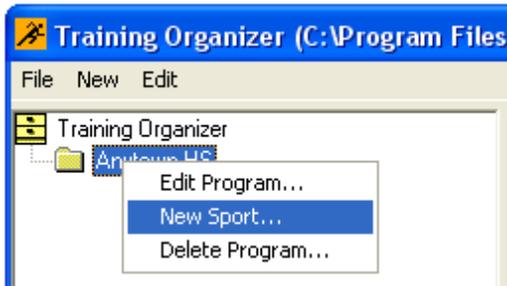


You're now ready to add a sport to your training program.

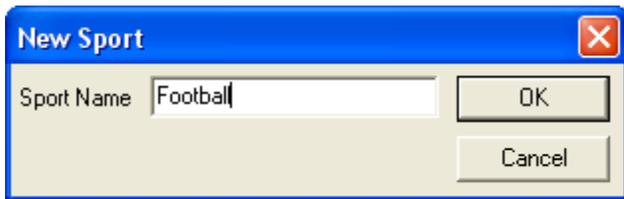
Adding Sports and Positions

A training program can contain as many sports as you wish. But in the tutorial we will only be working with one sport.

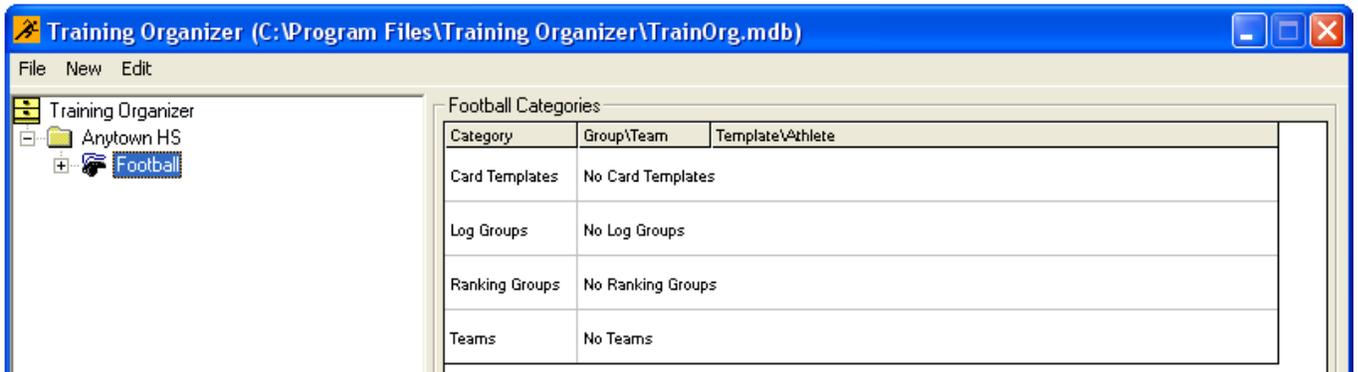
In the Navigation pane, right-click on the node **Anytown HS** to show the popup menu.



Click on **New Sport** to bring up the New Sport form. Type in **Football** for the name of the sport.



Click **OK** to add Football to the tree list underneath the Anytown HS training program you added earlier.

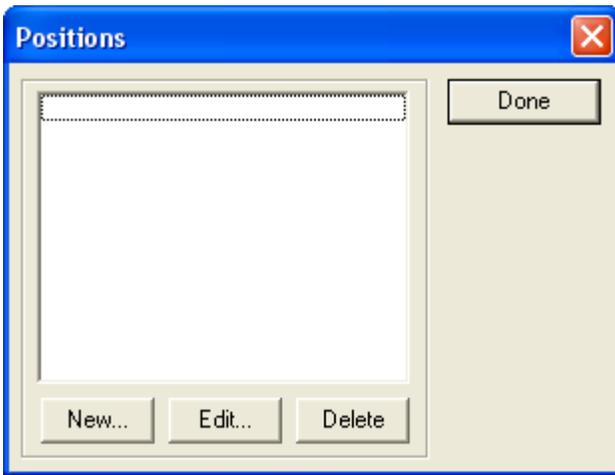


Also, notice that the Detail pane now contains a table listing the templates and teams assigned to this sport, which at this point none have been added.

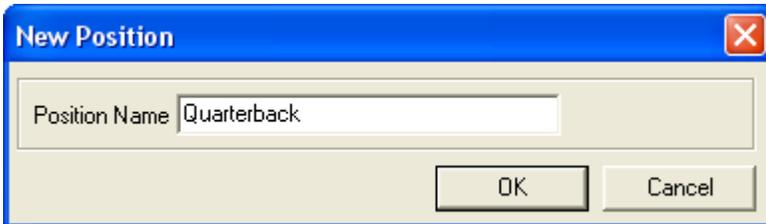
Now is a good time to add positions to the new sport. Begin by right-clicking **Football** to show the popup menu.



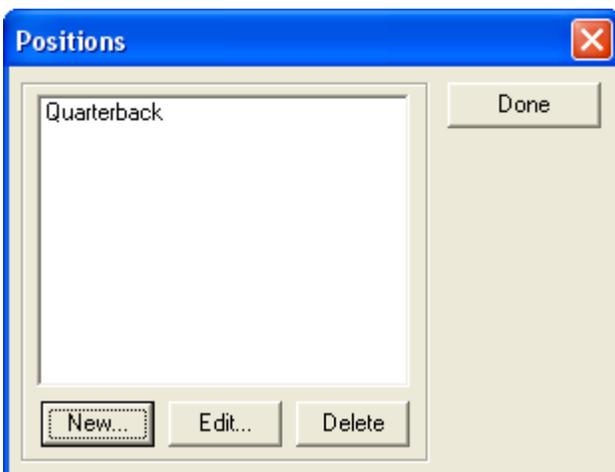
Click on **Positions** to open the Positions form.



Click **New...** to show the New Position form. Type **Quarterback** for the **Position Name**.



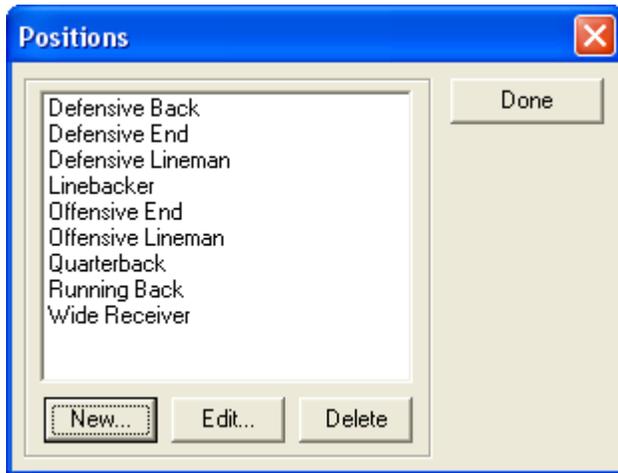
Click **OK** to close the form and save the new position. This will add Quarterback to the list of positions.



Finish up by adding the positions from the following list.

Running Back	Offensive Lineman
Wide Receiver	Offensive End
Linebacker	Defensive Lineman
Defensive Back	Defensive End

Your Positions form should look something like this when you're finished.



The positions will be listed in alphabetical order. You can use the **Edit...** and **Delete** buttons to adjust the list if necessary.

Next you will add Log Groups and Log Templates.

Adding Log Groups

A Log Group is used to combine related logs into a single area within Training Organizer. For example, you might want to create a group to contain all of the drills performed in the weight room, such as the bench press, squat, etc. Another group might be for drills related to speed and quickness.

You have to add at least one group, because all log templates that you build must belong to a log group. If you are not interested in splitting up your log templates into several log groups, then you always just create a single group to hold all of your log templates.

Log groups can be shared among all of your teams. Once you've built the log group and filled it with log templates, you can assign it to any or all of your teams. This way you don't have to build the group and templates more than once. Also, if you make any changes to the log group or its templates, the change is automatically relayed to the affected teams and athletes.

For our tutorial we will create two log groups: 1) Weight Room and 2) Speed and Agility.

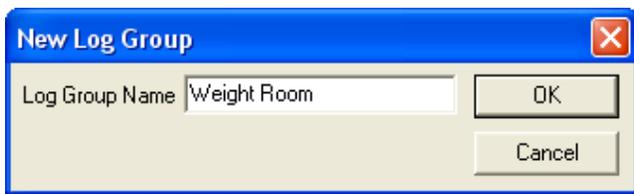
Click on the plus sign (+) next to **Football** to expand the nodes underneath. Notice that the nodes Log Groups, Ranking Groups, Card Templates and Teams were placed in the list automatically when you added your Football sport.



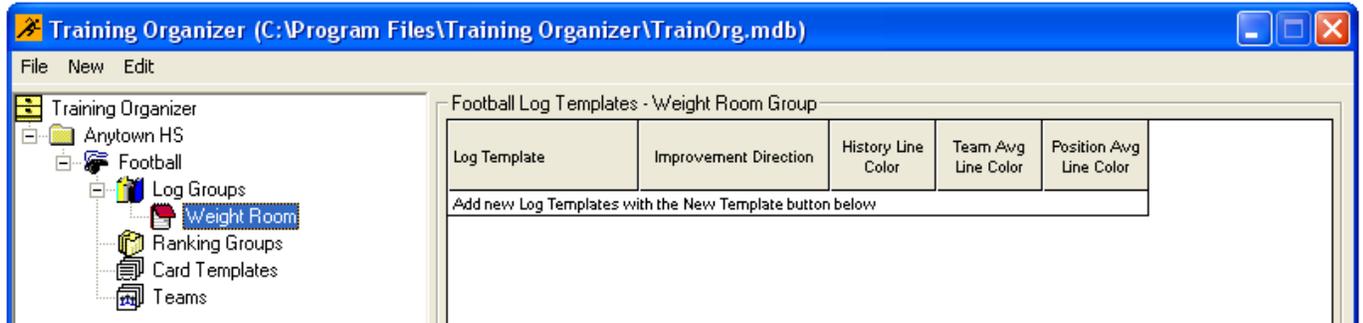
Right-click the **Log Groups** node to show the popup menu.



Click on **New Log Group** to bring up the New Log Group form. Type **Weight Room** for the name of the new log group.



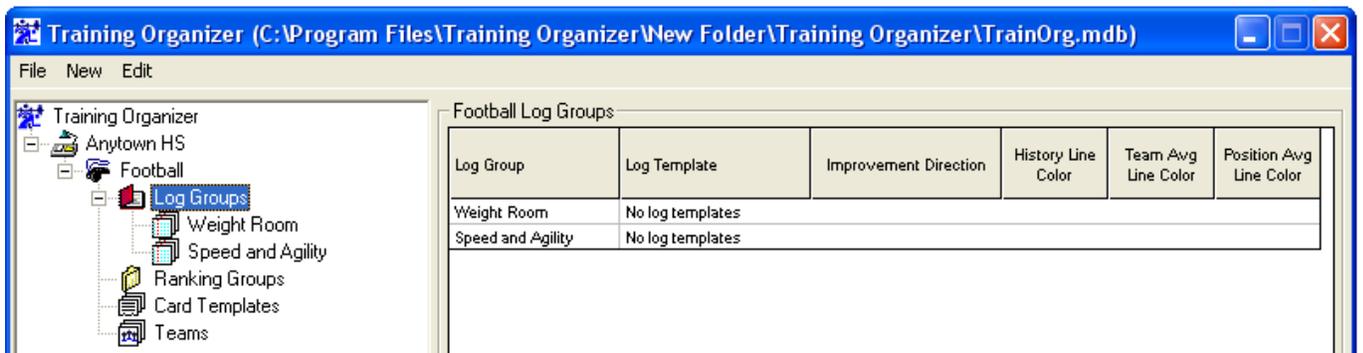
Click **OK** when you're done. This will add Weight Room to the tree list under the Log Groups node.



Notice that the Detail pane changes to list the log templates assigned to the Weight Room log group. The list is empty at this point because no log templates have been added.

Now using the above steps as a go-by, add a second log group named **Speed and Agility**.

After you've added Speed and Agility, click on the Log Groups node to see what you've added up to this point.



Next we will add log templates to the log groups that we just finished creating.

Adding Log Templates

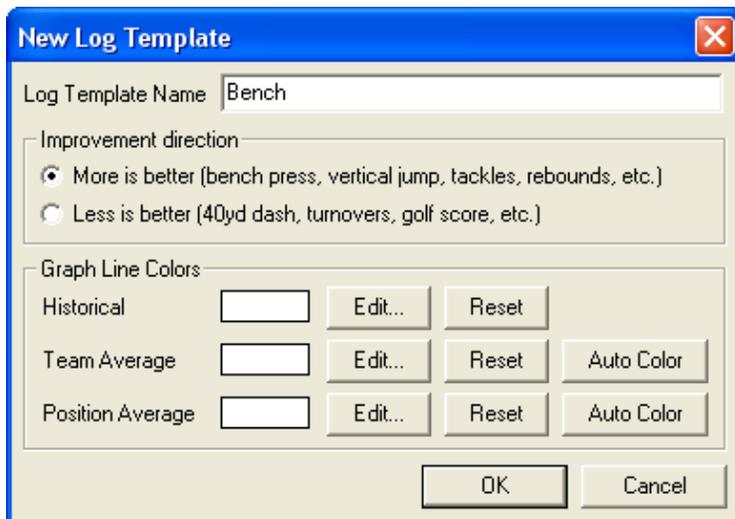
Log Templates are used to describe your log to Training Organizer. Through the log template, Training Organizer will know how to track the log entries you make and how to display the log on the graphs.

We will be adding six log templates. Four will be added to the Weight Room log group: 1) Bench, 2) Squat, 3) Military Press and 4) Curls. The final two log templates will be added to the Speed and Agility log group: 1) 40yd dash and 2) Vertical.

Right-click the **Weight Room** node to show the popup menu.



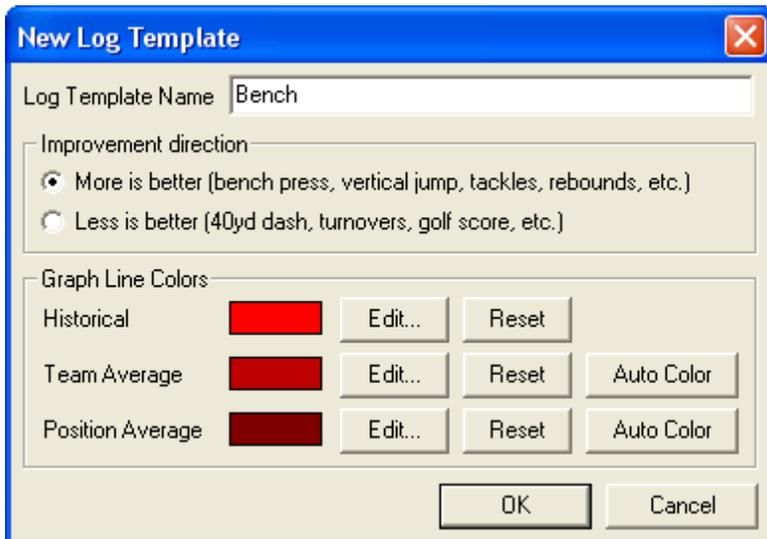
Click on **New Log Template** to bring up the New Log Template form. Type **Bench** for the Log Template Name. Then under the **Improvement Direction** section click **More is better**.



Next, we'll set the line colors to be used when drawing graphs for this log. Under the **Graph Line Colors** section click the **Edit...** button next to Historical. This will bring up the **Color** editing form.



Click on the **Red** box under the **Basic colors** section, then click **OK** to close the Color form. This will set the Historical line color to red. To set the line colors for the Team and Position averages simply click the **Auto Color** buttons, or use the **Edit...** buttons. After setting all three line colors you should end up with something like the following:



Click **OK** to add the Bench log template to the Navigation pane list under the Weight Room log group.



Notice that the Detail pane now shows the specifics of the log template selected in the Navigation pane, in this case the newly created Bench log template.

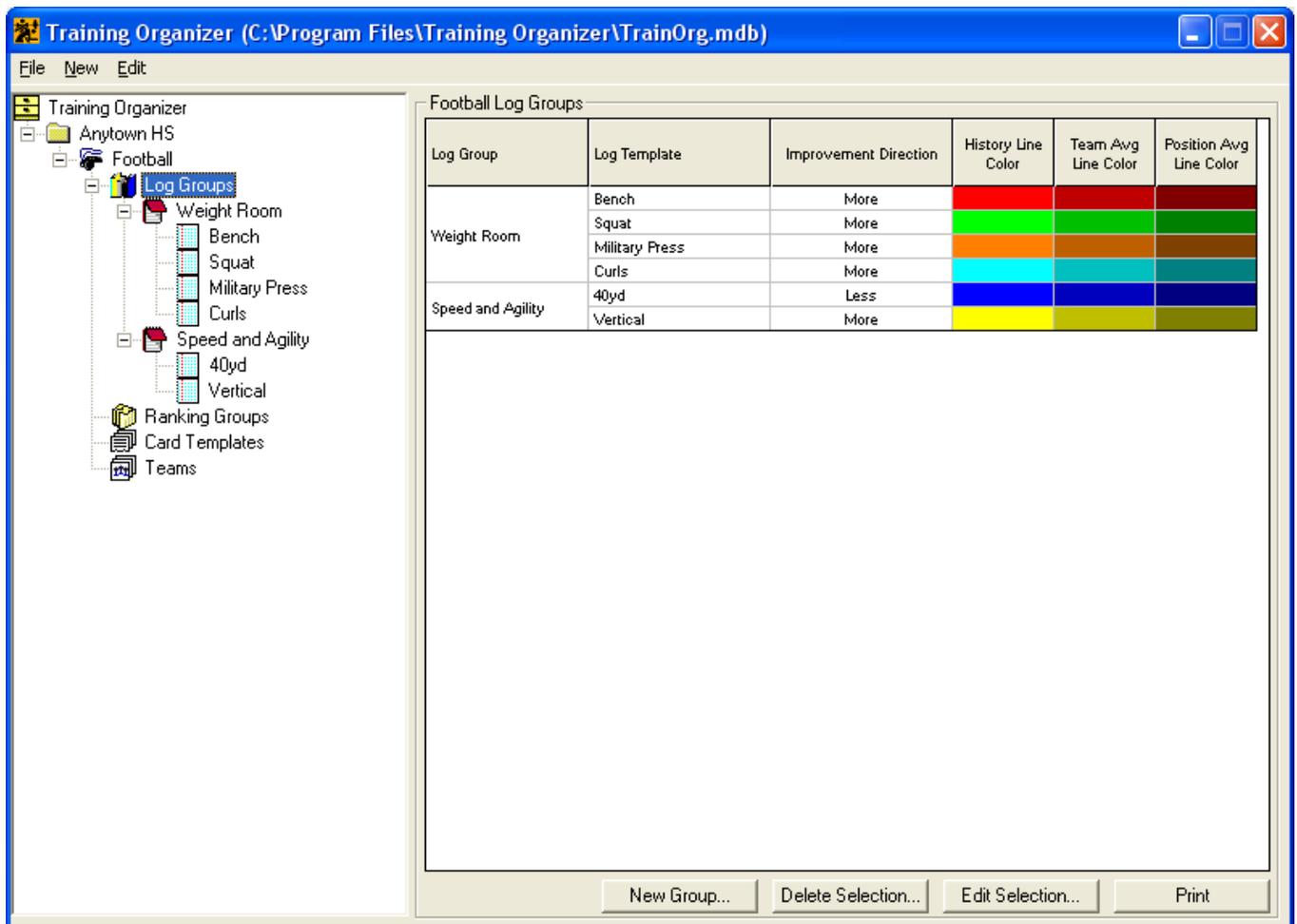
Repeat the above steps to add the following log templates to the Weight Room log group.

Log Template Name	Improvement Direction	Historical Color	Team Avg Color	Position Avg Color
Squat	More is Better	Green	Auto Color	Auto Color
Military Press	More is Better	Orange	Auto Color	Auto Color
Curls	More is Better	Cyan	Auto Color	Auto Color

Then add the following two log templates to the Speed and Agility log group.

Log Template Name	Improvement Direction	Historical Color	Team Avg Color	Position Avg Color
40yd	Less is Better	Blue	Auto Color	Auto Color
Vertical	More is Better	Yellow	Auto Color	Auto Color

After you're done, click the **Log Groups** node to display the details of all your log groups and log templates. Your screen should look something like this.



Click the **Print** button at the bottom of the screen to produce the following report.

Anytown HS Football

Log Groups

08/24/2005

Log Group	Log Template	Improvement Direction	History Line Color	Team Avg Line Color	Position Avg Line Color
Weight Room	Bench	More	■	■	■
	Squat	More	■	■	■
	Military Press	More	■	■	■
	Curls	More	■	■	■
Speed and Agility	40yd	Less	■	■	■
	Vertical	More	■	■	■

Adding Ranking Groups

Ranking Groups are used to combine related rankings into a single area within Training Organizer. For example, you might want to create a group to contain all of the rankings related to strength. Another group might be for speed.

You have to add at least one group, because all ranking templates that you build must belong to a ranking group. If you are not interested in splitting up your ranking templates into several ranking groups, then you always just create a single group to hold all of your ranking templates.

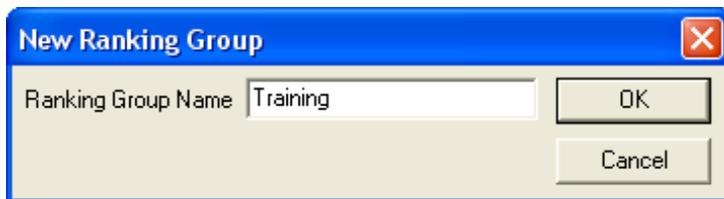
Ranking groups can be shared among all of your teams. Once you've built the ranking group and filled it with ranking templates, you can assign it to any or all of your teams. This way you don't have to build the group and templates more than once. Also, if you make any changes to the ranking group or its templates, the change is automatically relayed to the affected teams and athletes.

For our tutorial we will create only one log group called Training.

Right-click the **Ranking Groups** node to show the popup menu.



Click on **New Ranking Group** to bring up the New Ranking Group form. Type **Training** for the name of the new ranking group.



Click **OK** when you're done. This will add Training to the Navigation pane under the Ranking Groups node.



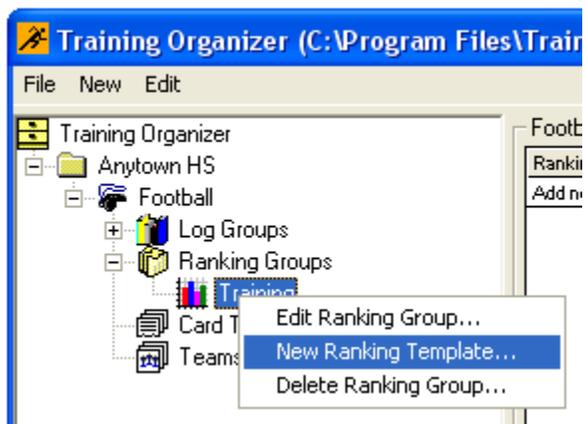
Notice that the Detail pane changes to list the ranking templates assigned to the Training group. The list is empty at this point because no ranking templates have been added.

Adding Ranking Templates

Ranking Templates are used to describe your ranking to Training Organizer. The ranking template contains information on how the ranking will be calculated, how the results will be sorted, and so on.

We will create two ranking templates for the Training group: 1) Strength and 2) Best Athlete.

Right-click the **Training** node to show the popup menu.



Click on **New Ranking Template** to bring up the New Ranking Template form.

Type **Strength** for the Ranking Template Name.

New Ranking Template

Ranking Template Name

Row	Active	Clr	Log	Type	Time Frame	Use Place	Reverse Place
1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>

Scoring Calculation

Sum All Active Rows Average All Active Rows

Formula

Decimal Places Rounding None Nearest Up Down Multiple

Ranking Order

Rank Scores High to Low (descending) Rank Scores Low to High (ascending)

Click the Active checkbox on Row 1. Click the dropdown box in the Log column on Row 1 and click on the selection **Weight Room – Bench**. The Type column will automatically be set to Most Recent and the Time Frame column will be set to All.

Then click the Active checkbox on Row 2. Click the dropdown box in the Log column on Row 2 and click on the selection **Weight Room – Squat**. The Type column will automatically be set to Most Recent and the Time Frame column will be set to All.

Row	Active	Clr	Log	Type	Time Frame	Use Place	Reverse Place
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Weight Room - Bench	Most Recent	All	<input type="checkbox"/>	<input type="checkbox"/>
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Weight Room - Squat	Most Recent	All	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
6	<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
7	<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
8	<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
9	<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>
10	<input type="checkbox"/>	<input checked="" type="checkbox"/>				<input type="checkbox"/>	<input type="checkbox"/>

Scoring Calculation

Sum All Active Rows Average All Active Rows

Formula

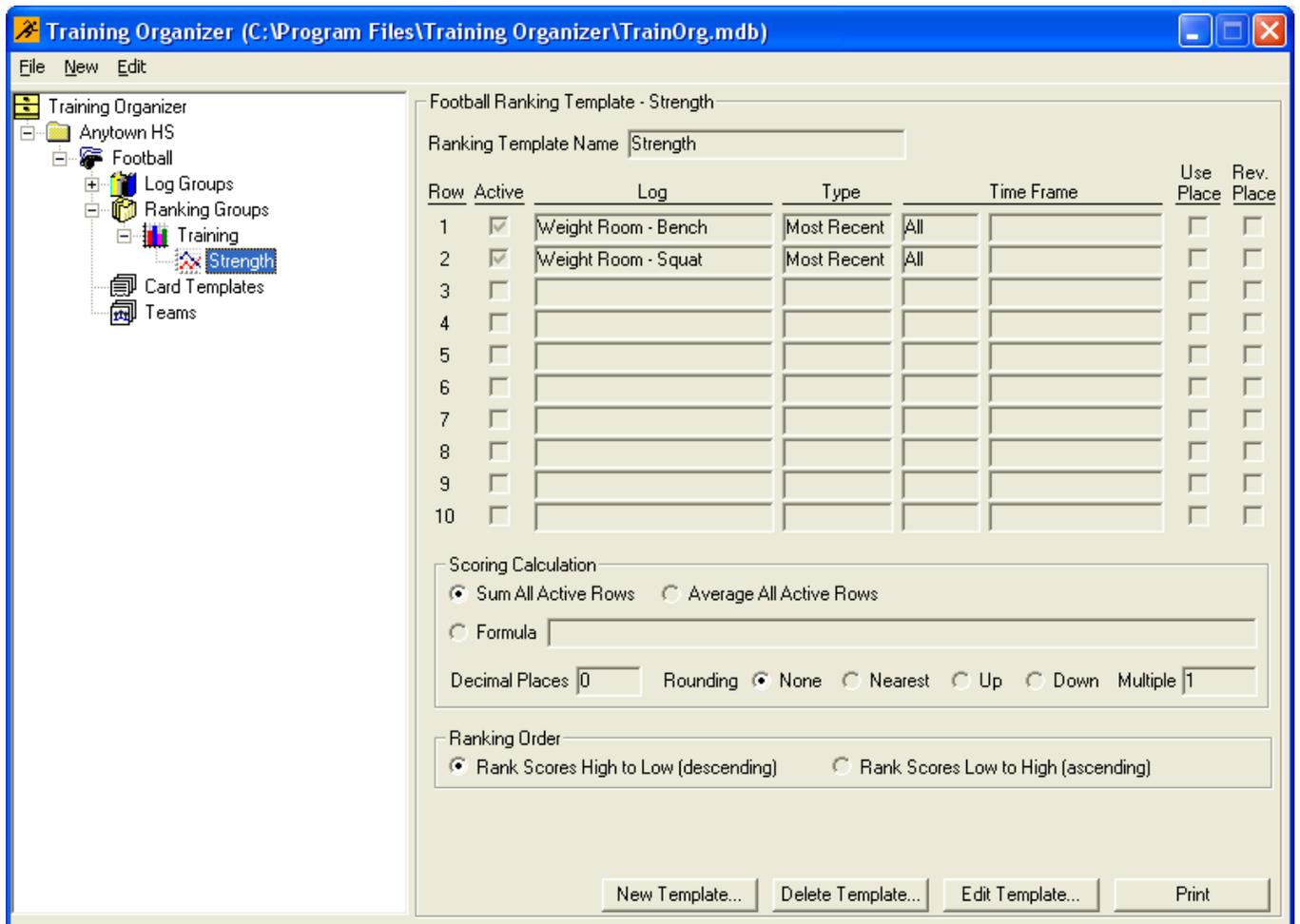
Decimal Places Rounding None Nearest Up Down Multiple

Ranking Order

Rank Scores High to Low (descending) Rank Scores Low to High (ascending)

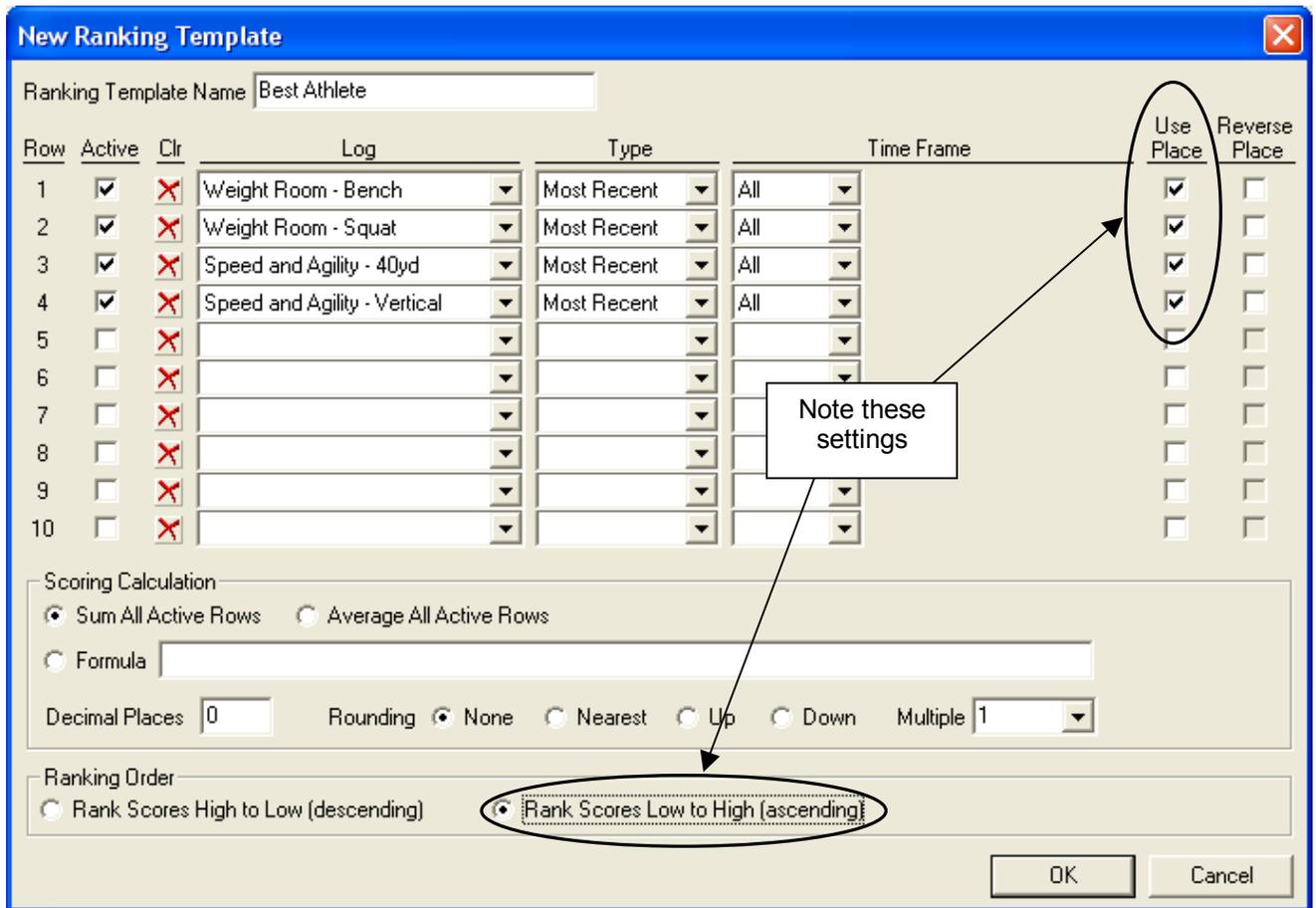
OK Cancel

Click **OK** when you're done. This will add Strength to the Navigation pane under the Training ranking group node.



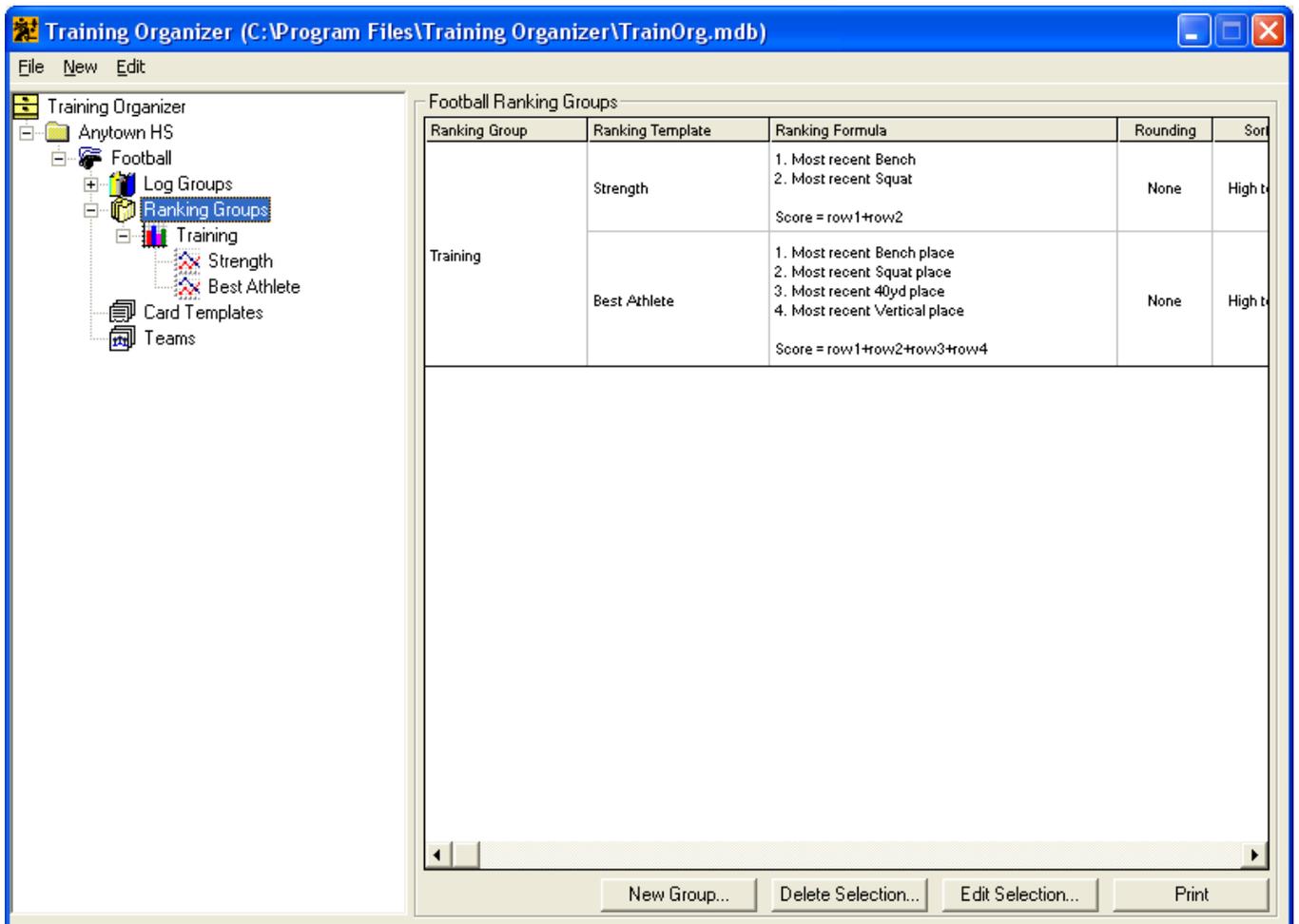
Notice that the Detail pane now shows the specifics of the ranking template selected in the Navigation pane, in this case the newly created Strength ranking template.

Use the above steps as a guide to help you create a second ranking template for the Training log group named **Best Athlete**. Note that the checkboxes in the Use Place column are to be selected. Also, be sure to select the option **Rank Scores Low to High** at the bottom of the screen.



After you're done, click the **Log Groups** node to display the details of all your log groups and log templates.

Your screen should look like the following.



Clicking the **Print** button will create the following report.

Anytown HS Football Ranking Groups					08/24/2005
Ranking Group	Ranking Template	Ranking Formula	Rounding	Sorting	
Training	Strength	1. Most recent Bench 2. Most recent Squat Score = row1+row2	None	High to Low	
	Best Athlete	1. Most recent Bench place 2. Most recent Squat place 3. Most recent 40yd place 4. Most recent Vertical place Score = row1+row2+row3+row4	None	High to Low	

Adding Card Templates

Card templates are not assigned to groups. Unlike the log templates and ranking templates, card templates can stand on their own. So, we can get right to the work of building up the card template.

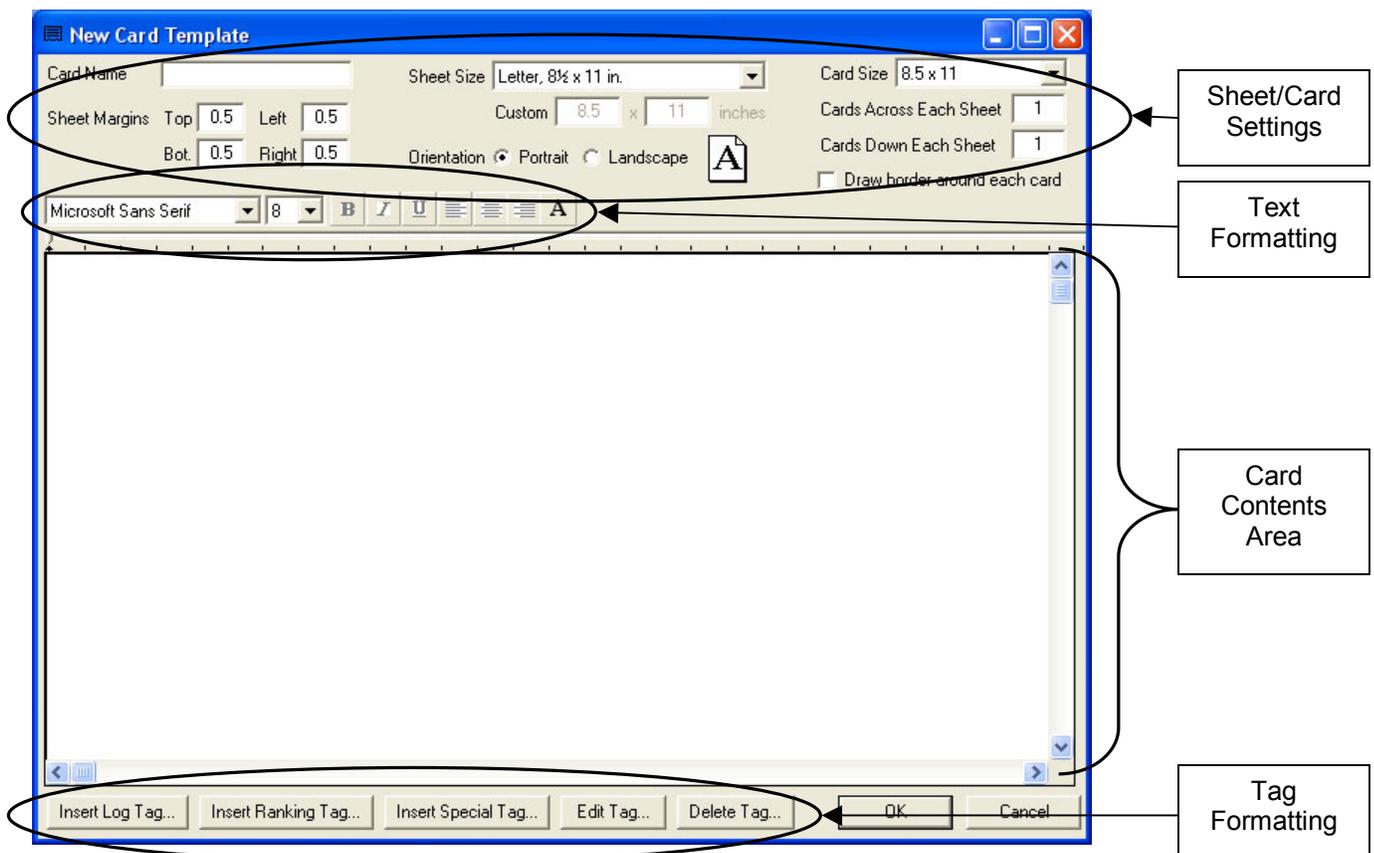
We will be creating two card templates: 1) Upper Body Workout and 2) Information Card.

The first card template you will create in this tutorial will be a workout sheet for use in the weight room. It will contain three drills; Bench, Military Press and Curls. You will configure the workout sheet so that it will be personalized for each athlete based on their current maxes for each of the three stations.

Right-click the **Card Templates** node to show the popup menu.



Click on **New Card Template** to bring up the New Card Template form.

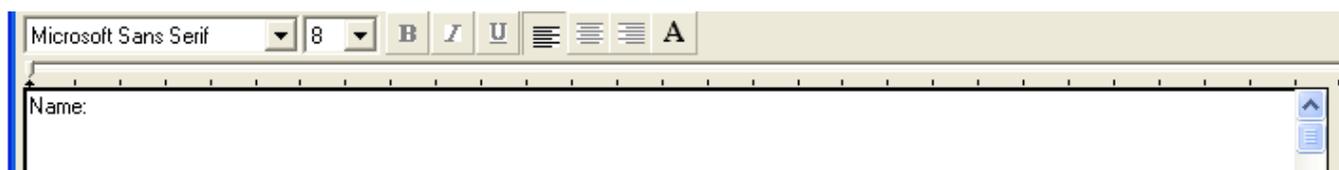


The large text box in the middle of the screen represents the card contents. Basically, what you type into here will be printed on the card. You can think of the card contents area as a blank piece of paper. The physical dimensions of the card are set with the **Card Size** dropdown list at the top of the screen. There will one card printed for each athlete, with one or more cards on a sheet. The sheet size is selected with the **Sheet Size** dropdown list. For now, we will leave the card size, sheet size and the other settings to their default values. This will result in a card of 8.5 x 11 inches arranged on an 8.5 x 11 inch sheet. In other words, there will be one sheet for each athlete (later in the tutorial you will create a sheet containing multiple cards).

Start by typing **Upper Body Workout** for the Card Name.



Then begin filling out the card by typing **Name:** on the first line in the card contents area.

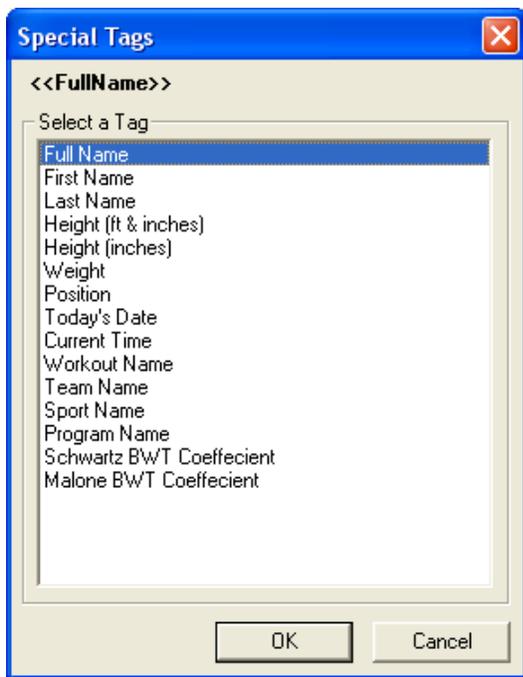


Now we will enter a Tag into the card contents area. A Tag can be thought of as a placeholder, and will be replaced by an actual value later. It will be substituted automatically when the card is later assigned to a team.

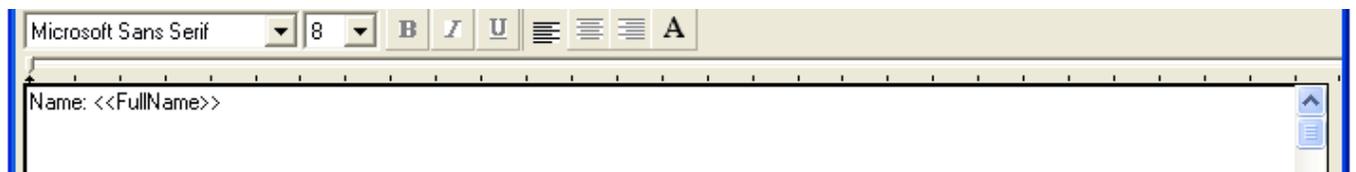
Click on **Insert Special Tag...** at the bottom of the screen.



This will bring up the Special Tags form. Click on **FullName** from the list.



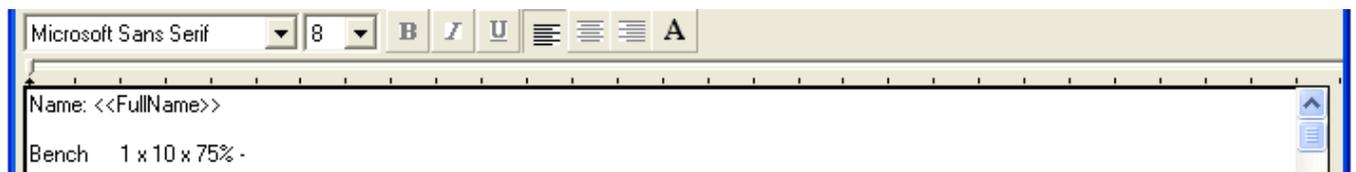
Then click **OK** to close the Special Tags form. This will place the FullName special tag into the card area following **Name:**.



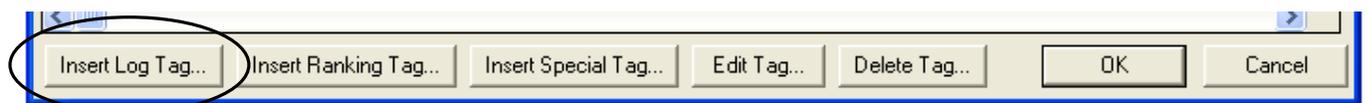
Note that Special Tags are enclosed with <<>>. The text <<FullName>> will be replaced by the athlete's first and last name when the template is assigned to a team.

Press **Enter** two times to skip a blank line. Type **Bench**, then press **Tab**.

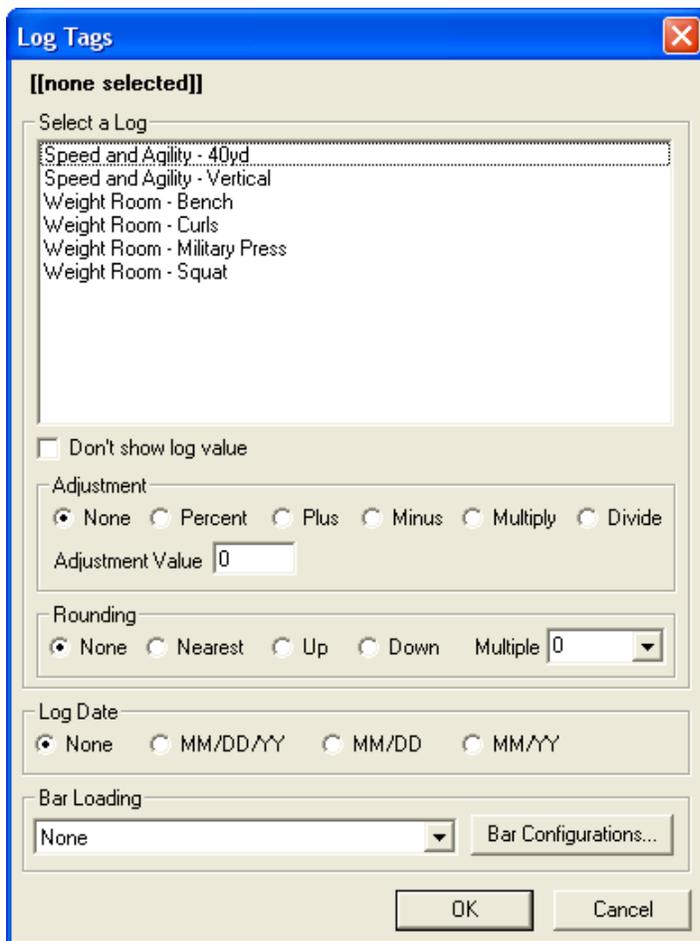
Type **1 x 10 x 75%** - .



Now click on **Insert Log Tag...** at the bottom of the screen.



This will bring up the Log Tags form.



Click on **Weight Room – Bench** to select the Bench log.

Under the **Adjustment** section select **Percent**. Then type **75** into the **Adjustment Value** field.

Under **Rounding** select the **Up** option.

Click the **Multiple** dropdown box to show the rounding multiples available, then click **5** to select a rounding multiple of 5.

Finally, under the **Bar Loading** section click the dropdown box to list the bar loads that have been pre-configured. Click on **Bench Bar** to assign the Bench bar loading to this drill.

Make sure your Log tags form looks like the following before continuing.

Then click **OK** to close the Log Tags form. This will insert the Bench log tag into the card area.

Note that a Log Tag will be identified with double-brackets [[]].

When the card is assigned to a team later, the text `[[Bench%75,~>5,#Bench Bar]]` will be replaced by a weight and the plate loading needed for that weight. For example, if the athlete's maximum bench is 215 pounds, then the tag will be replaced by the text **165 45, 10, 5**. That is, 215 x 75%, rounded up to the nearest 5 pounds, followed by the plate loading needed for 165 pounds.

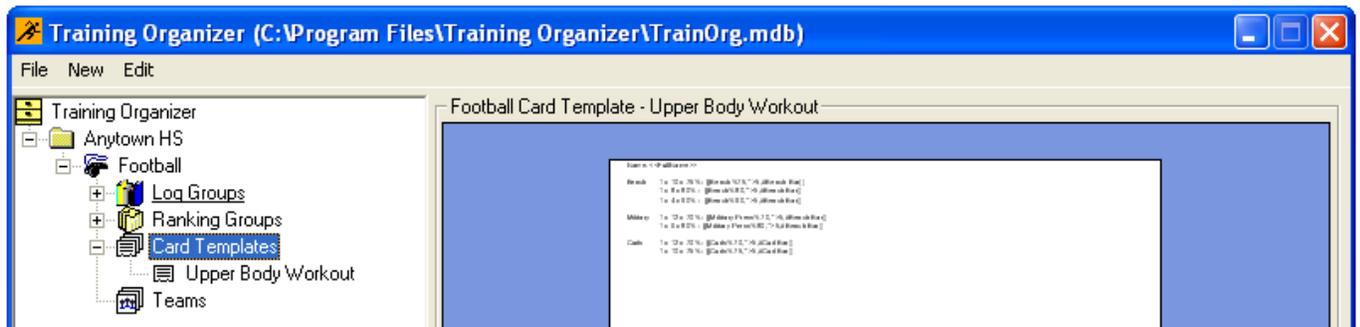
Press **Enter** to skip to the next line. Press **Tab** twice to align the cursor. Type **1 x 10 x 80%** - then click **Insert Log Tag...** to bring up the Log Tags form again.

Modify the Log Tags form to set the Bench at 80%, rounded up to 5, and using the bench bar. Your Log Tags form should end up like this.

Then click **OK** to close the Log Tags form. This will insert another Bench log tag into the card contents area.

Continue typing and using the **Insert Log Tag...** button in this manner until you have created a card that looks like this.

When your card is complete, click **OK** to exit and save the new card template. Your screen should look something like this at this point.



Now we will add one more Card Template. Instead of a workout card, we will create a card that will summarize the current standings of each athlete. It will be formatted to the size of a typical business card. The result will be a personalized card that can be handed out to each athlete.

Right-click the **Card Templates** node to show the popup menu.



Click on **New Card Template** to bring up the New Card Template form.

As explained earlier, the large text box in the middle of the screen represents the card. The Upper Body Workout we created earlier was a one-card-per-sheet template. Our Information Card template sheet will contain 10 cards, each the size of a business card (3.5 x 2 inches). Each athlete will get his own card, resulting in 10 athlete cards per sheet of paper. All we have to do is describe what one card looks like. Training Organizer will know how to format the cards and arrange them to fit 10 cards on each sheet.

Start by typing **Information Card** for the Card Name.

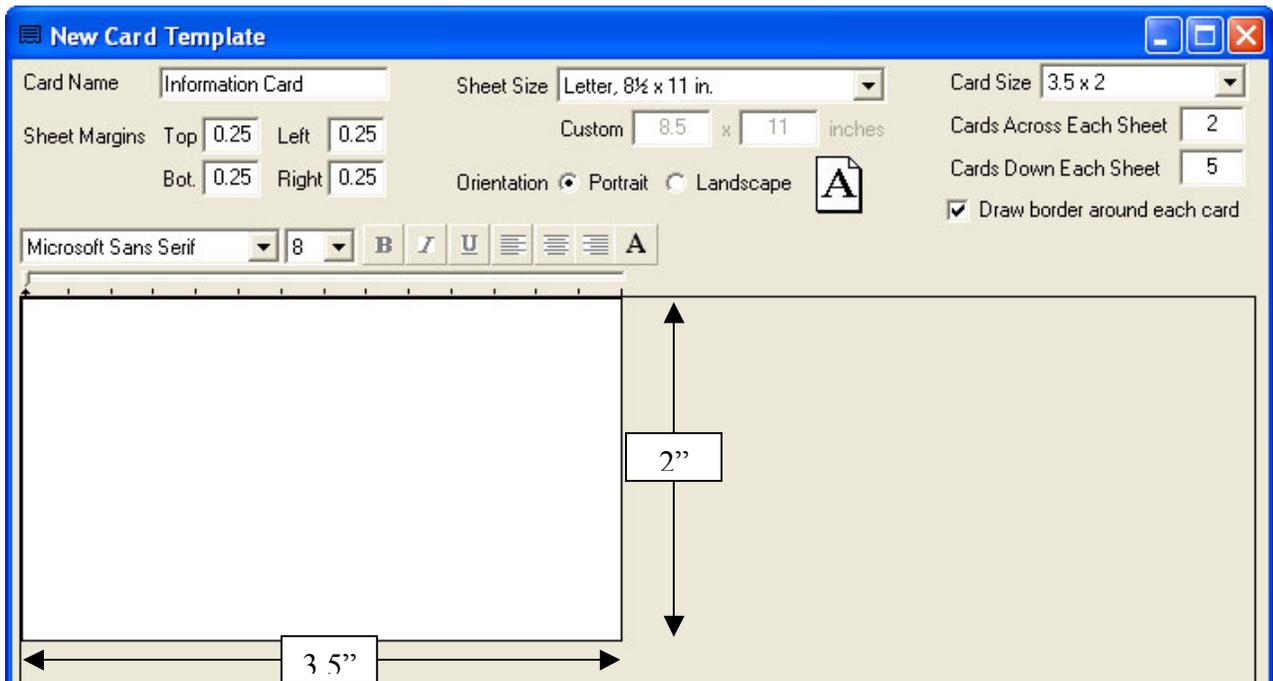
Leave the **Sheet Size** set to 8.5 x 11, the **Sheet Margins** to .25 and the **Orientation** to Portrait.

Click the **Card Size** dropdown list to list the card sizes available. Locate and select **3.5 x 2**.

We can fit two columns of five cards on each sheet of paper. Change **Cards Across Each Sheet** to **2**. Then change **Cards Down Each Sheet** to **5**.

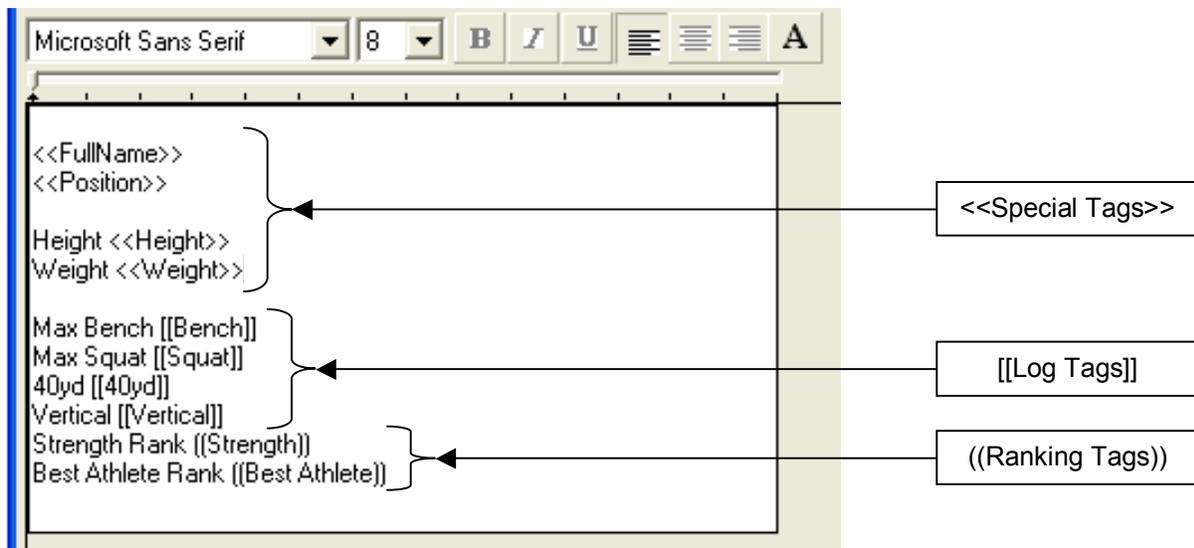
To make the sheets easier to read and cut out, we will draw a border around each card. Select the **Draw border around each card** checkbox.

So far, you should have the following.



Notice the smaller 3.5 x 2 inch card area in the middle of the screen as opposed to the 8.5 x 11 card we created earlier. This is where you will type in the contents of your information card.

By typing and using the Insert Tag buttons at the bottom of the screen, fill in the card contents area with the following.



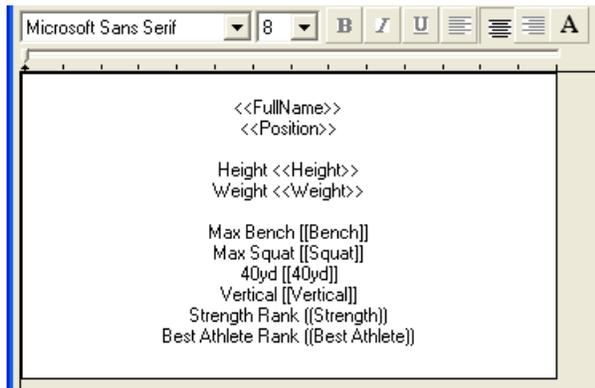
While filling in this card, remember that:

- <<Special Tags>> are inserted with the **Insert Special Tag...** button.
- [[Log Tags]] are inserted with the **Insert Log Tag...** button.

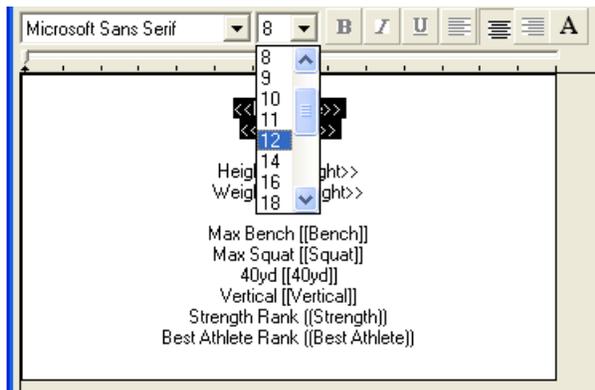
- ((Ranking Tags)) are inserted with the **Insert Ranking Tag...** button.
- To edit a tag, highlight it by clicking on it, then click the **Edit Tag...** button.
- To delete a tag, highlight it the **Delete Tag...** button.

You can use the text formatting tools to customize the information card any way you like. The process is the same as any word processor. Simply highlight the text you want to format and click on one of the formatting icons located above the card contents area.

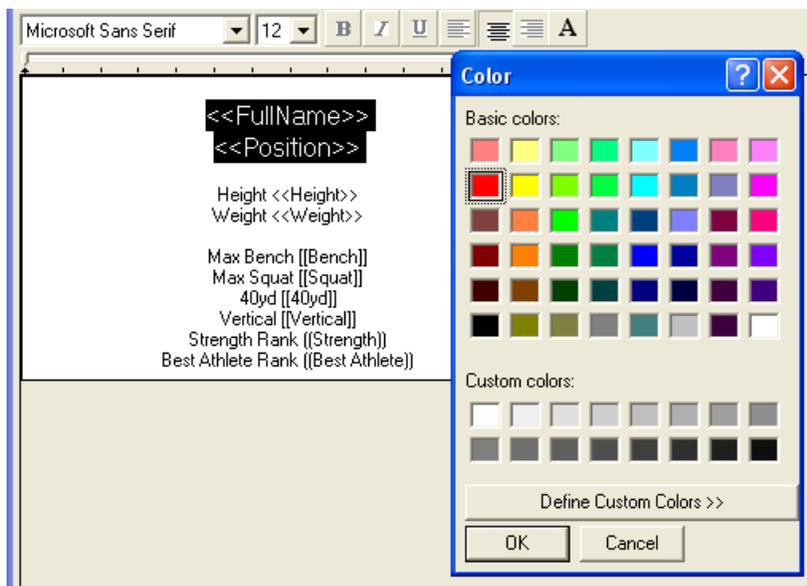
To center the text within the card highlight all the text and click the Center Text button .



To change font sizes, select the text and select the size from the Font Size dropdown list.

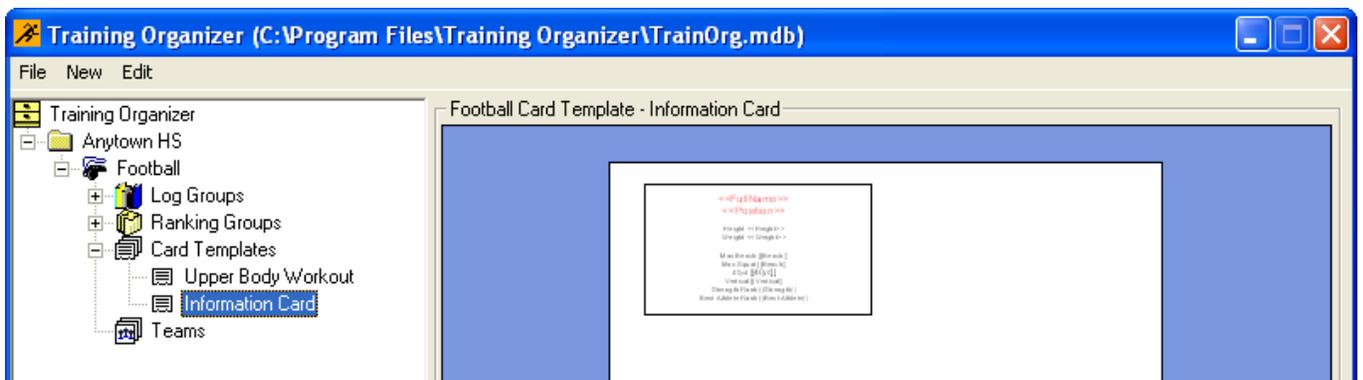


To change the text color, select the text and click the Text Color button .

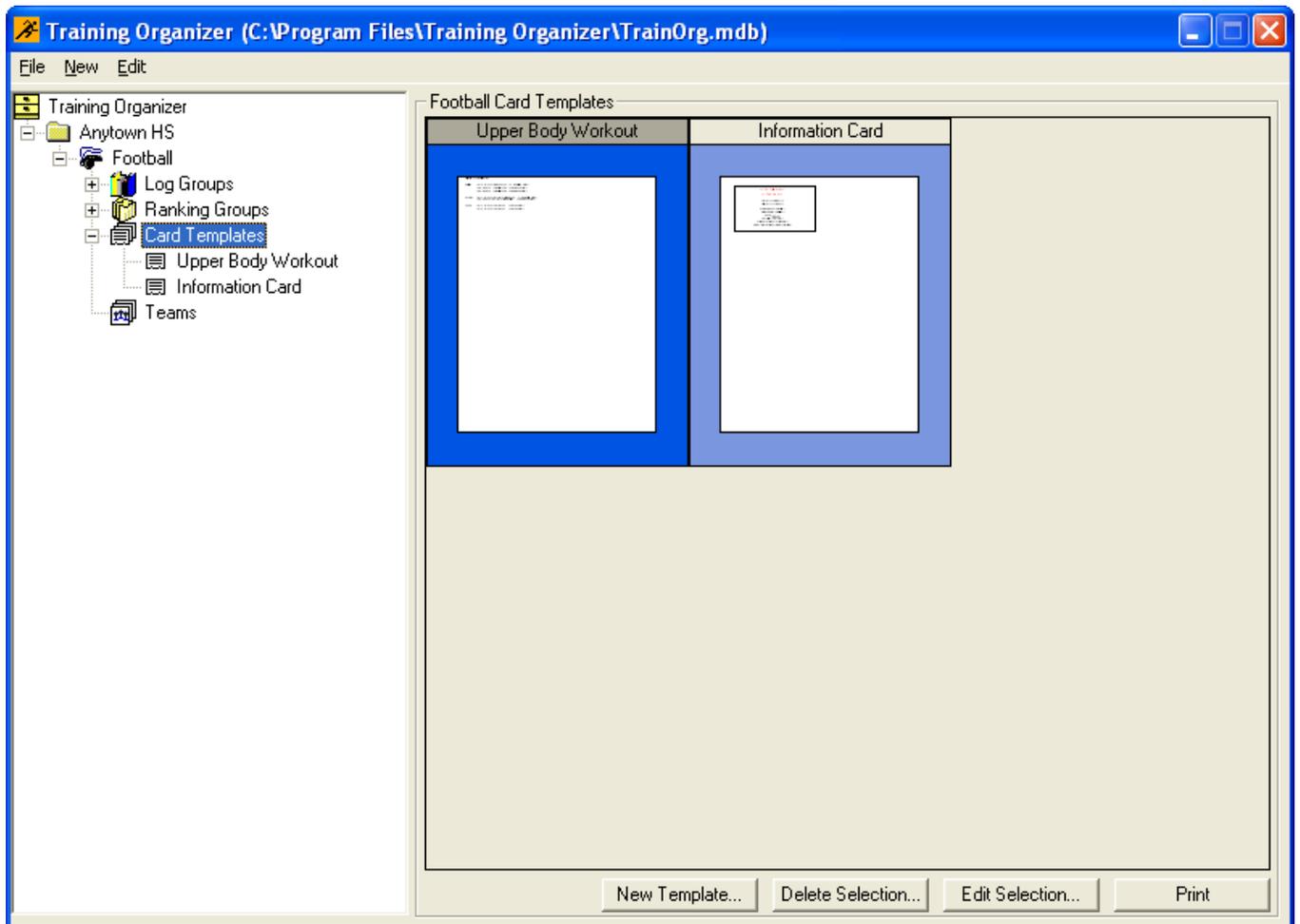


Other buttons will allow you to bold face, italicize, underline, left/right justify and change the font style.

When your card template is formatted the way you want, click **OK** to save you new Card Template and add it to the Navigation pane under the Card Templates node.



After you're done, click the **Card Templates** node on the Navigation pane to display thumbnail views of the two card templates you've added so far. You should have something like the following:



Clicking **Print** will print the highlighted card template.

You're finished with creating card templates. Next you will add your teams and athletes. Later you will assign your new templates for use with your teams and athletes.

Adding Teams and Athletes

Adding Teams

Right-click the **Teams** node to show the popup menu.



Click on **New Team** to bring up the New Team form. Type **Varsity** for the name of the new team.



Click **OK** when you're done. This will save and add Varsity to the Navigation pane under the Teams node.



Notice that the Detail pane changes to list the athletes assigned to the Varsity team. The list is empty at this point because no athletes have been added.

Also note that three new nodes have been added automatically underneath the Varsity node: Varsity Logs, Varsity Rankings and Varsity Cards. These nodes will contain the Log Groups, Ranking Groups and Card Templates that you will assign to the Varsity team later.

Adding Athletes

Right-click the **Varsity** node to show the popup menu.



Click on **New Athlete** to bring up the New Athlete form. Type **Carlos Diaz** into the **Name** field.

The 'New Athlete' dialog box is shown with the following fields and values:

- Name (first last): Carlos Diaz
- Date of Birth: 08/21/2005
- Weight: 150
- Height: 5' 6"
- Position: (empty)

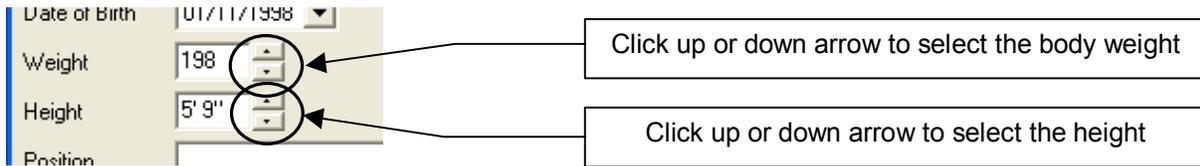
Buttons: OK, Cancel, and a 'New Position...' button next to the Position field.

Click on the dropdown button in the date field to popup the calendar. Use the calendar to set the **Date of Birth** to **1/11/1998**.

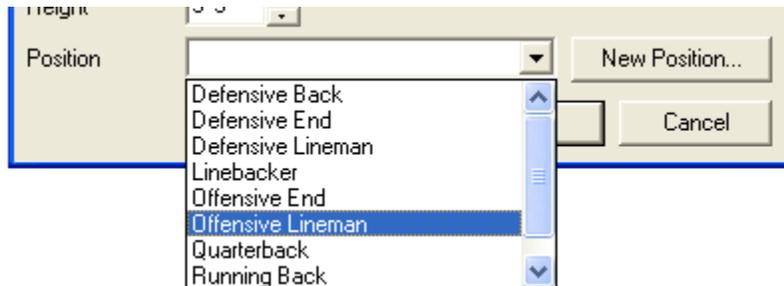
The screenshot shows the 'New Athlete' dialog box with the 'Date of Birth' field set to 08/18/2005. A calendar is open over the date field, showing August 2005. The date 18 is circled in red. A red circle around the 'Today' button at the bottom of the calendar is also circled in red. Callout boxes with arrows point to various parts of the calendar:

- Click to move to previous month
- Click to move to next month
- Click to select a year
- Click to select a month
- Click to select a date and close the calendar
- Click to select today's date and close the calendar

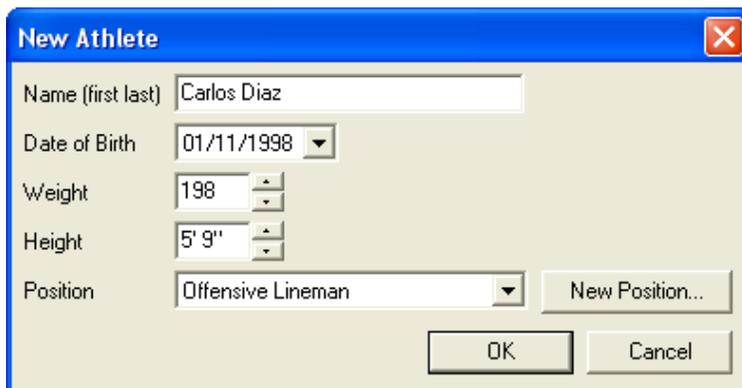
Use the up/down arrows to set the athlete's body weight to **198** and the height to **5'9"**.



Click the **Position** dropdown list to show the available positions. Select **Offensive Lineman**.



You should now have the following form.

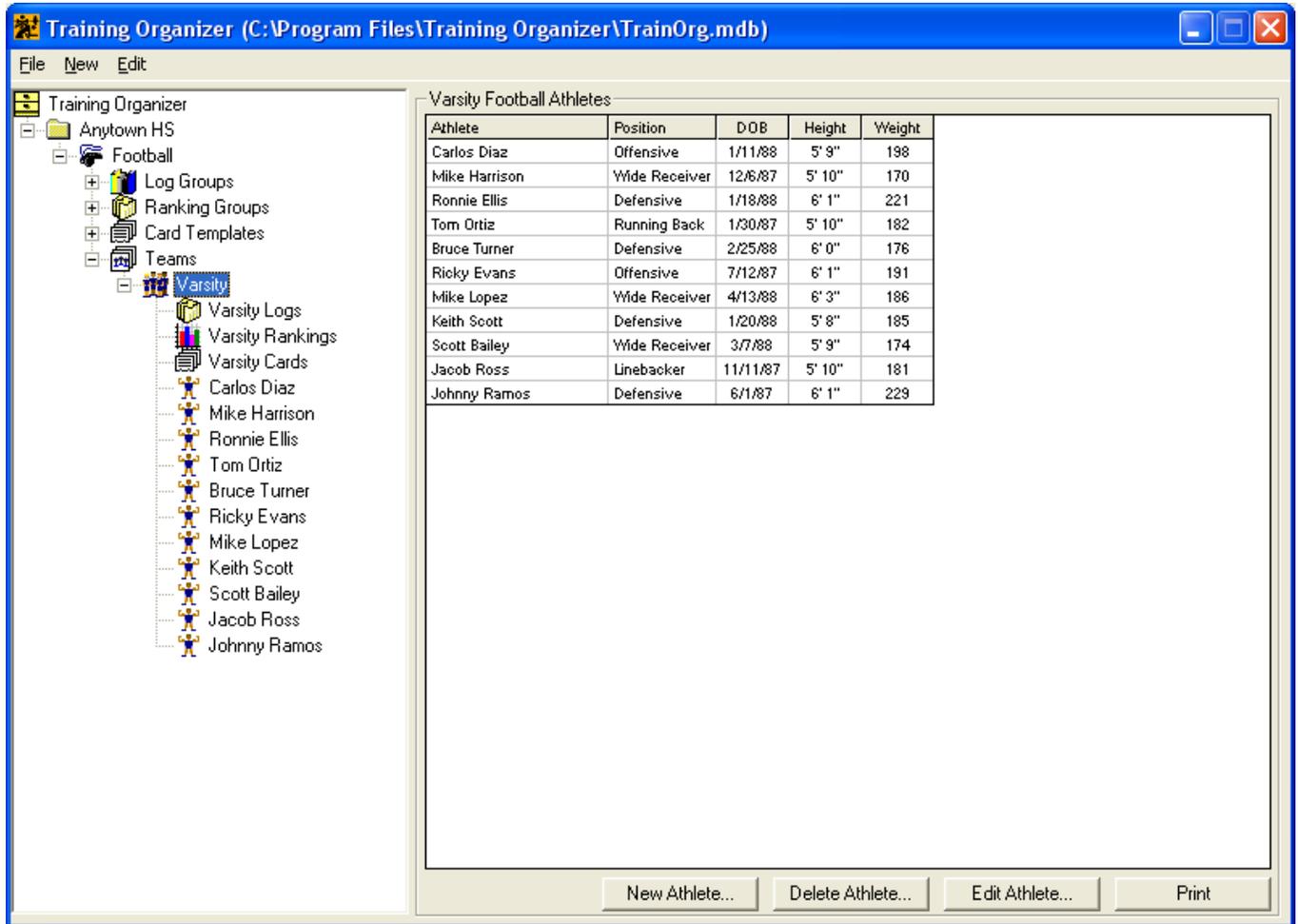


Click **OK** to save the new athlete. Notice that the New Athlete form remains visible. This is a feature that saves time by not forcing you to reopen the form for every athlete you add. The name field will be blanked out to allow you to enter the next athlete.

Add the following list of athletes.

Name	Birthdate	Weight	Height	Position
Mike Harrison	12/6/1987	170	5' 10"	Wide Receiver
Ronnie Ellis	11/18/1988	221	6' 1"	Defensive Lineman
Tom Ortiz	1/30/1987	182	5' 10"	Running Back
Bruce Turner	2/25/1988	176	6' 0"	Defensive Back
Ricky Evans	7/12/1987	191	6' 1"	Offensive Lineman
Mike Lopez	4/13/1988	186	6' 3"	Wide Receiver
Keith Scott	11/20/1988	185	5' 8"	Defensive Lineman
Scott Bailey	3/7/1988	174	5' 9"	Wide Receiver
Jacob Ross	11/11/1987	181	5' 10"	Linebacker
Johnny Ramos	6/1/1987	229	6' 1"	Defensive Lineman

After adding the last athlete, click the **Cancel** button. This will close the New Athlete form and leave you with the following screen.



To print the current view click the **Print** button at the bottom of the screen. This will produce the following report.

Anytown HS Football					08/24/2005
Varsity Athletes					
Athlete	Position	DOB	Height	Weight	
Scott Bailey	Wide Receiver	3/7/88	5' 9"	174	
Carlos Diaz	Offensive Lineman	1/11/88	5' 9"	198	
Ronnie Ellis	Defensive Lineman	1/18/88	6' 1"	221	
Ricky Evans	Offensive Lineman	7/12/87	6' 1"	191	
Mike Harrison	Wide Receiver	12/6/87	5' 10"	170	
Mike Lopez	Wide Receiver	4/13/88	6' 3"	186	
Tom Ortiz	Running Back	1/30/87	5' 10"	182	
Johnny Ramos	Defensive Lineman	6/1/87	6' 1"	229	
Jacob Ross	Linebacker	11/11/87	5' 10"	181	
Keith Scott	Defensive Lineman	1/20/88	5' 8"	185	
Bruce Turner	Defensive Back	2/25/88	6' 0"	176	

Next, you will assign the groups and templates you built earlier to your new team.

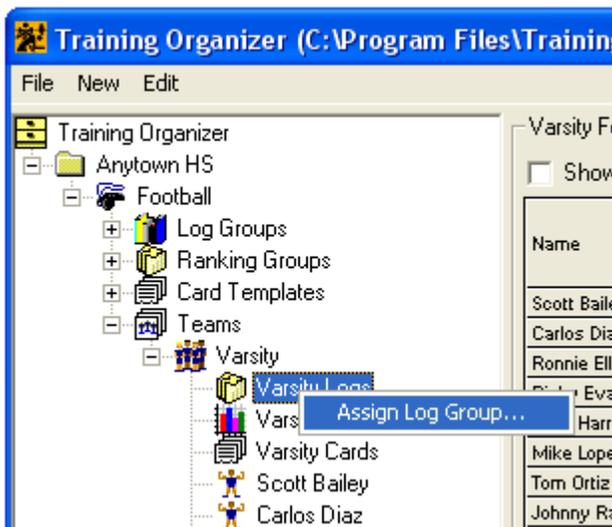
Assigning Groups and Templates to Teams

Up to this point, you have been setting up the Training Organizer building blocks. You've set up Log Groups/Templates, Ranking Groups/Templates, Card Templates, Teams and Athletes. Now you will bring these individual pieces together so that you can start realizing the power of Training Organizer.

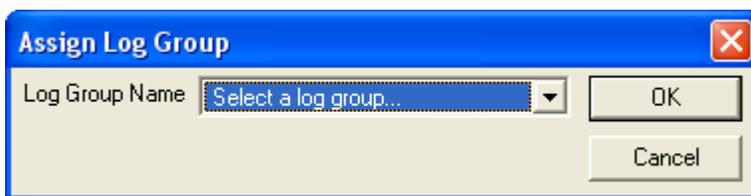
Assigning Log Groups

Before you can start collecting data for your athletes, you must tell Training Organizer which logs you want use. This is done by assigning a log group, and the log templates contained within, to the teams that will be using them. Remember that the log templates are just the instructions on how to log your data. Before any data can be collected, the log group has to be connected to an actual team.

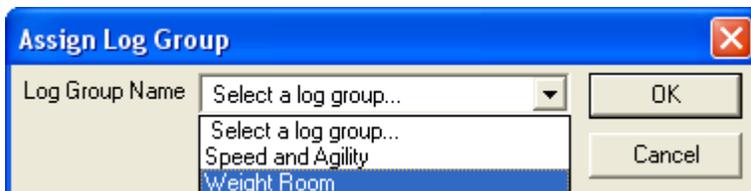
Begin by right-clicking the team logs node named **Varsity Logs**. This will show the popup menu.



Click **Assign Log Group** to bring up the Assign Log Group form.



Click the **Log Group Name** dropdown box to display the log groups you added earlier.



Click **Weight Room** then click **OK** to close the form and assign the Weight Room log to the Varsity team. The Detail pane will now show a grid with rows of athletes and columns containing the log templates that were built into the Weight Room log group.



The table is empty because we have yet to add any log entries.

Now we'll add assign another log group. Use the above steps to help you assign the **Speed and Agility** log group to the Varsity team.



Your logs are now ready to use. Later in the tutorial, you will begin adding data to these logs.

Assigning Ranking Groups

Assigning ranking groups to a team allows Training Organizer to begin calculating rankings for the athletes assigned to the team. Assigning tells Training Organizer to associate a particular ranking group with a team.

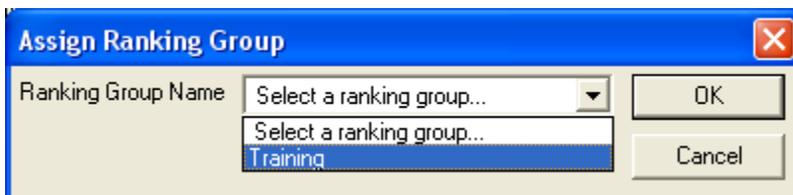
Right-click the team rankings node, **Varsity Rankings**, to show the popup menu.



Click **Assign Ranking Group** to bring up the Assign Ranking Group form.



Click the **Ranking Group Name** dropdown box to display the available ranking groups. There is only one entry in the list because the Training group is the only group we added earlier.



Click **Training** then click **OK** to close the form and assign the Training ranking to the Varsity team. The Detail pane will now show a grid with rows of athletes and columns containing the ranking templates that were built into the Training ranking group.

Training Organizer (C:\Program Files\Training Organizer\TrainOrg.mdb)

File New Edit

Training Organizer

- Anytown HS
 - Football
 - Log Groups
 - Ranking Groups
 - Card Templates
 - Teams
 - Varsity
 - Varsity Logs
 - Speed and Agility
 - Weight Room
 - Varsity Rankings
 - Training
 - Varsity Cards
 - Scott Bailey
 - Carlos Diaz

Varsity Football Rankings - Training

Show Team Rank Show Position Rank Show Score Show Detail Show Formulas

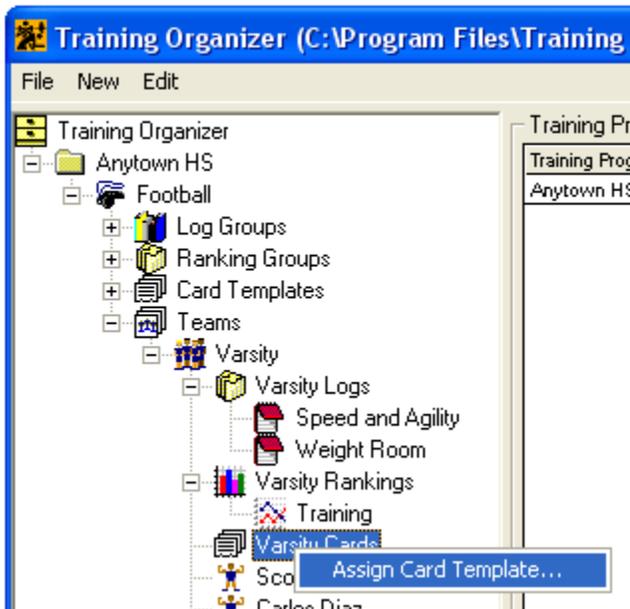
Name	Strength		Best Athlete	
	Team	Pos.	Team	Pos.
Scott Bailey	0	0	0	0
Carlos Diaz	0	0	0	0
Ronnie Ellis	0	0	0	0
Ricky Evans	0	0	0	0
Mike Harrison	0	0	0	0
Mike Lopez	0	0	0	0
Tom Ortiz	0	0	0	0
Johnny Ramos	0	0	0	0
Jacob Ross	0	0	0	0
Keith Scott	0	0	0	0
Bruce Turner	0	0	0	0

Your rankings are now ready to use. Later in the tutorial you will see how the rankings are automatically updated as you add data to the logs.

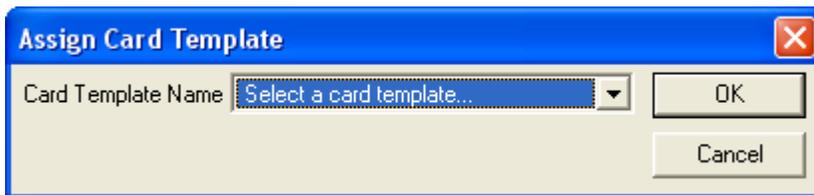
Assigning Card Templates

Before athlete cards can be viewed and printed they have to be assigned to the team. The card templates we built earlier are simply the instructions on how to build the card. The data for the card comes from the athletes themselves. Training Organizer doesn't know what data values to plug in to the card until the template is assigned to a team.

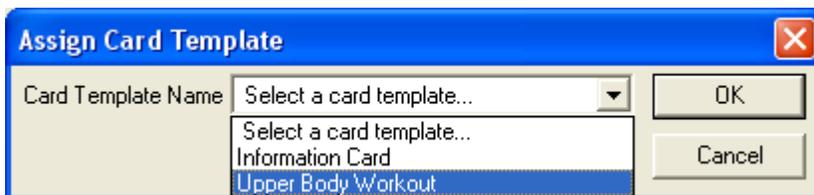
Begin by right-clicking the team cards node, **Varsity Cards**, to show the popup menu.



Click **Assign Card Templates** to bring up the Assign Card Template form.



Click the **Card Template Name** dropdown box to display the available card templates.



Click **Upper Body Workout** then click **OK** to close the form and assign the Upper Body Workout card template to the Varsity team.

Putting Training Organizer to Work

At this point in the tutorial, Training Organizer has all the information it needs to do what you bought it for. There are only two things left to do: put in your log data and view the results.

The log templates you've created are where you will store your data. As the logs begin to fill, the data becomes available to the rankings and cards that need it. Also, the log graphs will begin to flesh out so that you can use them. You've done quite a bit of work to get to this point, but this is where it starts paying off.

Logging Your Data

The logs are where the real work begins. All of the data that you collect for your athletes is put into Training Organizer here. The logs also provide a way for you to report and graph the data that you supply.

So to begin, let's start logging data now. Click on your **Varsity Logs** node.

The screenshot shows the Training Organizer application window. The title bar reads "Training Organizer (C:\Program Files\Training Organizer\TrainOrg.mdb)". The menu bar includes "File", "New", and "Edit". The left-hand pane shows a tree view of the database structure, with "Varsity Logs" selected under the "Varsity" folder. The main pane displays the "Varsity Football Logs" view. At the top of this view, there is a "Show Graphs" checkbox (unchecked), a dropdown menu set to "All Athletes", and another dropdown menu set to "Most Recent Entry". Below this is a table with the following structure:

Name	Speed and Agility				Weight Room					
	40yd		Vertical		Bench		Squat		Military Press	
	Mark	Date	Mark	Date	Mark	Date	Mark	Date	Mark	Date
Scott Bailey										
Carlos Diaz										
Ronnie Ellis										
Ricky Evans										
Mike Harrison										
Mike Lopez										
Tom Ortiz										
Johnny Ramos										
Jacob Ross										
Keith Scott										
Bruce Turner										

At the bottom of the main pane, there are two buttons: "Edit Log Entries..." and "Print".

This view shows the athletes along with all the logs that are assigned to the team. You can use the scroll bar at the bottom of the Detail pane to view the log columns that are off screen. Notice that the cells of the table are empty. This will begin to fill up as we add log entries.

Click the **Edit Log Entries...** button at the bottom of the Detail pane to bring up the Edit Log Data form.

Edit Log Data

Select a log to edit

- Speed and Agility - 40yd
- Speed and Agility - Vertical
- Weight Room - Bench
- Weight Room - Squat
- Weight Room - Military Press
- Weight Room - Curls

Currently Editing : Speed and Agility - 40yd

Position: All Positions

Athlete
Scott Bailey
Carlos Diaz
Ronnie Ellis
Ricky Evans
Mike Harrison
Mike Lopez
Tom Ortiz
Johnny Ramos
Jacob Ross
Keith Scott
Bruce Turner

Save Changes Discard Changes New Date... Exit

This form has two sections. The top section allows you to select the log that you want to work with. The bottom section is where you will enter the actual log data for the selected log.

In the top section click on **Weight Room – Bench** to select the Bench log for editing.

Select a log to edit

- Speed and Agility - 40yd
- Speed and Agility - Vertical
- Weight Room - Bench
- Weight Room - Squat
- Weight Room - Military Press
- Weight Room - Curls

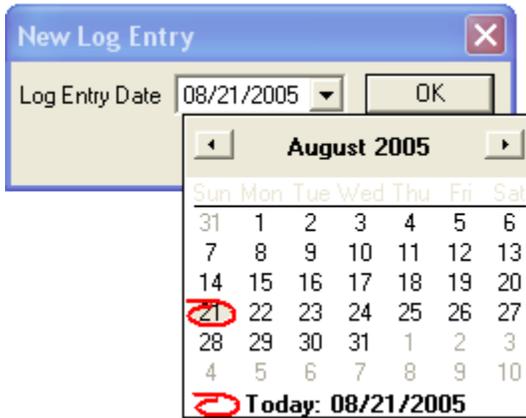
Currently Editing : Weight Room - Bench

Athlete
Scott Bailey
Carlos Diaz

Click the **New Log Entry...** button at the bottom of the form. This will bring up the New Log Entry form.



Click the Log Entry Date dropdown box to show the calendar.



Select the date that you want for the new log entry (Instructions for using the calendar are on page 34). Then click **OK** to close the New Log Entry form. This adds a new date column labeled **1/15/05** to contain the new entries for the Bench log.

Currently Editing : Weight Room - Bench	
Athlete	1/15/05
Scott Bailey	
Carlos Diaz	
Ronnie Ellis	
Ricky Evans	
Mike Harrison	
Mike Lopez	
Tom Ortiz	
Johnny Ramos	
Jacob Ross	
Keith Scott	
Bruce Turner	

Click on the first cell in the new column, type **205** and press **Enter** or use the arrow keys to move to the next cell. Continue until you have added the following Bench log data for 1/15/05.

Currently Editing : Weight Room - Bench	
Athlete	1/15/05
Scott Bailey	205
Carlos Diaz	235
Ronnie Ellis	270
Ricky Evans	260
Mike Harrison	180
Mike Lopez	210
Tom Ortiz	220
Johnny Ramos	280
Jacob Ross	230
Keith Scott	225
Bruce Turner	195

Click the **Save Changes** button to save the data you just entered.

Now create a new Bench log entry for 6/15/05 and enter the following log data.

Currently Editing : Weight Room - Bench		
Athlete	1/15/05	6/15/05
Scott Bailey	205	215
Carlos Diaz	235	240
Ronnie Ellis	270	280
Ricky Evans	260	275
Mike Harrison	180	185
Mike Lopez	210	220
Tom Ortiz	220	240
Johnny Ramos	280	285
Jacob Ross	230	235
Keith Scott	225	240
Bruce Turner	195	205

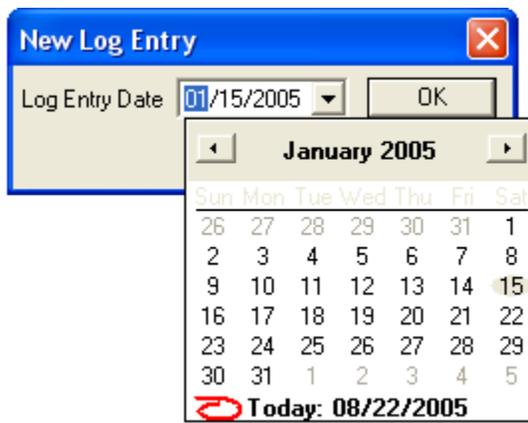
Remember to click **Save Changes** to save your data.

Now you will add entries to the Squat log. Click **Weight Room – Squat** in the log selection section.

Select a log to edit
Speed and Agility - 40yd
Speed and Agility - Vertical
Weight Room - Bench
Weight Room - Squat
Weight Room - Military Press
Weight Room - Curls

Currently Editing : Weight Room - Squat
Athlete
Scott Bailey
Carlos Diaz
Ronnie Ellis
Ricky Evans
Mike Harrison
Mike Lopez
Tom Ortiz
Johnny Ramos
Jacob Ross
Keith Scott
Bruce Turner

Then click **New Log Entry...** and select a date of **1/15/05**.



Click **OK** to save and create the new date column. But, before you enter any data for 1/15/05, go ahead and create another log entry column for 6/15/05.

Currently Editing : Weight Room - Squat

Athlete	1/15/05	6/15/05
Scott Bailey		
Carlos Diaz		
Ronnie Ellis		
Ricky Evans		
Mike Harrison		
Mike Lopez		
Tom Ortiz		
Johnny Ramos		
Jacob Ross		
Keith Scott		
Bruce Turner		

Now enter the following data for both new columns.

Currently Editing : Weight Room - Squat

Athlete	1/15/05	6/15/05
Scott Bailey	295	310
Carlos Diaz	395	405
Ronnie Ellis	460	470
Ricky Evans	410	435
Mike Harrison	305	315
Mike Lopez	325	340
Tom Ortiz	360	380
Johnny Ramos	475	480
Jacob Ross	350	365
Keith Scott	400	420
Bruce Turner	340	365

Click **Save Changes** to save your log data.

You've entered two columns of log data for both the Bench and the Squat. Now let's finish up by adding data for all of the other logs. The process is the same as we used for the Bench and Squat:

1. Select the log from the log selection section.
2. Create a new date column with the **New Log Entry...** button.

3. Type the log data into the new column.
4. Save your changes with the Save Changes button.

Enter the following data for the Military Press, Curls, 40yd and Vertical logs:

Currently Editing : Weight Room - Military Press			
Athlete	2/20/05	8/10/05	
Scott Bailey	150	160	
Carlos Diaz	160	165	
Ronnie Ellis	190	205	
Ricky Evans	170	185	
Mike Harrison	120	130	
Mike Lopez	150	165	
Tom Ortiz	160	180	
Johnny Ramos	210	215	
Jacob Ross	180	185	
Keith Scott	160	175	
Bruce Turner	150	155	

Currently Editing : Weight Room - Curls			
Athlete	2/20/05	8/10/05	
Scott Bailey	100	110	
Carlos Diaz	75	90	
Ronnie Ellis	135	145	
Ricky Evans	130	145	
Mike Harrison	90	105	
Mike Lopez	105	110	
Tom Ortiz	110	125	
Johnny Ramos	140	155	
Jacob Ross	115	140	
Keith Scott	110	120	
Bruce Turner	95	105	

Currently Editing : Speed and Agility - 40yd			
Athlete	1/24/05	7/27/05	
Scott Bailey	4.6	4.6	
Carlos Diaz	5.2	5.15	
Ronnie Ellis	4.8	4.8	
Ricky Evans	4.95	4.9	
Mike Harrison	4.55	4.5	
Mike Lopez	4.65	4.63	
Tom Ortiz	4.75	4.7	
Johnny Ramos	5	4.95	
Jacob Ross	4.9	4.9	
Keith Scott	4.95	4.9	
Bruce Turner	4.66	4.63	

Currently Editing : Speed and Agility - Vertical			
Athlete	1/24/05	7/27/05	
Scott Bailey	35	36	
Carlos Diaz	20	21	
Ronnie Ellis	26	28	
Ricky Evans	25	26	
Mike Harrison	36	38	
Mike Lopez	34	36	
Tom Ortiz	30	31	
Johnny Ramos	23	25	
Jacob Ross	23	24	
Keith Scott	25	25	
Bruce Turner	35	37	

When you've finished adding the log data, click the Exit button to close the Edit Log Data form and return to the main screen. The Detail pane should show the log entries that you've made.

Varsity Football Logs										
<input type="checkbox"/> Show Graphs										
All Athletes										
Most Recent Entry										
Name	Speed and Agility				Weight Room					
	40yd		Vertical		Bench		Squat		Military Press	
	Mark	Date	Mark	Date	Mark	Date	Mark	Date	Mark	Date
Scott Bailey	4.6	7/27/05	36	7/27/05	215	6/15/05	310	6/15/05	160	8/10/05
Carlos Diaz	5.15	7/27/05	21	7/27/05	240	6/15/05	405	6/15/05	165	8/10/05
Ronnie Ellis	4.8	7/27/05	28	7/27/05	280	6/15/05	470	6/15/05	205	8/10/05
Ricky Evans	4.9	7/27/05	26	7/27/05	275	6/15/05	435	6/15/05	185	8/10/05
Mike Harrison	4.5	7/27/05	38	7/27/05	185	6/15/05	315	6/15/05	130	8/10/05
Mike Lopez	4.63	7/27/05	36	7/27/05	220	6/15/05	340	6/15/05	165	8/10/05
Tom Ortiz	4.7	7/27/05	31	7/27/05	240	6/15/05	380	6/15/05	180	8/10/05
Johnny Ramos	4.95	7/27/05	25	7/27/05	285	6/15/05	480	6/15/05	215	8/10/05
Jacob Ross	4.9	7/27/05	24	7/27/05	235	6/15/05	365	6/15/05	185	8/10/05
Keith Scott	4.9	7/27/05	25	7/27/05	240	6/15/05	420	6/15/05	175	8/10/05
Bruce Turner	4.63	7/27/05	37	7/27/05	205	6/15/05	365	6/15/05	155	8/10/05

Note that the Detail pane shows only the most recent log entry for each athlete. If you want to see all the entries at the same time, click the log display dropdown box and select **All Entries**.

Varsity Football Logs

Show Graphs All Athletes Most Recent Entry

Name	Speed and Agility				Weight Room				Most Recent Entry		
	40yd		Vertical		Bench		Squat		Best Mark	Worst Mark	Average of All Entries
	Mark	Date	Mark	Date	Mark	Date	Mark	Date	Mark	Date	Mark
Scott Bailey	4.6	7/27/05	36	7/27/05	215	6/15/05	310	6/15/05	165	8/10/05	
Carlos Diaz	5.15	7/27/05	21	7/27/05	240	6/15/05	405	6/15/05	165	8/10/05	

This will reformat the Detail pane to show all log entries that you've entered so far.

Varsity Football Logs

Show Graphs All Athletes All Entries

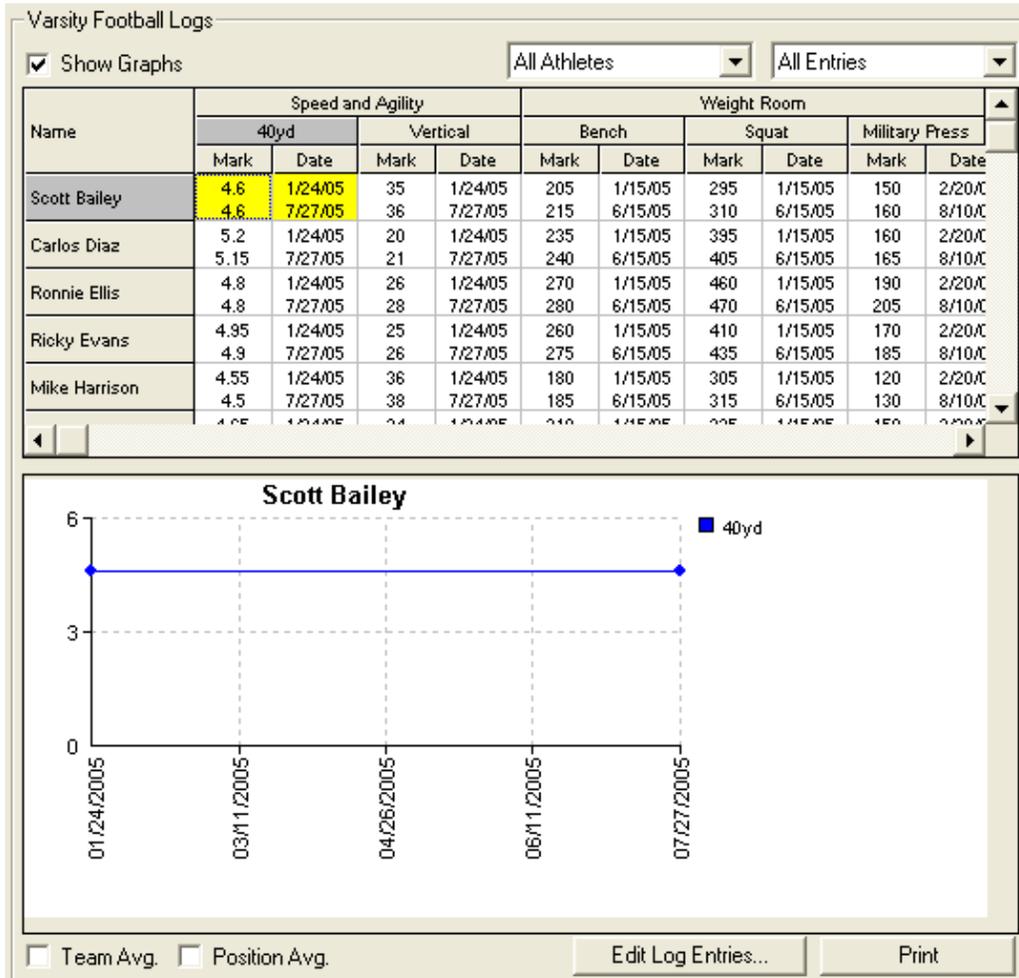
Name	Speed and Agility				Weight Room					
	40yd		Vertical		Bench		Squat		Military Press	
	Mark	Date	Mark	Date	Mark	Date	Mark	Date	Mark	Date
Scott Bailey	4.6	1/24/05	35	1/24/05	205	1/15/05	295	1/15/05	150	2/20/05
	4.6	7/27/05	36	7/27/05	215	6/15/05	310	6/15/05	160	8/10/05
Carlos Diaz	5.2	1/24/05	20	1/24/05	235	1/15/05	395	1/15/05	160	2/20/05
	5.15	7/27/05	21	7/27/05	240	6/15/05	405	6/15/05	165	8/10/05
Ronnie Ellis	4.8	1/24/05	26	1/24/05	270	1/15/05	460	1/15/05	190	2/20/05
	4.8	7/27/05	28	7/27/05	280	6/15/05	470	6/15/05	205	8/10/05
Ricky Evans	4.95	1/24/05	25	1/24/05	260	1/15/05	410	1/15/05	170	2/20/05
	4.9	7/27/05	26	7/27/05	275	6/15/05	435	6/15/05	185	8/10/05
Mike Harrison	4.55	1/24/05	36	1/24/05	180	1/15/05	305	1/15/05	120	2/20/05
	4.5	7/27/05	38	7/27/05	185	6/15/05	315	6/15/05	130	8/10/05
Mike Lopez	4.65	1/24/05	34	1/24/05	210	1/15/05	325	1/15/05	150	2/20/05
	4.63	7/27/05	36	7/27/05	220	6/15/05	340	6/15/05	165	8/10/05
Tom Ortiz	4.75	1/24/05	30	1/24/05	220	1/15/05	360	1/15/05	160	2/20/05
	4.7	7/27/05	31	7/27/05	240	6/15/05	380	6/15/05	180	8/10/05
Johnny Ramos	5	1/24/05	23	1/24/05	280	1/15/05	475	1/15/05	210	2/20/05
	4.95	7/27/05	25	7/27/05	285	6/15/05	480	6/15/05	215	8/10/05
Jacob Ross	4.9	1/24/05	23	1/24/05	230	1/15/05	350	1/15/05	180	2/20/05
	4.9	7/27/05	24	7/27/05	235	6/15/05	365	6/15/05	185	8/10/05
Keith Scott	4.95	1/24/05	25	1/24/05	225	1/15/05	400	1/15/05	160	2/20/05
	4.9	7/27/05	25	7/27/05	240	6/15/05	420	6/15/05	175	8/10/05
Bruce Turner	4.66	1/24/05	35	1/24/05	195	1/15/05	340	1/15/05	150	2/20/05
	4.63	7/27/05	37	7/27/05	205	6/15/05	365	6/15/05	155	8/10/05

To print the current view click the **Print** button. This will create the following report.

Anytown HS												08/24/2005	
Football Log Data													
Name	Speed and Agility				Weight Room								
	40yd		Vertical		Bench		Squat		Military Press		Curls		
	Mark	Date	Mark	Date	Mark	Date	Mark	Date	Mark	Date	Mark	Date	
Scott Bailey	4.6	1/24/05	35	1/24/05	205	1/15/05	295	1/15/05	150	2/20/05	100	2/20/05	
	4.6	7/27/05	36	7/27/05	215	6/15/05	310	6/15/05	160	8/10/05	110	8/10/05	
Carlos Diaz	5.2	1/24/05	20	1/24/05	235	1/15/05	395	1/15/05	160	2/20/05	75	2/20/05	
	5.15	7/27/05	21	7/27/05	240	6/15/05	405	6/15/05	165	8/10/05	90	8/10/05	
Ronnie Ellis	4.8	1/24/05	26	1/24/05	270	1/15/05	460	1/15/05	190	2/20/05	135	2/20/05	
	4.8	7/27/05	28	7/27/05	280	6/15/05	470	6/15/05	205	8/10/05	145	8/10/05	
Ricky Evans	4.95	1/24/05	25	1/24/05	260	1/15/05	410	1/15/05	170	2/20/05	130	2/20/05	
	4.9	7/27/05	26	7/27/05	275	6/15/05	435	6/15/05	185	8/10/05	145	8/10/05	
Mike Harrison	4.55	1/24/05	36	1/24/05	180	1/15/05	305	1/15/05	120	2/20/05	90	2/20/05	
	4.5	7/27/05	38	7/27/05	185	6/15/05	315	6/15/05	130	8/10/05	105	8/10/05	
Mike Lopez	4.65	1/24/05	34	1/24/05	210	1/15/05	325	1/15/05	150	2/20/05	105	2/20/05	
	4.63	7/27/05	36	7/27/05	220	6/15/05	340	6/15/05	165	8/10/05	110	8/10/05	
Tom Ortiz	4.75	1/24/05	30	1/24/05	220	1/15/05	360	1/15/05	160	2/20/05	110	2/20/05	
	4.7	7/27/05	31	7/27/05	240	6/15/05	380	6/15/05	180	8/10/05	125	8/10/05	
Johnny Ramos	5	1/24/05	23	1/24/05	280	1/15/05	475	1/15/05	210	2/20/05	140	2/20/05	
	4.95	7/27/05	25	7/27/05	285	6/15/05	480	6/15/05	215	8/10/05	155	8/10/05	
Jacob Ross	4.9	1/24/05	23	1/24/05	230	1/15/05	350	1/15/05	180	2/20/05	115	2/20/05	
	4.9	7/27/05	24	7/27/05	235	6/15/05	365	6/15/05	185	8/10/05	140	8/10/05	
Keith Scott	4.95	1/24/05	25	1/24/05	225	1/15/05	400	1/15/05	160	2/20/05	110	2/20/05	
	4.9	7/27/05	25	7/27/05	240	6/15/05	420	6/15/05	175	8/10/05	120	8/10/05	
Bruce Turner	4.66	1/24/05	35	1/24/05	195	1/15/05	340	1/15/05	150	2/20/05	95	2/20/05	
	4.63	7/27/05	37	7/27/05	205	6/15/05	365	6/15/05	155	8/10/05	105	8/10/05	

Creating Log Graphs

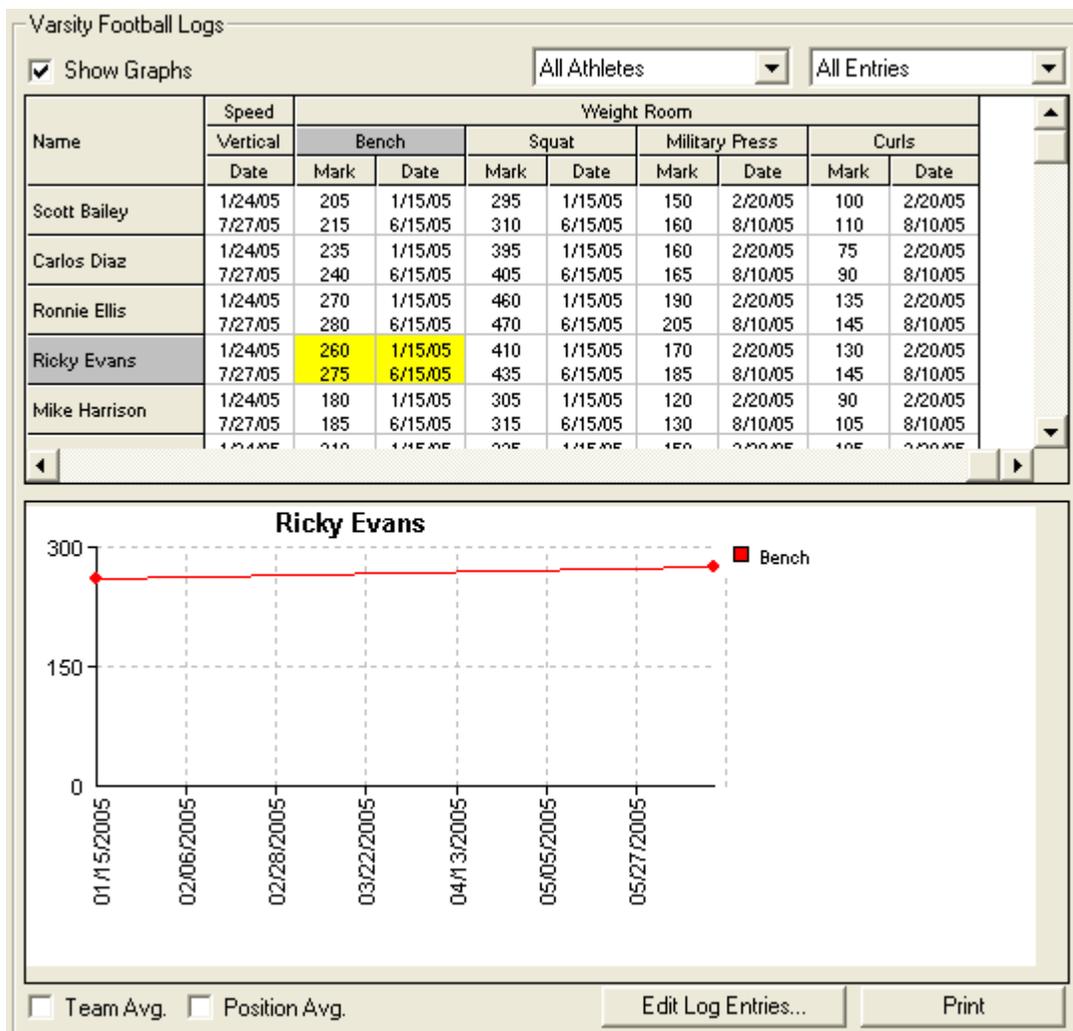
A powerful feature of Training Organizer is the ability to produce graphs of your log data. To display the graphs just click the **Show Graphs** checkbox. This will change the screen to make room for the graphs to be displayed in the bottom half of the Detail pane.



From here you have several capabilities that are worth exploring.

First, note the highlighted cells in the log table in the top half of the Detail pane. The highlighting indicates the data that is plotted in the graph. To change the graph, simply click on another area of the log table. The highlighting, and therefore the data graphed, will vary depending on where you click.

For example, click in the cell that represents the Bench data for Ricky Evans. This will highlight Ricky's bench log data and tell Training Organizer to plot his Bench logs in the graph area.



Note that we have two entries in Ricky's bench log; one for 1/15/05 and the other for 6/15/05. The graph will produce a point on the line that represents each log entry. Two log entries equals two points on the line.

You can also create more than one graph at a time. In the Name column, click on the name **Carlos Diaz**.

Varsity Football Logs

Show Graphs All Athletes All Entries

Name	Speed		Weight Room						
	Vertical	Bench		Squat		Military Press		Curls	
	Date	Mark	Date	Mark	Date	Mark	Date	Mark	Date
Scott Bailey	1/24/05	205	1/15/05	295	1/15/05	150	2/20/05	100	2/20/05
	7/27/05	215	6/15/05	310	6/15/05	160	8/10/05	110	8/10/05
Carlos Diaz	1/24/05	235	1/15/05	395	1/15/05	160	2/20/05	75	2/20/05
	7/27/05	240	6/15/05	405	6/15/05	185	8/10/05	90	8/10/05
Ronnie Ellis	1/24/05	270	1/15/05	460	1/15/05	190	2/20/05	135	2/20/05
	7/27/05	280	6/15/05	470	6/15/05	205	8/10/05	145	8/10/05
Ricky Evans	1/24/05	260	1/15/05	410	1/15/05	170	2/20/05	130	2/20/05
	7/27/05	275	6/15/05	435	6/15/05	185	8/10/05	145	8/10/05
Mike Harrison	1/24/05	180	1/15/05	305	1/15/05	120	2/20/05	90	2/20/05
	7/27/05	185	6/15/05	315	6/15/05	130	8/10/05	105	8/10/05

Carlos Diaz - Speed and Agility

Date	40yd	Vertical
01/24/2005	~8	~20
03/11/2005	~8	~20
04/26/2005	~8	~20
06/11/2005	~8	~20
07/27/2005	~8	~20

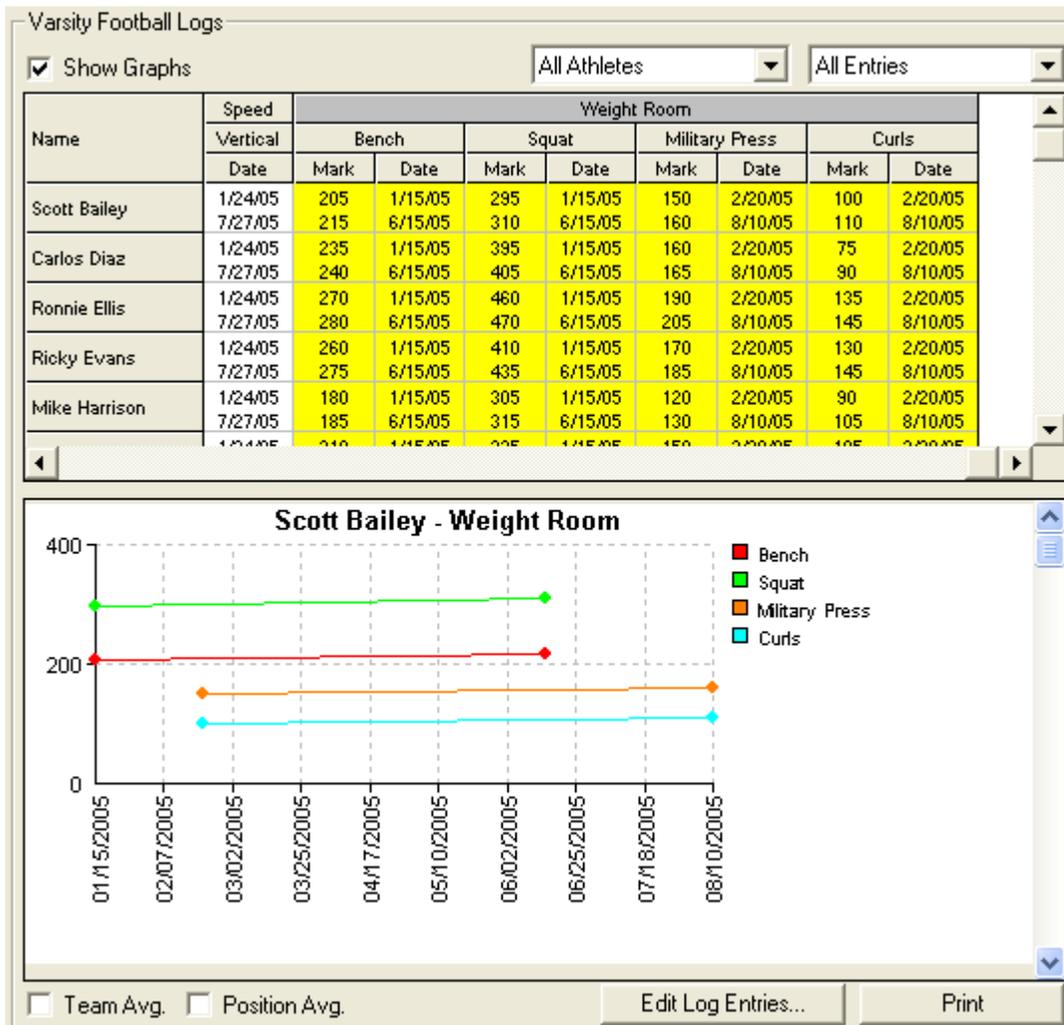
Team Avg. Position Avg. Edit Log Entries... Print

Use the scroll bar to locate a particular graph if you created more than one

The entire row for Carlos Diaz becomes highlighted. The highlighted row spans two complete log groups. As a result, two graphs are created: Speed and Agility and Weight Room. In the above example, the visible graph is for the Speed and Agility log group. To see the graph for the Weight Room log group just use the scroll bar to scroll down to the next graph.

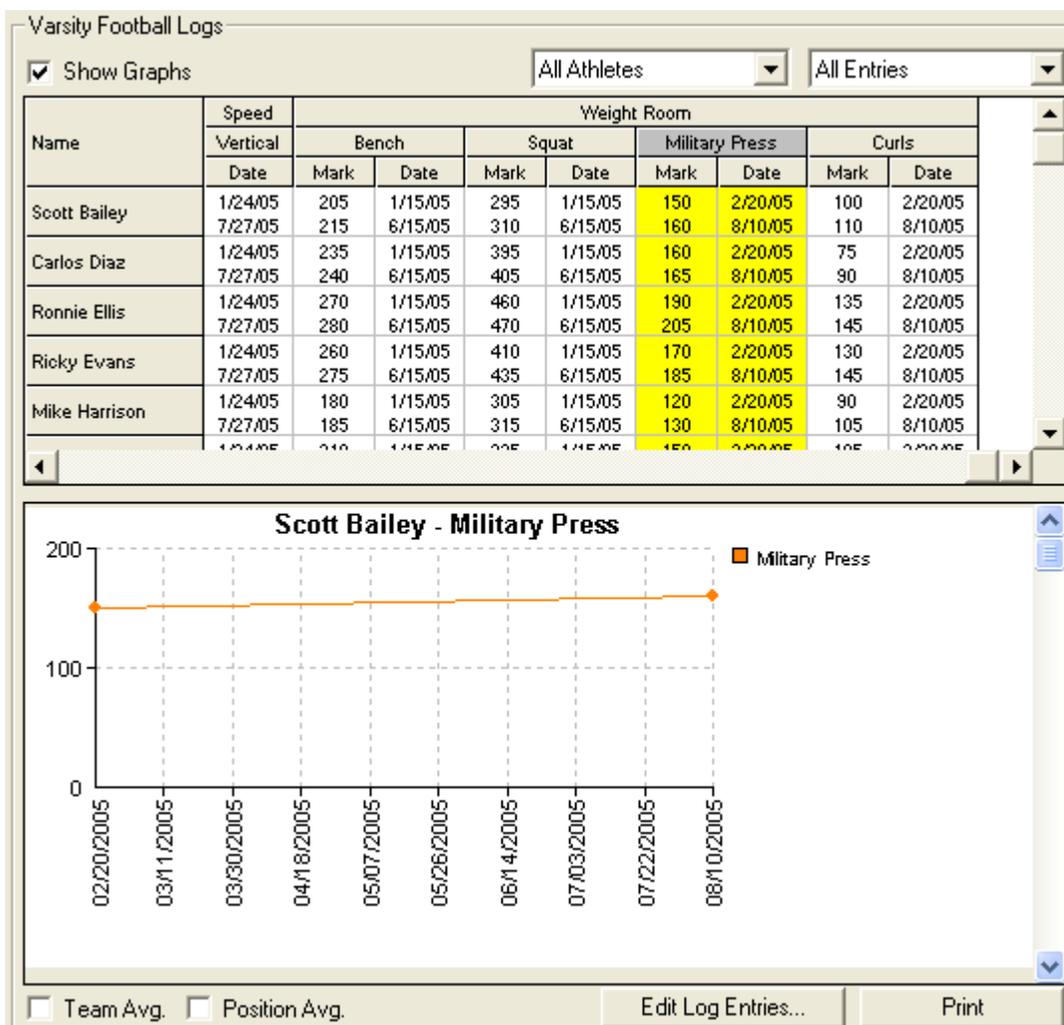
You can also create graphs for all the athletes on the team. To create graphs for all athletes, you have two choices: by *log group* or by *log template*.

To create *log group* graphs for all athletes just click on the heading of the log group you want. For example, click on **Weight Room** in the top row of the heading.



This will highlight all athletes and all log templates within the Weight Room group, and create a Weight Room graph for each athlete. Remember you can use the scroll bar to the right of the displayed graph to move through the other graphs.

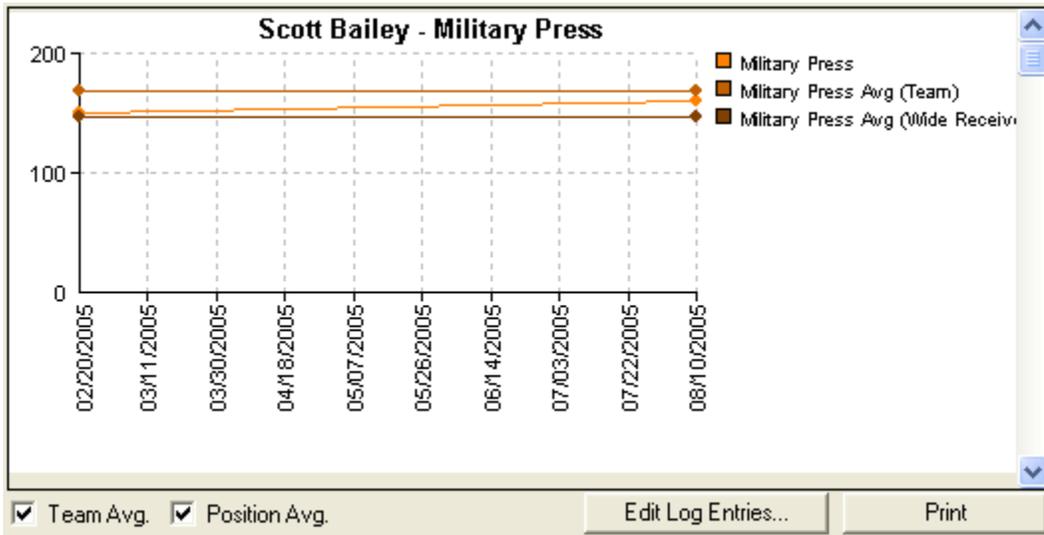
To create *log template* graphs for all athletes just click on the heading of the log template you want. For example, click on **Military Press** in the second row of the heading.



This will highlight all athletes under the Military Press log template, and create a Military Press graph for each athlete. Use the scroll bar to view the graphs for the other athletes.

The **Team Avg** and **Position Avg** checkboxes are used to overlay the graphs with lines representing the team and position averages.

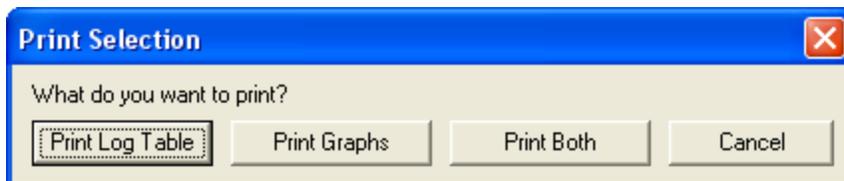
Go ahead and click the checkbox for both the Team and Position averages.



The two average lines will be added to the visible graph. They will also be added to all other graphs that may have been created. Remember to use the scroll bar if you need to locate a particular graph.

There are a couple of options for printing logs and graphs: using the **Print** button or using a popup menu.

If you click the **Print** button with the graphs showing, the Print Selection form will appear.

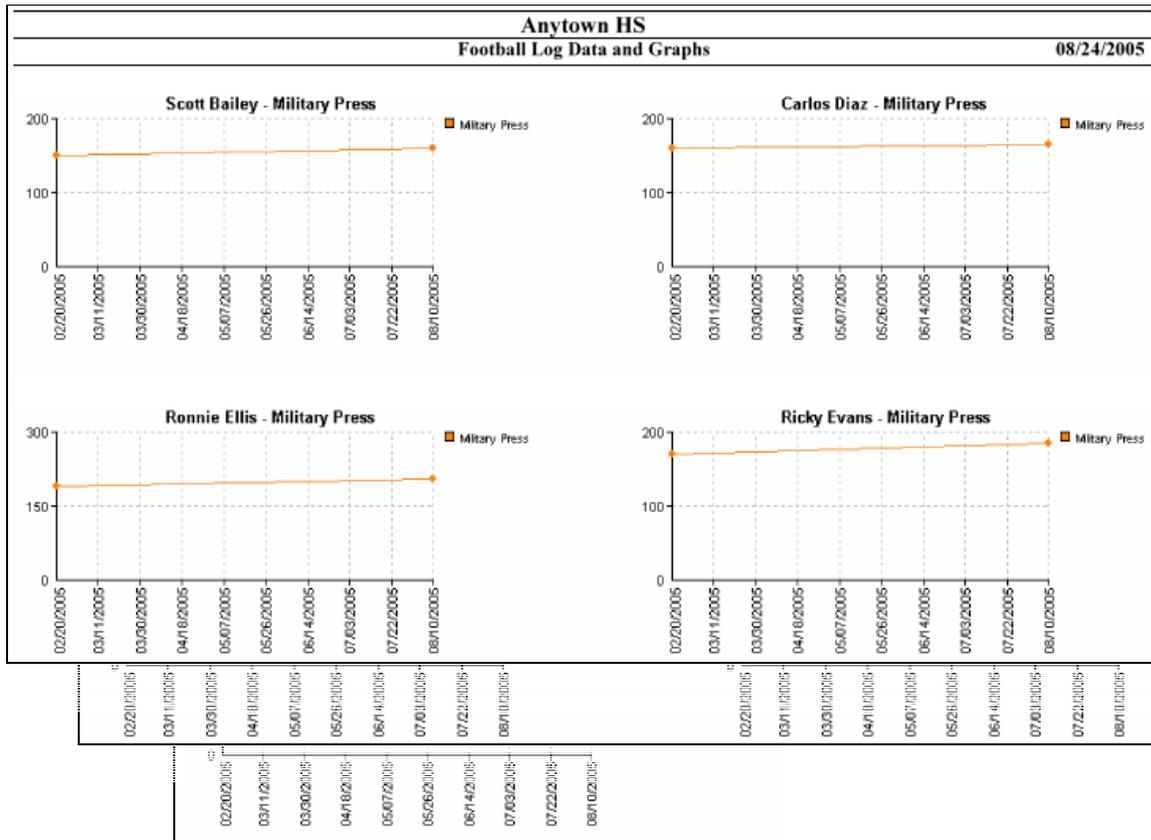


Click the print button of your choice or click **Cancel**. As an example, clicking **Print Both** would create the following four-page report.

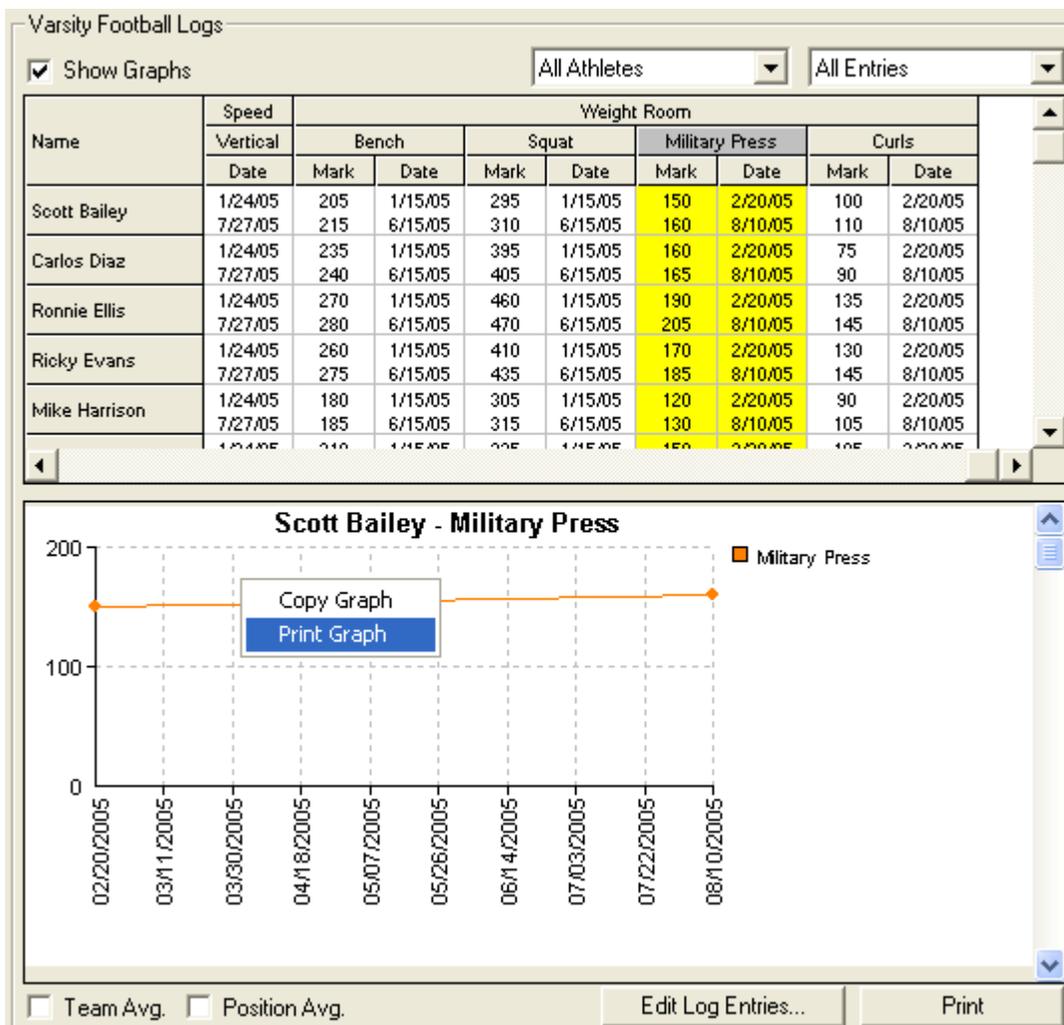
**Anytown HS
Football Log Data and Graphs**

08/24/2005

Name	Speed and Agility				Weight Room							
	40yd		Vertical		Bench		Squat		Military Press		Curls	
	Mark	Date	Mark	Date	Mark	Date	Mark	Date	Mark	Date	Mark	Date
Scott Bailey	4.6	1/24/05	35	1/24/05	205	1/15/05	295	1/15/05	150	2/20/05	100	2/20/05
	4.6	7/27/05	36	7/27/05	215	6/15/05	310	6/15/05	160	8/10/05	110	8/10/05
Carlos Diaz	5.2	1/24/05	20	1/24/05	235	1/15/05	395	1/15/05	160	2/20/05	75	2/20/05
	5.15	7/27/05	21	7/27/05	240	6/15/05	405	6/15/05	165	8/10/05	90	8/10/05
Ronnie Ellis	4.8	1/24/05	26	1/24/05	270	1/15/05	460	1/15/05	190	2/20/05	135	2/20/05
	4.8	7/27/05	28	7/27/05	280	6/15/05	470	6/15/05	205	8/10/05	145	8/10/05
Ricky Evans	4.95	1/24/05	25	1/24/05	260	1/15/05	410	1/15/05	170	2/20/05	130	2/20/05
	4.9	7/27/05	26	7/27/05	275	6/15/05	435	6/15/05	185	8/10/05	145	8/10/05
Mike Harrison	4.55	1/24/05	36	1/24/05	180	1/15/05	305	1/15/05	120	2/20/05	90	2/20/05
	4.5	7/27/05	38	7/27/05	185	6/15/05	315	6/15/05	130	8/10/05	105	8/10/05
Mike Lopez	4.65	1/24/05	34	1/24/05	210	1/15/05	325	1/15/05	150	2/20/05	105	2/20/05
	4.63	7/27/05	36	7/27/05	220	6/15/05	340	6/15/05	165	8/10/05	110	8/10/05
Tom Ortiz	4.75	1/24/05	30	1/24/05	220	1/15/05	360	1/15/05	160	2/20/05	110	2/20/05
	4.7	7/27/05	31	7/27/05	240	6/15/05	380	6/15/05	180	8/10/05	125	8/10/05
Johnny Ramos	5	1/24/05	23	1/24/05	280	1/15/05	475	1/15/05	210	2/20/05	140	2/20/05
	4.95	7/27/05	25	7/27/05	285	6/15/05	480	6/15/05	215	8/10/05	155	8/10/05
Jacob Ross	4.9	1/24/05	23	1/24/05	230	1/15/05	350	1/15/05	180	2/20/05	115	2/20/05
	4.9	7/27/05	24	7/27/05	235	6/15/05	365	6/15/05	185	8/10/05	140	8/10/05
Keith Scott	4.95	1/24/05	25	1/24/05	225	1/15/05	400	1/15/05	160	2/20/05	110	2/20/05
	4.9	7/27/05	25	7/27/05	240	6/15/05	420	6/15/05	175	8/10/05	120	8/10/05
Bruce Turner	4.66	1/24/05	35	1/24/05	195	1/15/05	340	1/15/05	150	2/20/05	95	2/20/05
	4.63	7/27/05	37	7/27/05	205	6/15/05	365	6/15/05	155	8/10/05	105	8/10/05



The second print option, the popup menu, will only work on graphs. Use the scroll bar on the right side of the screen to find your graph. Then, right-click on the graph of your choice to bring up the popup menu.



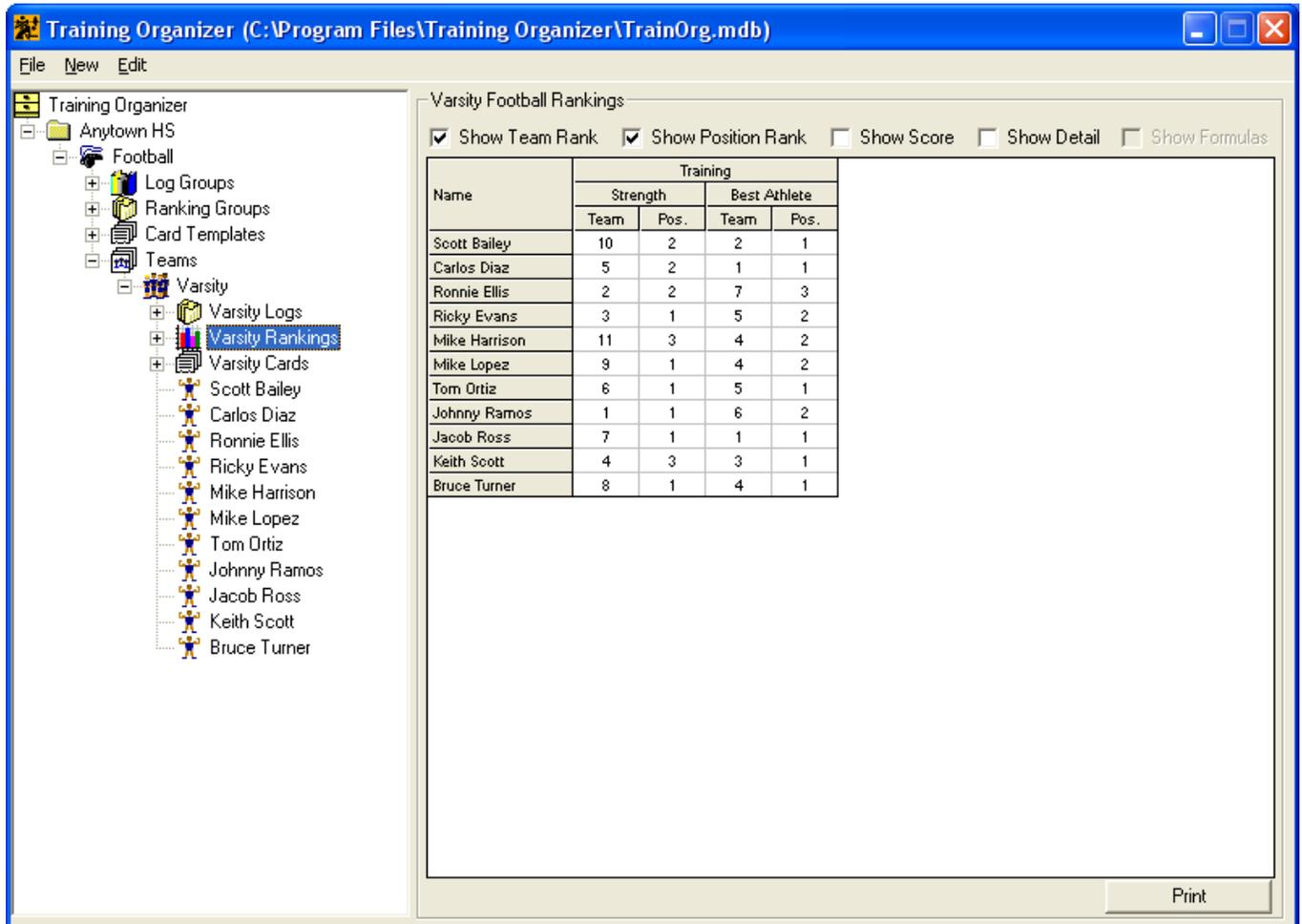
Click on **Print Graph** to send the visible graph to the printer.

Clicking on **Copy Graph** will copy the graph to the clipboard. Once the graph is in the clipboard it can be pasted into other applications such as word processors, spreadsheets, graphics and web publishing programs.

Ranking Your Athletes

This is where you find out how your athletes stack up against each other. The ranking views and reports provide several options that are designed to allow you to pick and choose the data you're interested in seeing.

To view the Varsity rankings, click the **Varsity Rankings** node. This will display the current rankings in the Detail pane.



The screenshot shows the Training Organizer application window. The left pane displays a tree view with 'Varsity Rankings' selected. The right pane shows a table titled 'Varsity Football Rankings' with the following data:

Name	Training			
	Strength		Best Athlete	
	Team	Pos.	Team	Pos.
Scott Bailey	10	2	2	1
Carlos Diaz	5	2	1	1
Ronnie Ellis	2	2	7	3
Ricky Evans	3	1	5	2
Mike Harrison	11	3	4	2
Mike Lopez	9	1	4	2
Tom Ortiz	6	1	5	1
Johnny Ramos	1	1	6	2
Jacob Ross	7	1	1	1
Keith Scott	4	3	3	1
Bruce Turner	8	1	4	1

Remember that we created one ranking group, **Training**, containing two ranking templates, **Strength** and **Best Athlete**. Then we assigned the Training group to the Varsity team. The Detail pane now shows the current team and position standings for both of your ranking.

Note that you didn't have to tell Training Organizer to recalculate anything. As you enter fresh log data, the rankings are calculated automatically. The rankings are always up to date.

Now let's explore what you can do from here.

The Detail pane shows the Team and Position ranking columns by default. Also, the athletes are listed in alphabetical order by last name. The listing order can be changed by clicking on the heading of the column you wish to sort by.

Other columns are available for display. The checkboxes at the top of the Detail pane control which columns are to be shown or hidden.

Click the **Show Score** checkbox.

Varsity Football Rankings

Show Team Rank Show Position Rank Show Score Show Detail Show Formulas

Name	Training					
	Strength			Best Athlete		
	Team	Pos.	Score	Team	Pos.	Score
Scott Bailey	10	2	525	6	2	22
Carlos Diaz	5	2	645	7	2	26
Ronnie Ellis	2	2	750	1	1	14
Ricky Evans	3	1	710	3	1	18
Mike Harrison	11	3	500	4	1	20
Mike Lopez	9	1	560	4	1	20
Tom Ortiz	6	1	620	3	1	18
Johnny Ramos	1	1	765	2	2	16
Jacob Ross	7	1	600	7	1	26
Keith Scott	4	3	660	5	3	21
Bruce Turner	8	1	570	4	1	20

This will add new columns to the ranking report showing each athlete's score for a particular ranking. The score is the value that is used to rank the athletes and is calculated from the Scoring Calculation formula you specified when you built the ranking template.

In the case of the Strength score, remember we told the ranking template that we wanted to rank athletes with the total of their most recent Bench and Squat.

To get a better view of how the athletes are ranked, re-sort the report by clicking the Team heading for the Strength ranking.

Show Team Rank Show Position Rank Show Score

Name	Training					
	Strength			Best Athlete		
	Team	Pos.	Score	Team	Pos.	Score
Johnny Ramos	1	1	765	2	2	16

Click here to sort the report by this column. Each consecutive click will reverse the sort order.

This gives you the following listing.

Varsity Football Rankings

Show Team Rank
 Show Position Rank
 Show Score
 Show Detail
 Show Formulas

Name	Training					
	Strength			Best Athlete		
	Team	Pos.	Score	Team	Pos.	Score
Johnny Ramos	1	1	765	2	2	16
Ronnie Ellis	2	2	750	1	1	14
Ricky Evans	3	1	710	3	1	18
Keith Scott	4	3	660	5	3	21
Carlos Diaz	5	2	645	7	2	26
Tom Ortiz	6	1	620	3	1	18
Jacob Ross	7	1	600	7	1	26
Bruce Turner	8	1	570	4	1	20
Mike Lopez	9	1	560	4	1	20
Scott Bailey	10	2	525	6	2	22
Mike Harrison	11	3	500	4	1	20

Notice how Training Organizer ranked the athletes according to the values in the Score column.

Now click the **Show Detail** checkbox and the **Show Formulas** checkbox.

Varsity Football Rankings

Show Team Rank
 Show Position Rank
 Show Score
 Show Detail
 Show Formulas

Name	Training							
	Strength					Best Athlete		
	Score = row1+row2					Score =		
	Team Rank	Pos. Rank	Score	Row 1 Most recent Bench	Row 2 Most recent Squat	Team Rank	Pos. Rank	Score
Scott Bailey	10	2	525	215	310	6	2	22
Carlos Diaz	5	2	645	240	405	7	2	26
Ronnie Ellis	2	2	750	280	470	1	1	14
Ricky Evans	3	1	710	275	435	3	1	18
Mike Harrison	11	3	500	185	315	4	1	20
Mike Lopez	9	1	560	220	340	4	1	20
Tom Ortiz	6	1	620	240	380	3	1	18
Johnny Ramos	1	1	765	285	480	2	2	16
Jacob Ross	7	1	600	235	365	7	1	26
Keith Scott	4	3	660	240	420	5	3	21
Bruce Turner	8	1	570	205	365	4	1	20

This adds a few more columns to each log template. For the Strength log, these new columns are the **Most Recent Bench** and **Most Recent Squat**. These may sound familiar to you from when we built the Strength template earlier in the tutorial, as they correspond to Rows 1 and 2 of the ranking template. As you can verify from the **Strength** heading above, we have a formula of $\text{Score} = \text{row1} + \text{row2}$. This instructs the Strength template to calculate each athlete's score by adding Rows 1 and 2 together, where Row 1 is the Most Recent Bench and Row 2 is the Most Recent Squat. So, using Scott Bailey as an example, we could say that:

His current bench is	215	
and his current squat is	310	
for a total score of	525	
which puts him in	10th	place in the team
and in	2nd	place within his position

Now let's take a look at the Best Athlete ranking columns.

First, hide the Position columns by clearing the **Show Position Rank** checkbox. All we're doing is hiding a few columns so that we will be able to see all of the Best Athlete ranking columns on one screen.

Now use the scroll bar to scroll the Detail pane to the right until you see the following columns.

Varsity Football Rankings						
<input checked="" type="checkbox"/> Show Team Rank <input type="checkbox"/> Show Position Rank <input checked="" type="checkbox"/> Show Score <input checked="" type="checkbox"/> Show Detail <input checked="" type="checkbox"/> Show Formulas						
Name	Training					
	Best Athlete					
	Score = row1+row2+row3+row4					
Team Rank	Score	Row 1 Most recent Bench place	Row 2 Most recent Squat place	Row 3 Most recent 40yd place	Row 4 Most recent Vertical place	
Scott Bailey	6	22	7	10	2	3
Carlos Diaz	7	26	4	5	8	9
Ronnie Ellis	1	14	2	2	5	5
Ricky Evans	3	18	3	3	6	6
Mike Harrison	4	20	9	9	1	1
Mike Lopez	4	20	6	8	3	3
Tom Ortiz	3	18	4	6	4	4
Johnny Ramos	2	16	1	1	7	7
Jacob Ross	7	26	5	7	6	8
Keith Scott	5	21	4	4	6	7
Bruce Turner	4	20	8	7	3	2

As you can see from the formula shown in the **Best Athlete** heading, the score is calculated by adding rows 1 through 4 together. These rows are the most recent Bench, Squat, 40yd and Vertical. But why is the score so low? Shouldn't the bench and squat weights alone add up to several hundred? Not in this case. We built the Best Athlete template a little differently than we did the Strength template. In the Strength template we said that the rows were to contain the most recent Bench and Squat *values*. But, in the Best Athlete template we said that we wanted to use the *place* instead. So, what Training Organizer does in this case is to first sort the logs, then insert the resulting place into the formula. By using this report, we could interpret the Best Athlete score for Scott Bailey by saying that:

He has the	7 th	best bench,
and the	10 th	best squat,
and the	2 nd	best 40yd dash time
and the	3 rd	best vertical
for a total score of	22	
which puts him in	6 th	place within the team.

To print the current view click the **Print** button. This will create a report similar to this:

Anytown HS

Ranking Data

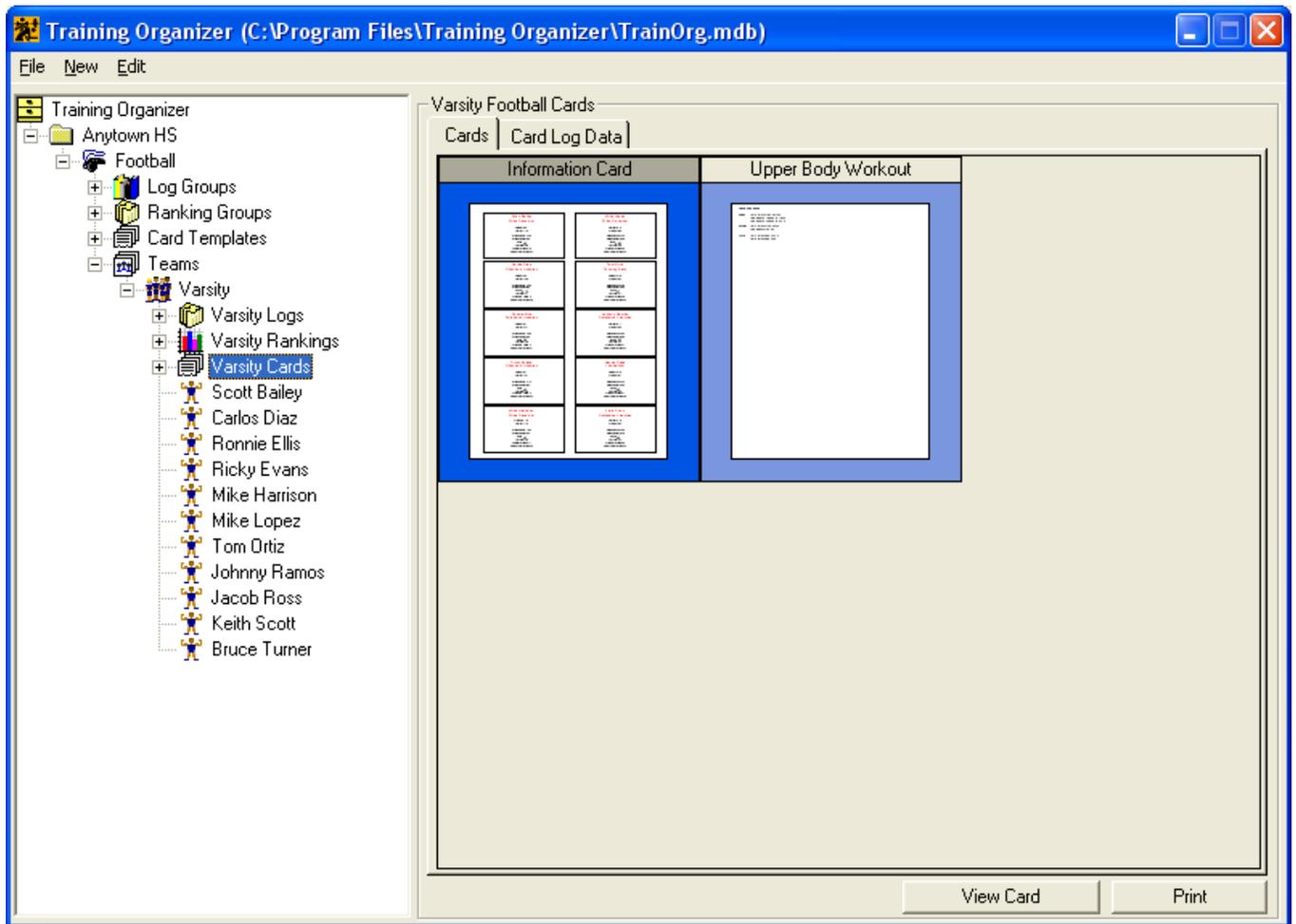
08/26/2005

Name	Strength Score = row1+row2				Training						
	Team Rank	Score	Row 1	Row 2	Team Rank	Score	Row 1	Row 2	Row 3	Row 4	
			Most recent Bench	Most recent Squat			Most recent Bench place	Most recent Squat place	Most recent 40yd place	Most recent Vertical place	
Scott Bailey	10	525	215	310	6	22	7	10	2	3	
Carlos Diaz	5	645	240	405	7	26	4	5	8	9	
Ronnie Ellis	2	750	280	470	1	14	2	2	5	5	
Ricky Evans	3	710	275	435	3	18	3	3	6	6	
Mike Harrison	11	500	185	315	4	20	9	9	1	1	
Mike Lopez	9	560	220	340	4	20	6	8	3	3	
Tom Ortiz	6	620	240	380	3	18	4	6	4	4	
Johnny Ramos	1	765	285	480	2	16	1	1	7	7	
Jacob Ross	7	600	235	365	7	26	5	7	6	8	
Keith Scott	4	660	240	420	5	21	4	4	6	7	
Bruce Turner	8	570	205	365	4	20	8	7	3	2	

This report may seem a little crowded, but remember that you can choose the columns you want to hide or display with the checkboxes at the top of the Detail pane.

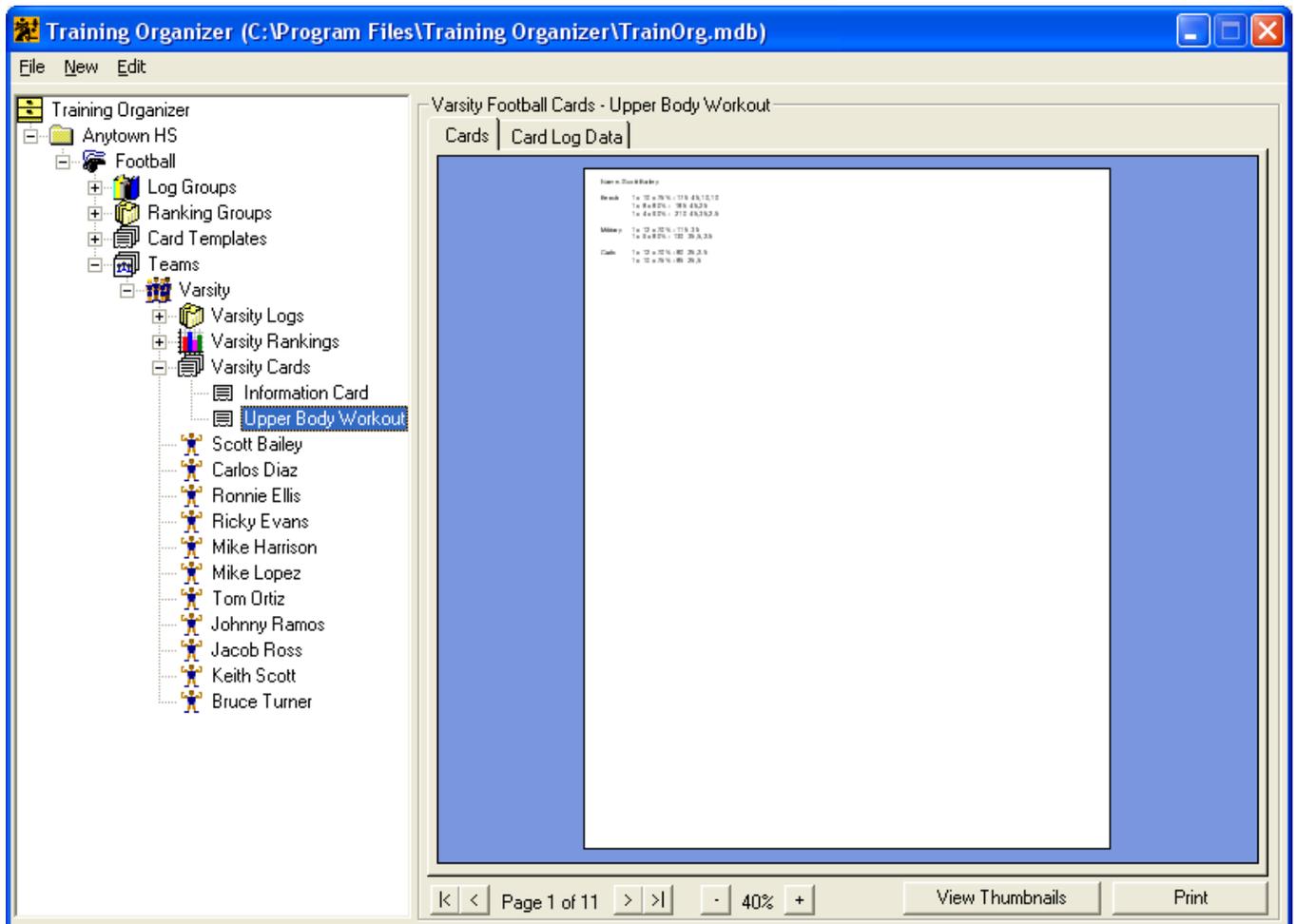
Working with the Cards

To view the Varsity cards, click the **Varsity Cards** node. This will display a thumbnail view of all available cards in the Detail pane.



The thumbnail view shows only the first page of each card. To see all the pages for a card you must first select and expand the card for viewing.

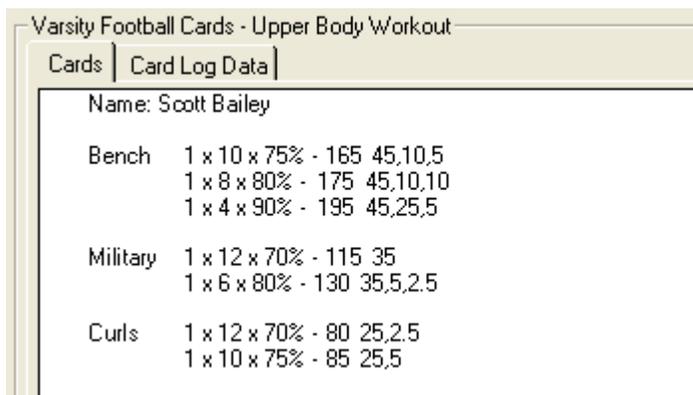
To expand a particular card, first highlight the card by clicking on it. Go ahead and click on the **Upper Body Workout** thumbnail. Then click the **View Card** button. This will display a larger view of the Upper Body Workout card.



Note that the page control at the bottom of the screen shows there to be 11 pages. Didn't the Upper Body Workout template we created earlier consist of only one page? True, but remember that we set up this template to contain one card per sheet. Since there are eleven athletes, then Training Organizer created eleven pages of cards...one per sheet. You can use the page controls to view any page you like.

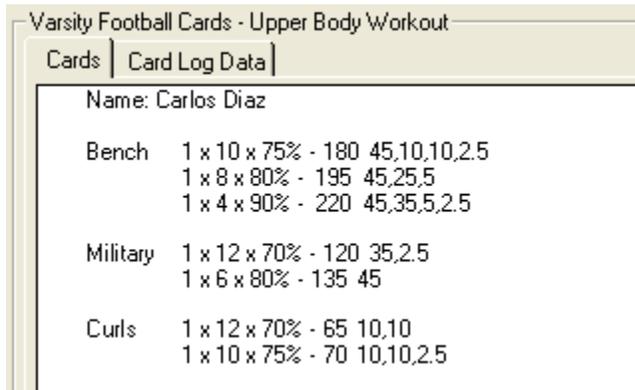
You can also use the zoom control 40% to zoom in or out to get a better view of the displayed card.

Click to zoom in to 100%.



Notice how the card has been personalized for Scott Bailey by using his own maxes. Since we told the card template to include bar loading, the plates needed to load the calculated weight are listed also.

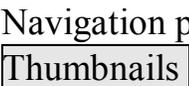
Click the next page button  to go to the next page and view the Upper Body Workout card for Carlos Diaz.

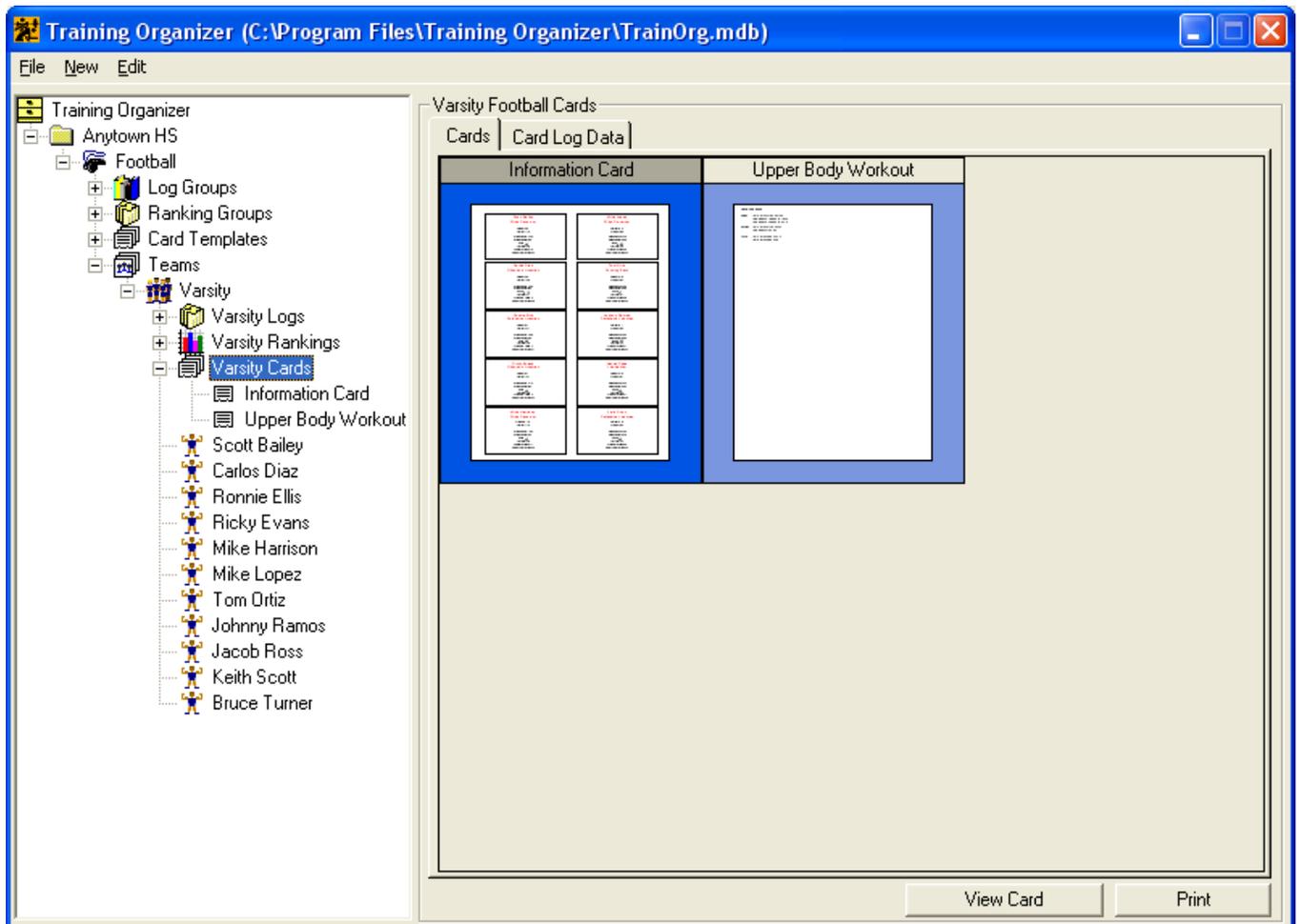


Varsity Football Cards - Upper Body Workout	
Cards	Card Log Data
Name: Carlos Diaz	
Bench	1 x 10 x 75% - 180 45,10,10,2.5 1 x 8 x 80% - 195 45,25,5 1 x 4 x 90% - 220 45,35,5,2.5
Military	1 x 12 x 70% - 120 35,2.5 1 x 6 x 80% - 135 45
Curls	1 x 12 x 70% - 65 10,10 1 x 10 x 75% - 70 10,10,2.5

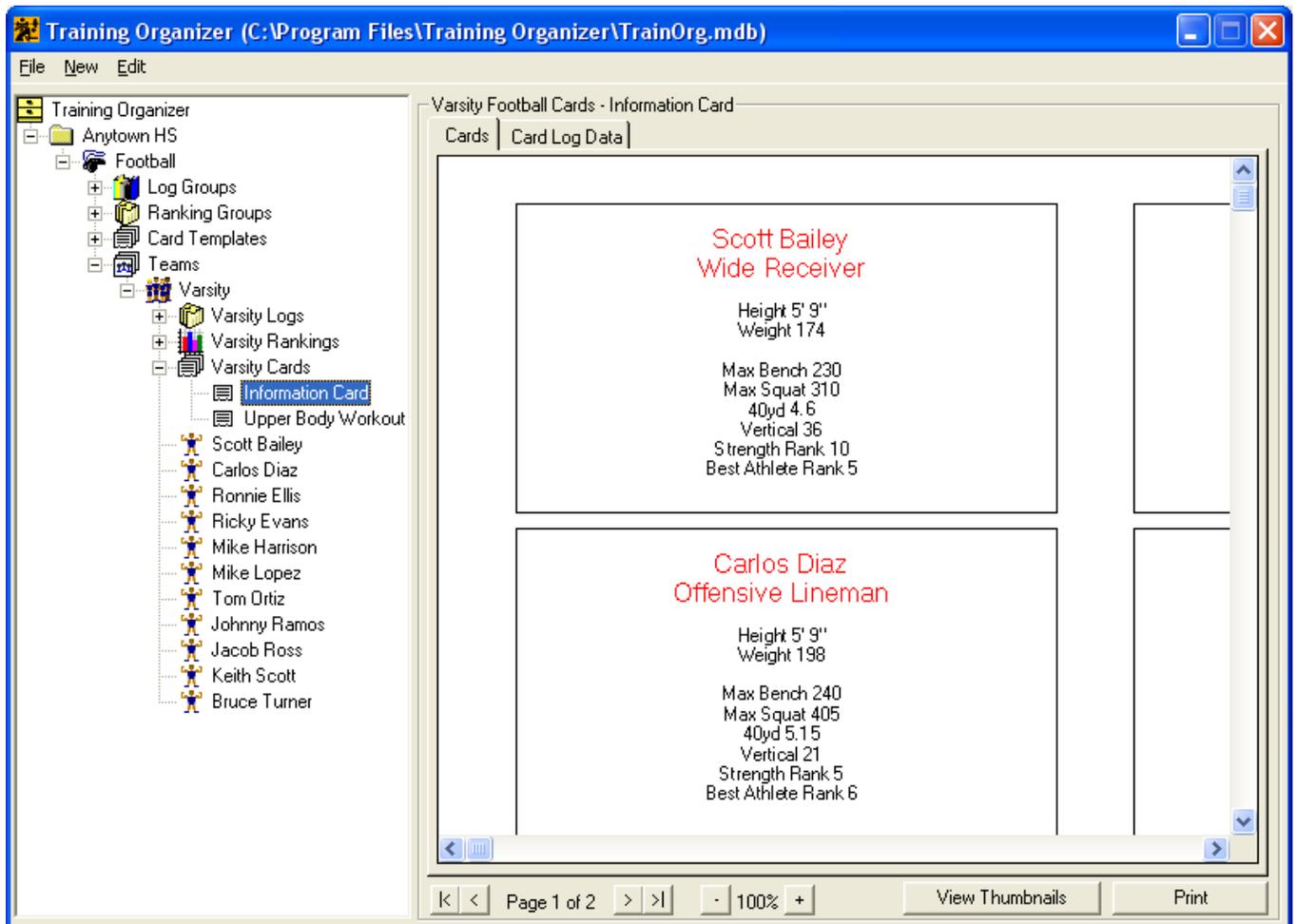
Notice that on this page the weights and the plate loading are customized for Carlos.

To print the Upper Body Workout cards just click the  button at the bottom of the screen. This will print all eleven pages. Each athlete would receive his own personalized workout card for use in the weight room. Remember that anytime an athlete's log is updated with a new entry, all rankings and cards using that log are automatically updated to reflect the change if necessary. This makes quick work out of updating and printing new workout cards for the team. Later we will see how to print a card for a single athlete.

First, let's take a quick look at the other card we created. Click on **Varsity Cards** again in the Navigation pane to display the card thumbnails again. You can also just click the  button to do the same thing.



Now, select the Information Card thumbnail by clicking on it, then click the **View Card** button to expand it.



The card is already zoomed in to 100% because the last zoom setting is saved until you reset it manually or exit the program.

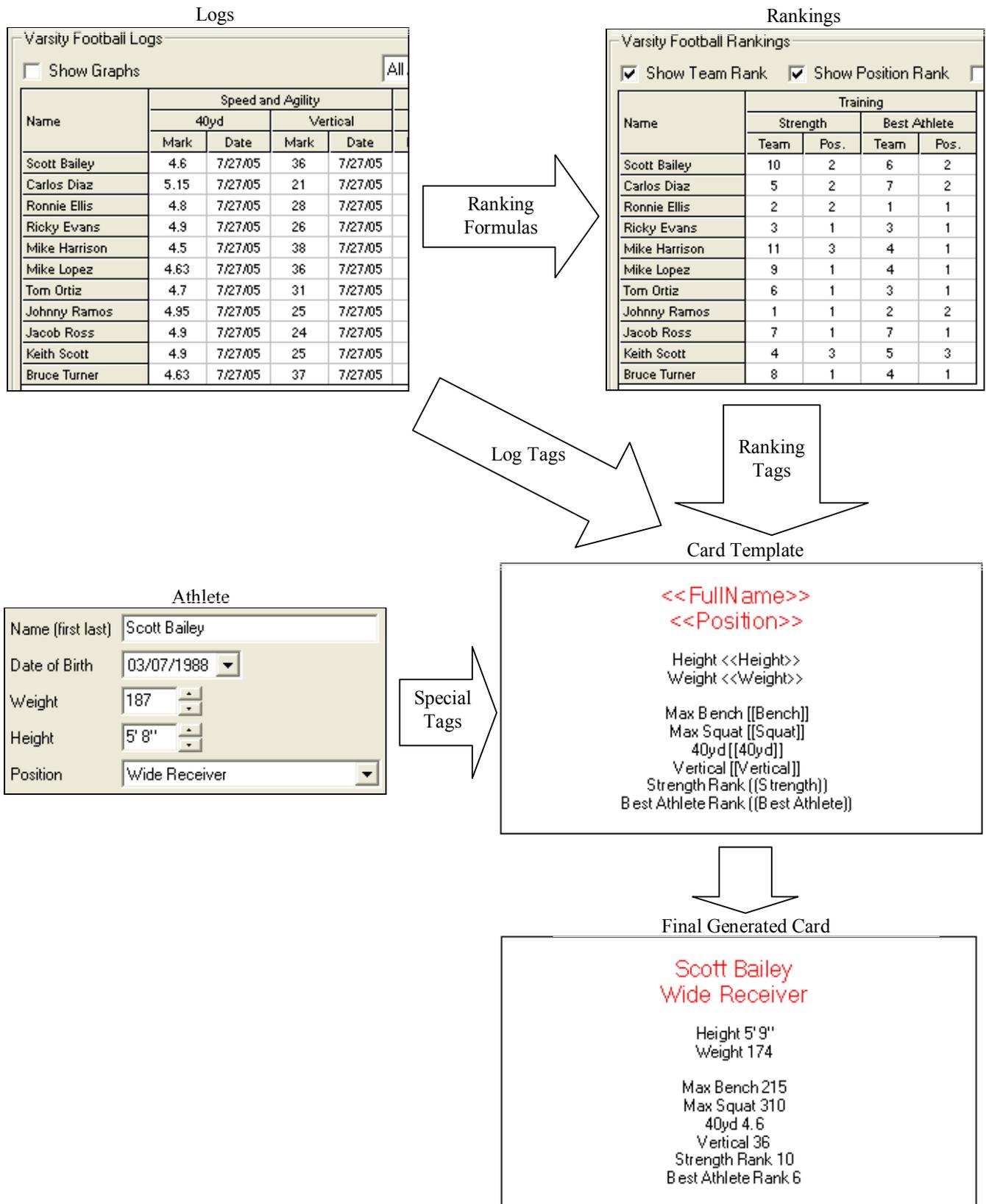
You may have noticed that the page control at the bottom of the screen shows only two pages. Why does this card get only two pages when the Upper Body Workout card had eleven pages? The answer is in how we specified the sheet/card relationship when we built the Information Card template earlier. We said to place ten cards on each sheet, that each card would be 3.5 x 2 inches, with two columns of five, and finally, that we wanted a box drawn around each card. The result is two pages: ten athletes on Page 1 and one athlete on Page 2.

Like the Upper Body Workout card, the Information Card will always be up to date with the latest log data. Another key feature is that if you change the template itself (for example adding the birth date), then all of the cards will be instantly updated to reflect the change.

To print both pages of the Information card just click the **Print** button at the bottom of the screen.

Data Flow Review

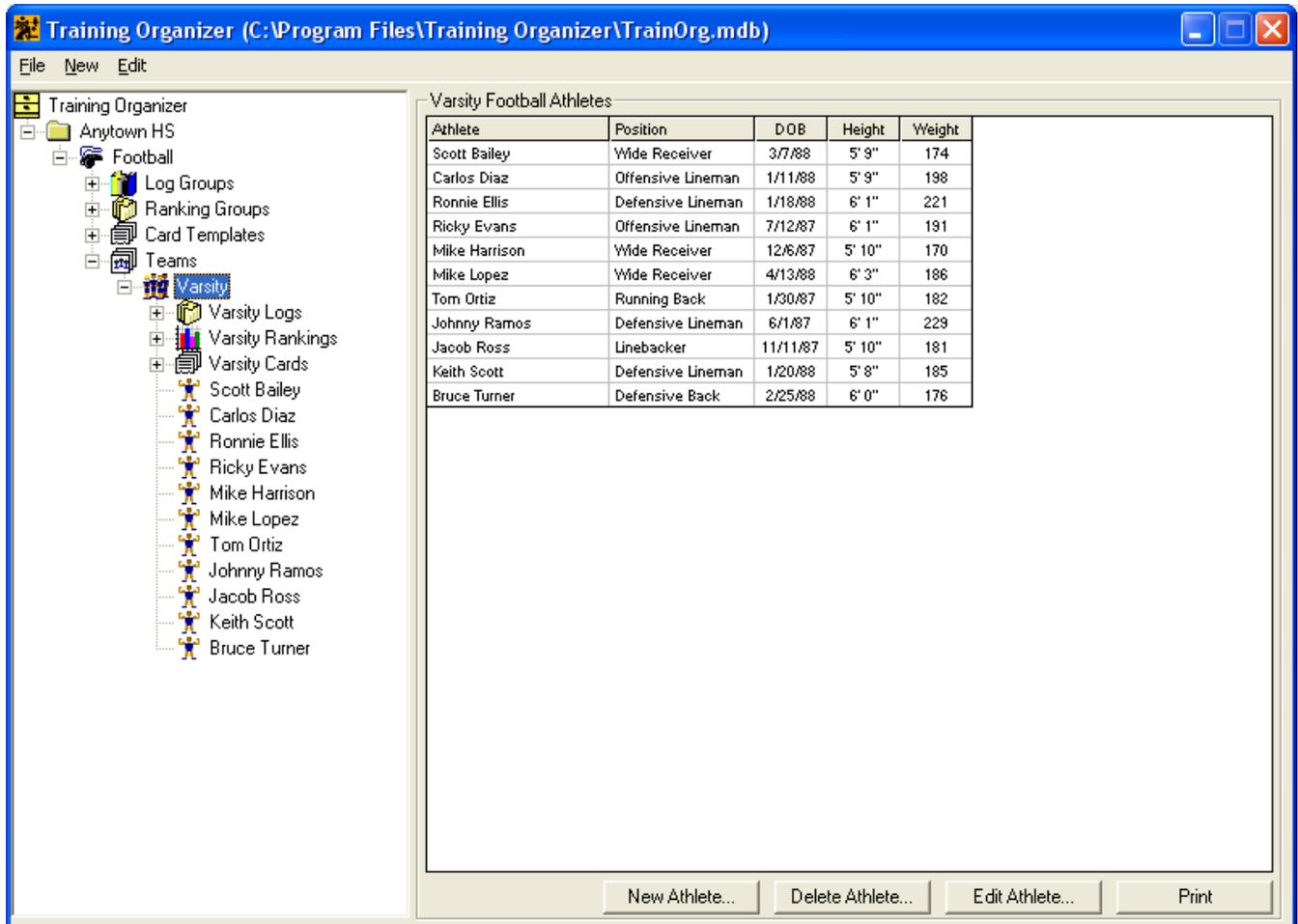
We've covered quite a bit of material in this section. Before moving on you might take a quick look at the following diagram. It attempts to summarize the relationship between the various parts of Training Organizer.



Managing Individual Athletes

Most of what we've done up to this point involves an entire team. The logs that we've added were for the entire team. We viewed rankings for the entire team. We printed cards for the whole team. But there may be times when you just want to work with just one, or maybe only a few athletes at a time. For example, you may just want to update the squat max for one athlete. You wouldn't want to print out new workout cards for the entire team when all you need is one. We'll see how to do this type of work now.

Make sure you have expanded the team node for the team you want to work with.



The screenshot shows the Training Organizer application window. The title bar reads "Training Organizer (C:\Program Files\Training Organizer\TrainOrg.mdb)". The menu bar includes "File", "New", and "Edit". The left-hand navigation pane shows a tree structure under "Anytown HS" with "Football" expanded to show "Varsity". The "Varsity" node is expanded to show a list of athletes: Scott Bailey, Carlos Diaz, Ronnie Ellis, Ricky Evans, Mike Harrison, Mike Lopez, Tom Ortiz, Johnny Ramos, Jacob Ross, Keith Scott, and Bruce Turner. The main window area displays a table titled "Varsity Football Athletes" with the following data:

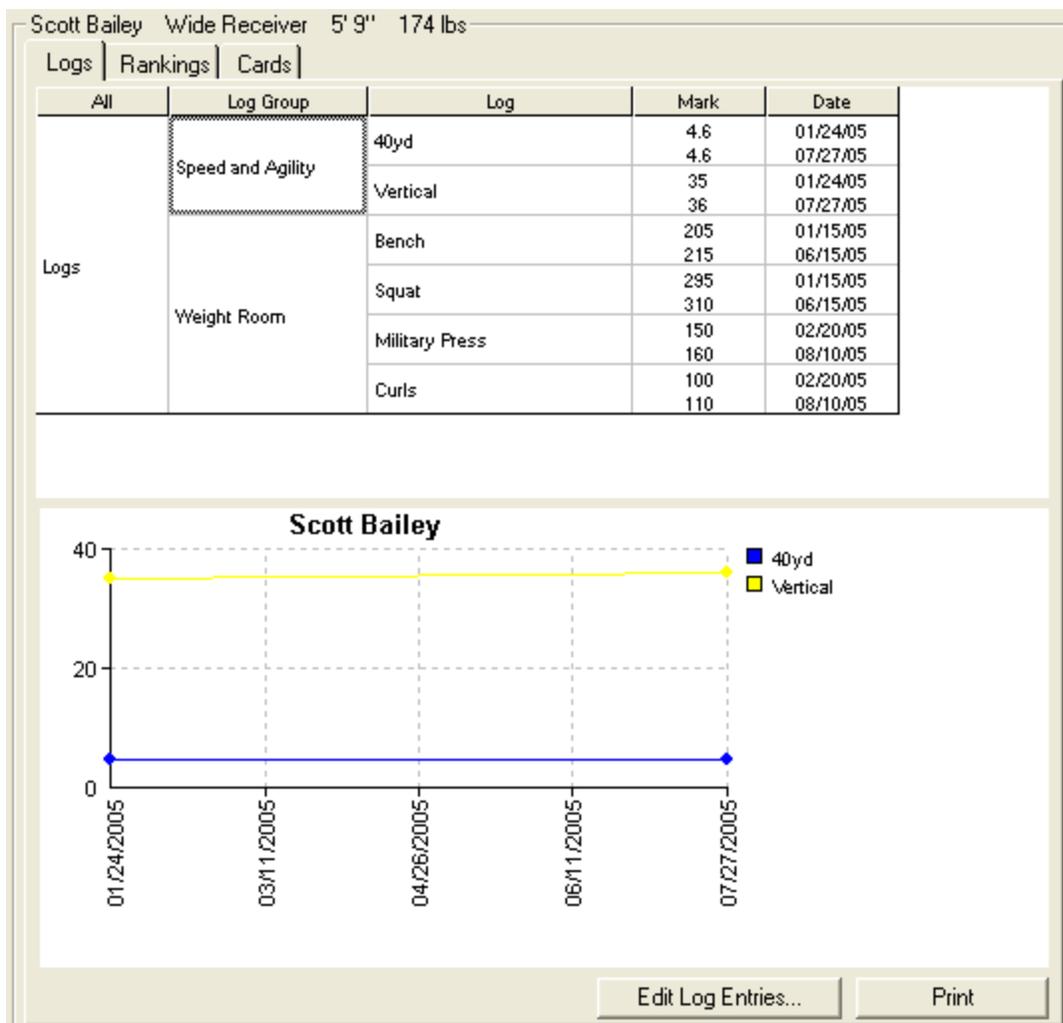
Athlete	Position	DOB	Height	Weight
Scott Bailey	Wide Receiver	3/7/88	5' 9"	174
Carlos Diaz	Offensive Lineman	1/11/88	5' 9"	198
Ronnie Ellis	Defensive Lineman	1/18/88	6' 1"	221
Ricky Evans	Offensive Lineman	7/12/87	6' 1"	191
Mike Harrison	Wide Receiver	12/6/87	5' 10"	170
Mike Lopez	Wide Receiver	4/13/88	6' 3"	186
Tom Ortiz	Running Back	1/30/87	5' 10"	182
Johnny Ramos	Defensive Lineman	6/1/87	6' 1"	229
Jacob Ross	Linebacker	11/11/87	5' 10"	181
Keith Scott	Defensive Lineman	1/20/88	5' 8"	185
Bruce Turner	Defensive Back	2/25/88	6' 0"	176

At the bottom of the window, there are four buttons: "New Athlete...", "Delete Athlete...", "Edit Athlete...", and "Print".

This will make sure that you can see all of the athlete in the Navigation pane.



From the Navigation pane, click on **Scott Bailey**. This will load up all of Scott's logs, rankings, and cards and place them in the Detail pane. Each of the three groups will be placed under a tab of their own. Click on the **Logs** tab.

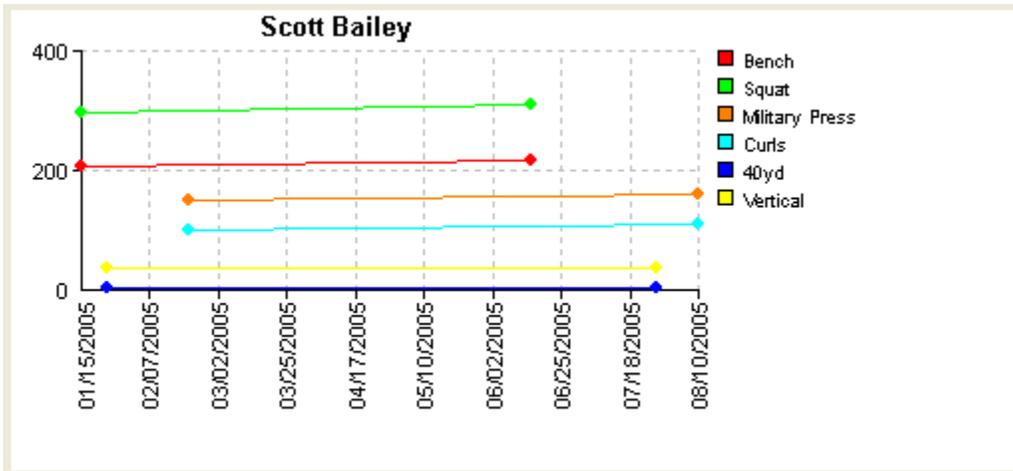


The Detail pane shows the log data in the top half and a graph in the bottom half.

In the log data section, click on the cell labeled **Logs**. This will highlight the cell with a thicker border. It also tells Training Organizer that you want a graph for all logs for this athlete.



Now look at the graph in the bottom half of the Detail pane.

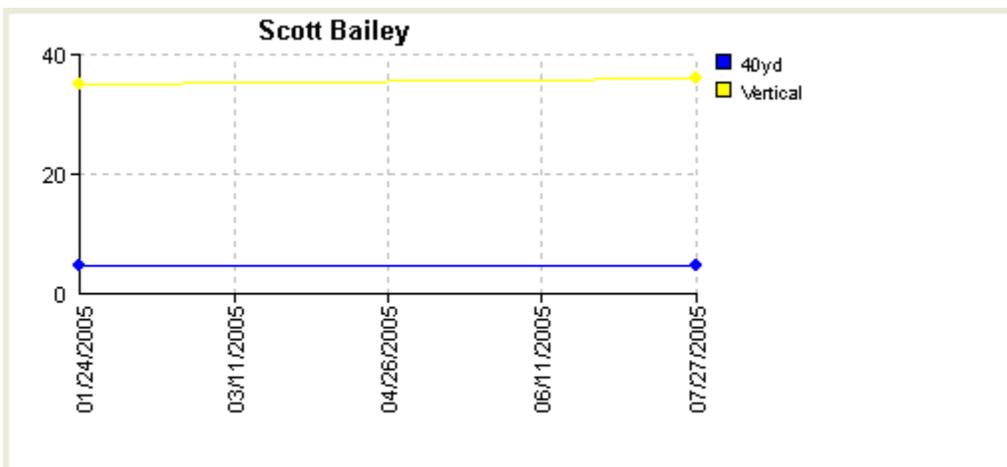


The graph now shows a line for each of the logs for Scott Bailey.

Click the **Speed and Agility** cell in the log data section to highlight it.



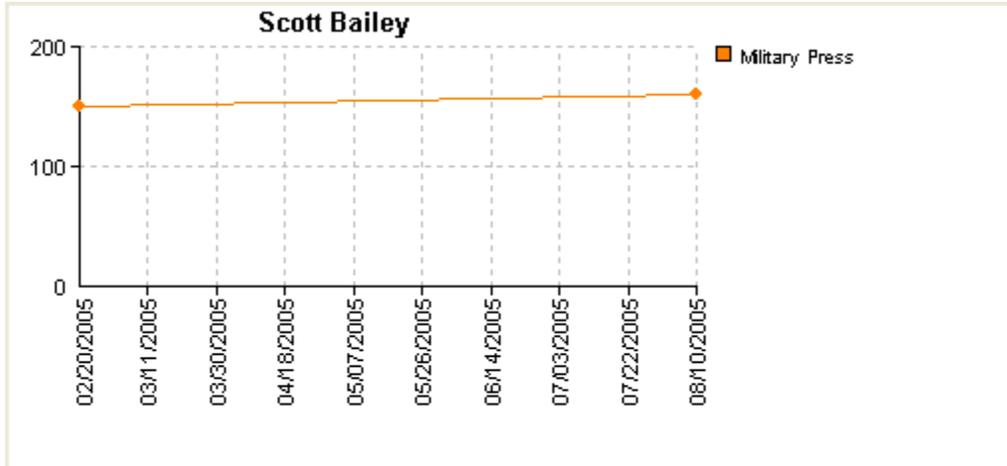
This will graph all of Scott's log data in the Speed and Agility log group.



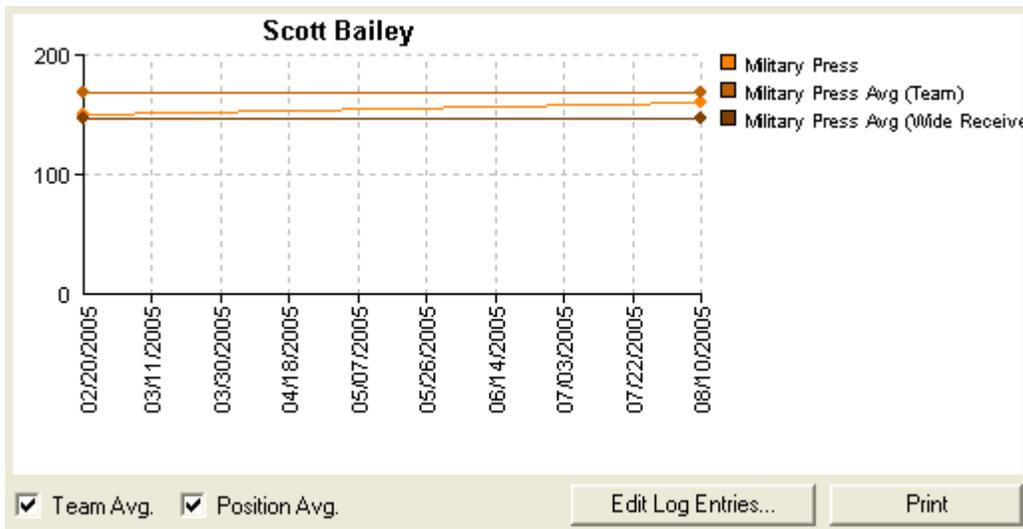
If you want to graph the data for just a single log, click on its cell in the log data table. For example, try clicking just the **Military Press** cell to highlight it.

Squat	310
Military Press	150
Deadlift	160
Curle	100

You should now have a graph showing only the Military Press.



Now click the **Team Avg.** and **Position Avg.** checkboxes to show the averages for the Military Press.



Now let's add a new Bench max for Scott.

Click the **Edit Log Entries** button below the graph. This will bring up the Edit Log Data form.

Select a log to edit

- Speed and Agility - 40yd
- Speed and Agility - Vertical
- Weight Room - Bench
- Weight Room - Squat
- Weight Room - Military Press
- Weight Room - Curls

Currently Editing : Speed and Agility - 40yd Position: All Positions

Athlete	1/24/05	7/27/05
Scott Bailey	4.6	4.6

Save Changes Discard Changes New Log Entry... Exit

Click **Weight Room – Bench** in the log selection section. This will display the current log contents for Scott’s bench log in the “Currently Editing” section.

Currently Editing : Weight Room - Bench

Athlete	1/15/05	6/15/05
Scott Bailey	205	215

Click the **New Log Entry** button to bring up the calendar. Then select the date **8/5/05**.

New Log Entry

Log Entry Date: 08/05/2005 OK

August 2005

Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10

Today: 08/29/2005

This will add a new column labeled **8/5/05**. Enter a new bench max of **230**.

Currently Editing : Weight Room - Bench

Athlete	1/15/05	6/15/05	8/5/05
Scott Bailey	205	215	230

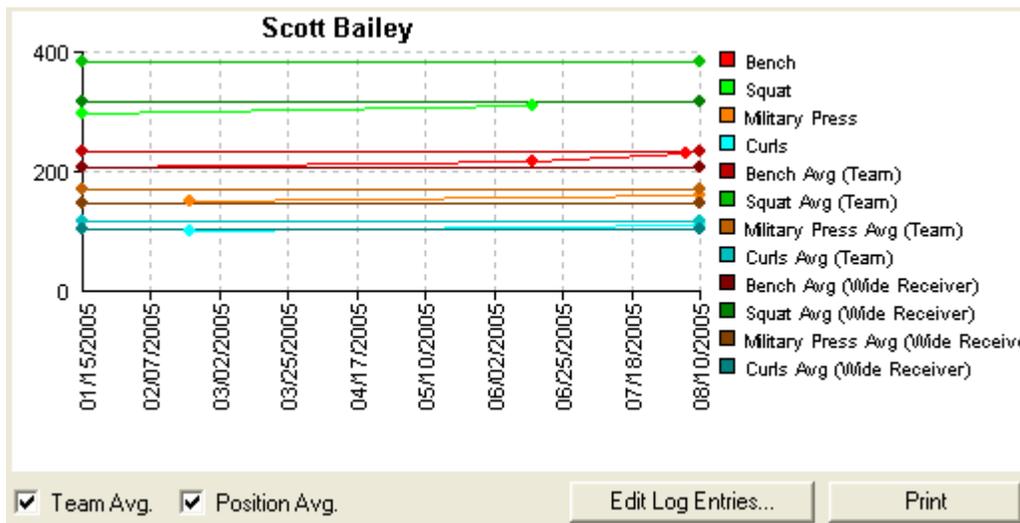
Click **Save Changes**, then **Exit**. Notice the new entry of 230 for 8/5/05 in Scott's log table.

Vertical	36	07/27/05
	205	01/15/05
Bench	215	06/15/05
	230	08/05/05
Squat	295	01/15/05

Now click on the **Weight Room** cell to highlight it.

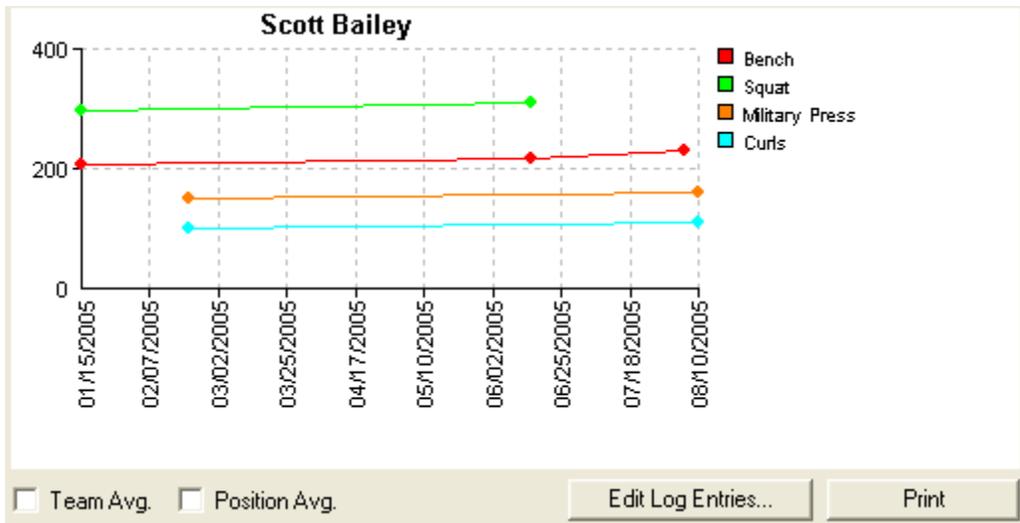
Speed and Agility	Vertical
	Bench
Weight Room	Squat
	Military Pre:
	Curls

The graph now shows all of the logs for the Weight Room log group.



Notice the red plot line for the Bench log now has three points instead of two, reflecting the fact that Scott now has three log entries for the Bench.

You can remove the Team and Position average lines to make the graph a little easier to read if you like.

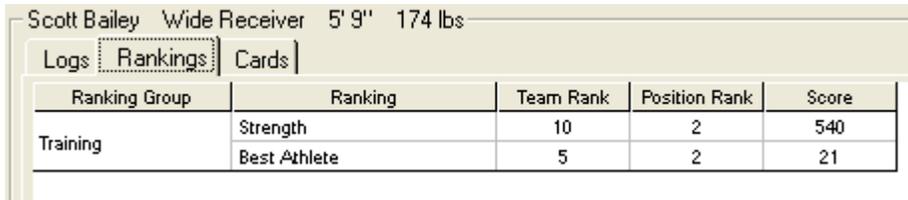


Finally, click the **Print** button at the bottom of the Detail pane to create the following report.

Anytown HS Varsity Football			
Scott Bailey Logs			08/29/2005
Log Group	Log	Mark	Date
Weight Room	Bench	205	01/15/05
		215	06/15/05
		230	08/05/05
	Squat	295	01/15/05
		310	06/15/05
	Military Press	150	02/20/05
		160	08/10/05
	Curls	100	02/20/05
		110	08/10/05

That's it for the logs. Now let's take a look at Scott's rankings.

Click the **Rankings** tab. This will switch the Detail pane to show Scott's current rankings.

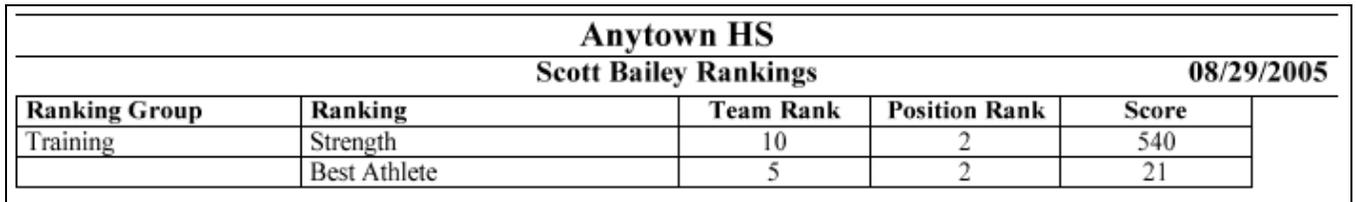


Scott Bailey Wide Receiver 5' 9" 174 lbs

Logs **Rankings** Cards

Ranking Group	Ranking	Team Rank	Position Rank	Score
Training	Strength	10	2	540
	Best Athlete	5	2	21

Now click the **Print** button to print a copy of Scott's rankings.



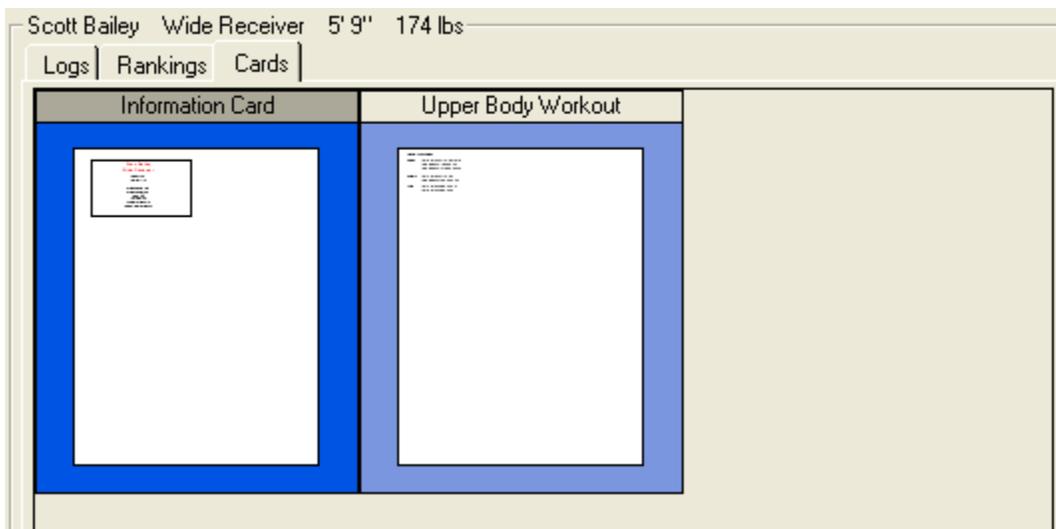
Anytown HS

Scott Bailey Rankings **08/29/2005**

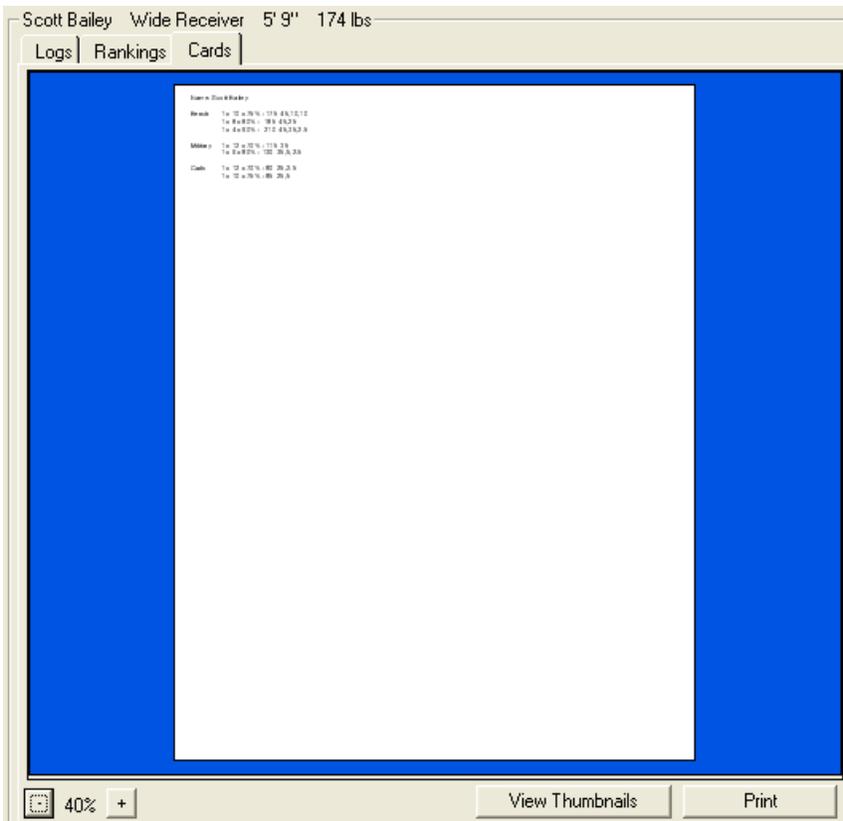
Ranking Group	Ranking	Team Rank	Position Rank	Score
Training	Strength	10	2	540
	Best Athlete	5	2	21

The only thing left to do is to take a quick look at Scott's cards.

Click on the **Cards** tab. This will display a thumbnail view of the his cards in the Detail pane.

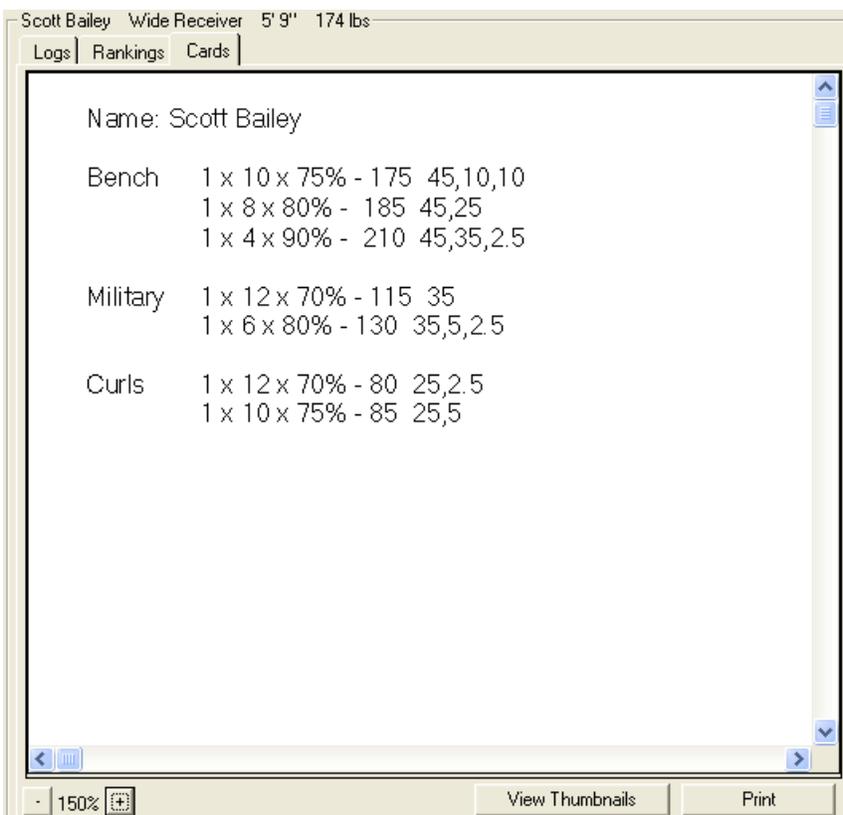


You can view a larger image of one of the thumbnail cards. Select the Upper Body Workout thumbnail by clicking on it. Then click the **View Card** button. The selected card will be enlarged for easier viewing.



Depending on the font size you used on the template, the enlarged image may still be a little hard to read. You can zoom-in the get an even larger view by using the zoom buttons.

Click the zoom-in button  until the display is at 150%.



To print the card just click the **Print** button. This will print the card for only the selected athlete, Scott Bailey in this case.

Name: Scott Bailey	
Bench	1 x 10 x 75% - 175 45,10,10 1 x 8 x 80% - 185 45,25 1 x 4 x 90% - 210 45,35,2.5
Military	1 x 12 x 70% - 115 35 1 x 6 x 80% - 130 35,5,2.5
Curls	1 x 12 x 70% - 80 25,2.5 1 x 10 x 75% - 85 25,5

Finishing Up

That's it for the tutorial. Let's summarize what we just did.

1. Add the training program.
2. Add a sport
3. Build the groups and templates
4. Add teams and athletes
5. Assign log/ranking groups and card templates to the team
6. Log data
7. View the results

It may seem like you did a whole lot more than that, but that's really all there is to it. You can use these same steps to build your own training program.

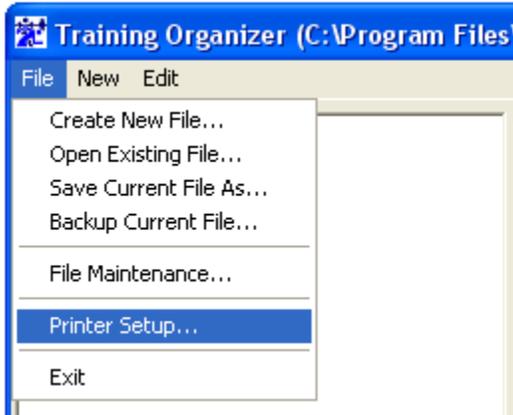
And you don't have to do it all at once. You could start small by just setting up a few logs. You can always come back and add the rankings and cards later as you become more comfortable with the program. The point is that you can decide how much work you want Training Organizer to do for you.

Section 3 - Tools

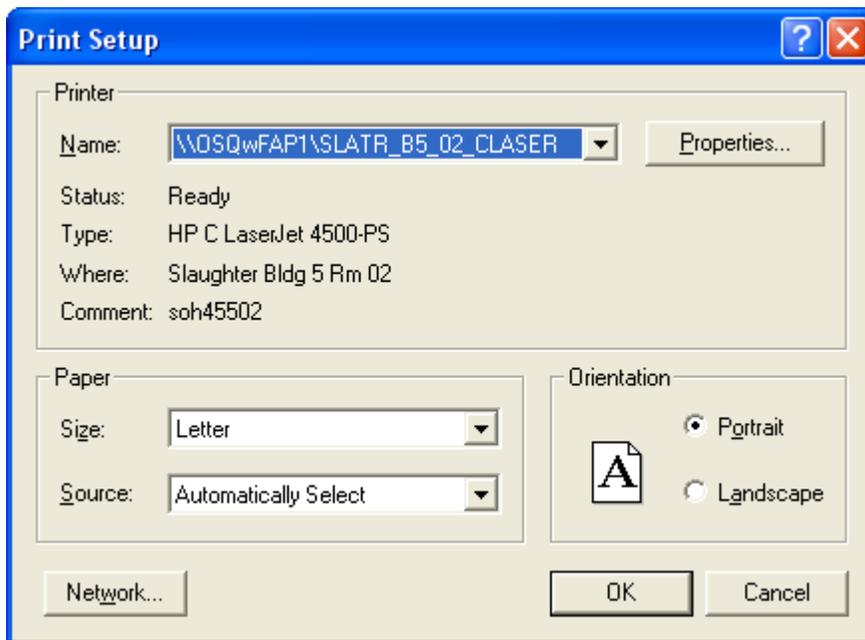
Printer Selection

Training Organizer provides a quick way to change the default printer without having to leave the program.

Click **File** on the menu bar and then click **Printer Setup**.



This will open the **Print Setup** form.



Click the **Name** dropdown box to see the list of available printers. Locate and click on the printer of your choice. You can use the **Properties** button to make any other changes such as color settings, etc. You can also use the form to change the paper size or orientation. Once you are satisfied with your selection, click the **OK** button to execute the printer change.

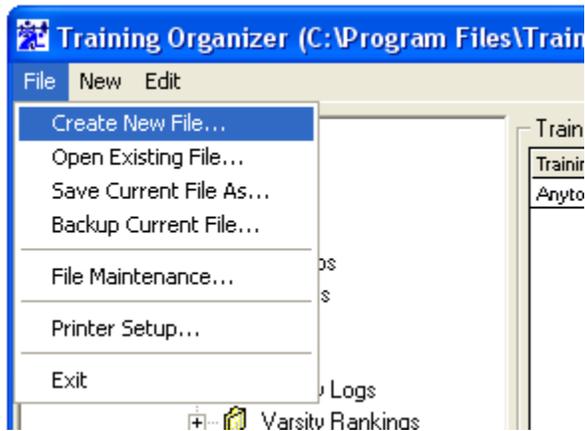
File Operations

Training Organizer provides a series of tools that are used to manage the data files the program uses. Included are the standard Windows type operations that allow you to create new files, open files, save copies of files, etc. Training Organizer also provides backup and maintenance capabilities that are useful in ensuring the safety and integrity of your data.

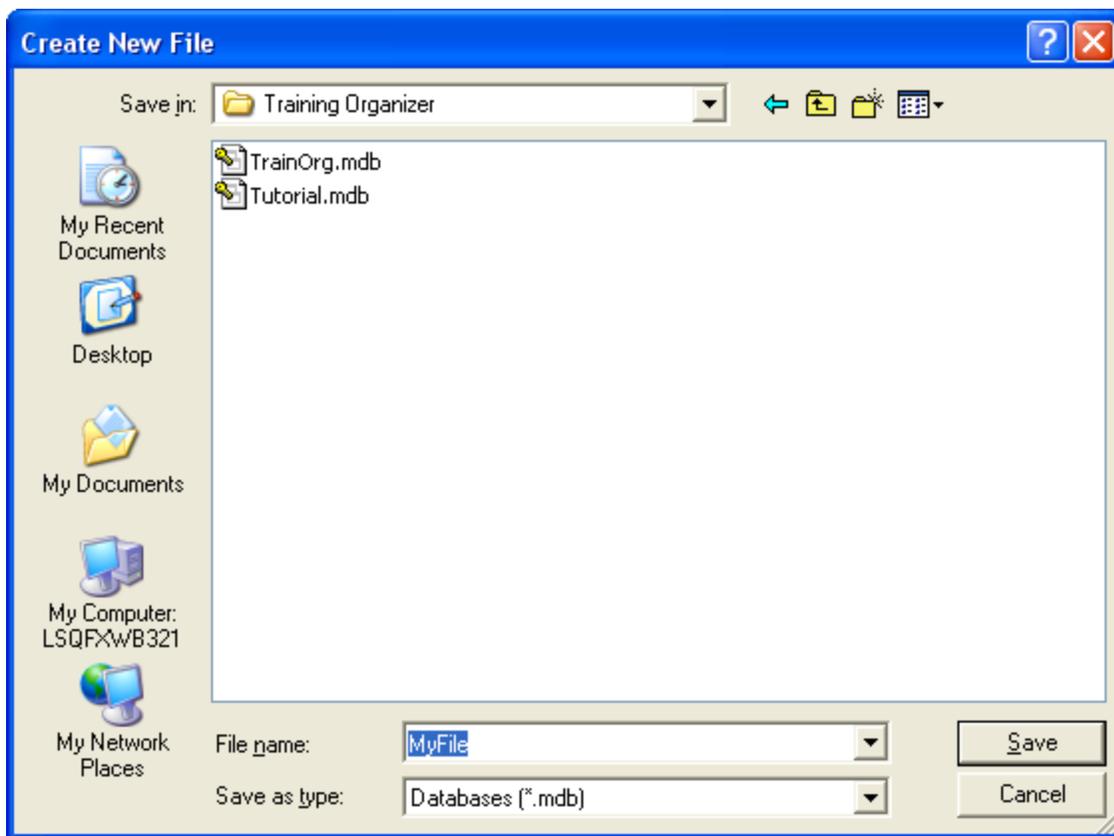
Creating a New File

The **Create New File** command is used to open a blank Training Organizer file. Your current file will be closed but will not be harmed in any way, and can be re-opened at anytime.

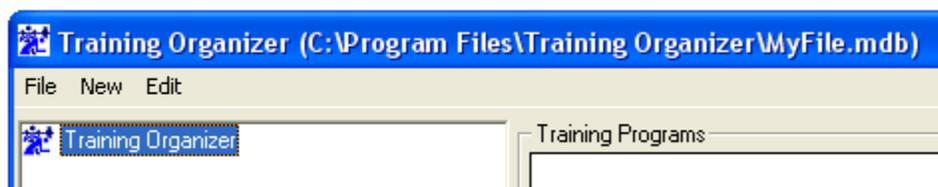
Click **File** on the menu bar, then click **Create New File**.



This will open the **Create New File** form. Type in a name for you new file. Use the **Save In** dropdown box if you need to change folders or drives before you create the file.



Click the **Save** button to create the new file. You will be returned to the main screen.



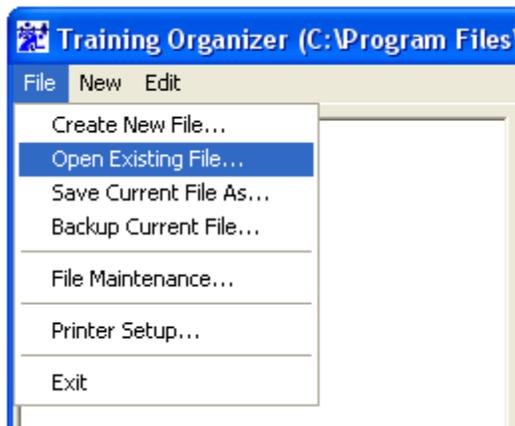
Notice however that there now exists only one node in the Navigation pane. There are no nodes below the Training Organizer node. You now have a completely brand new and completely empty database to work on.

Notice also the text in parenthesis in the title area of the screen. This will always show you the name and location of the file that is currently opened.

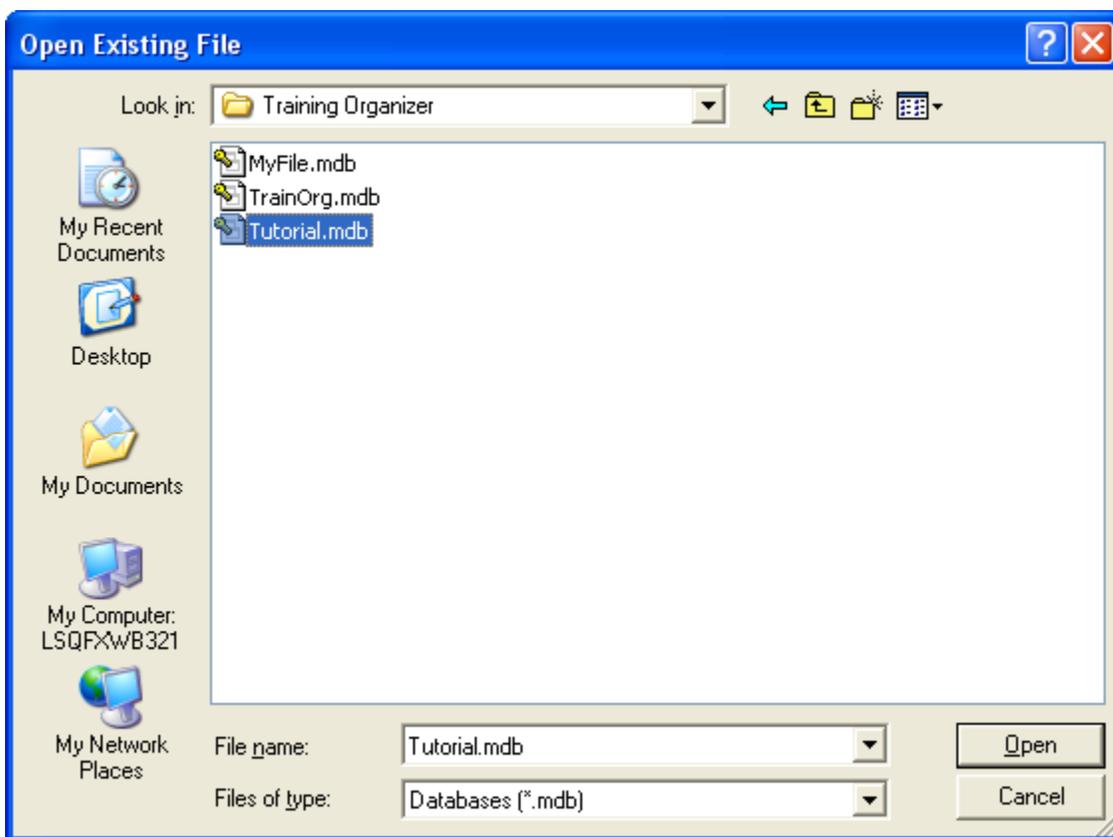
Opening an Existing Database File

The **Open Existing File** command is used to open an existing Training Organizer file. Your current file will be closed and can be re-opened at anytime.

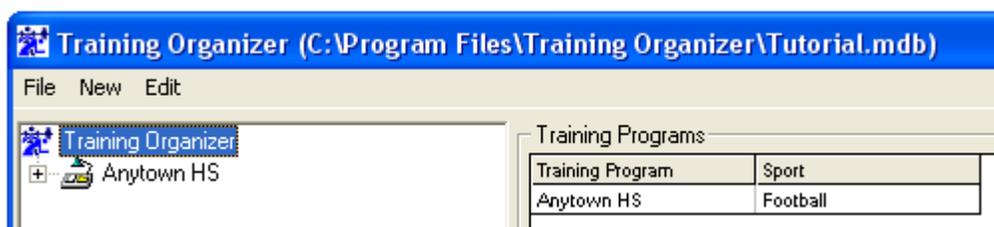
Click **File** on the menu bar, then click **Open Existing File**.



This will open the **Open Existing File** form. Use the form to locate the file you want to open. Remember you can use the **Look In** dropdown box to navigate to another folder or drive location.



Once the file has been located and selected, click the **Open** button to close the form and open your file.

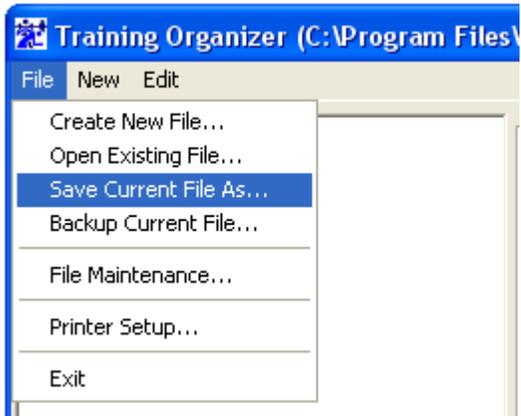


It's a good idea to develop the habit of checking the title bar to verify that you have opened the correct file.

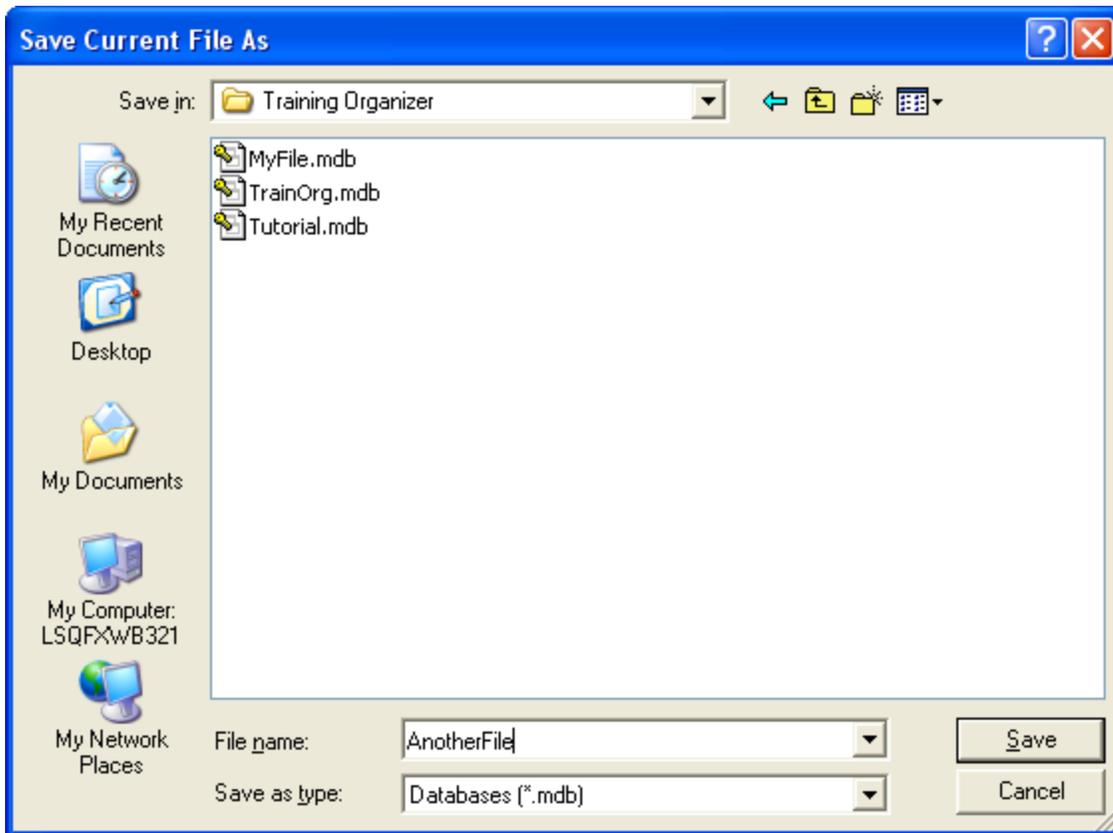
Saving A Copy of Your Database

The **Save Current File As** command is used to save your current file, then open it under a new name. It is very useful if you want to keep your current file as it is but continue working on a copy. Your current file will be closed and can be re-opened at anytime.

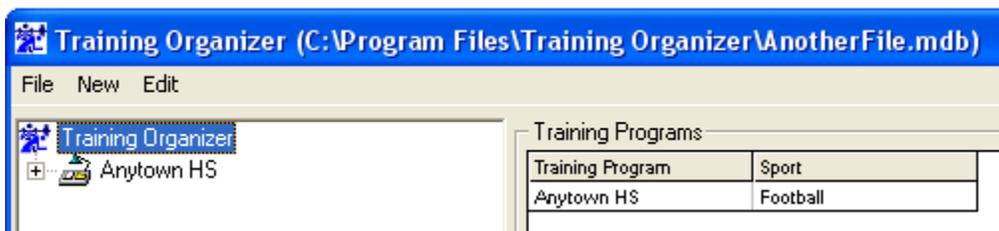
Click **File** on the menu bar, then click **Save Current File As**.



This will open the **Save File As** form. Use the form to provide a name for the file, using the **Save In** dropdown box to navigate to another folder or drive location if needed.



Once you have supplied a name for the file, click the **Save** button to close the form.



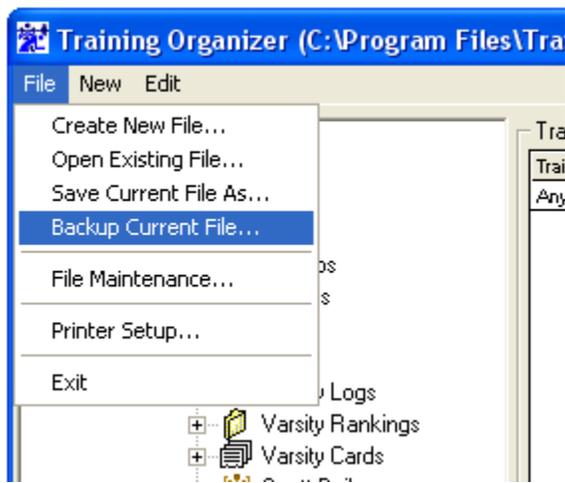
Training Organizer has saved the original file under your new name. Then the new file is opened and made ready. Note the name of the current file in the title bar.

Backing Up Your Database

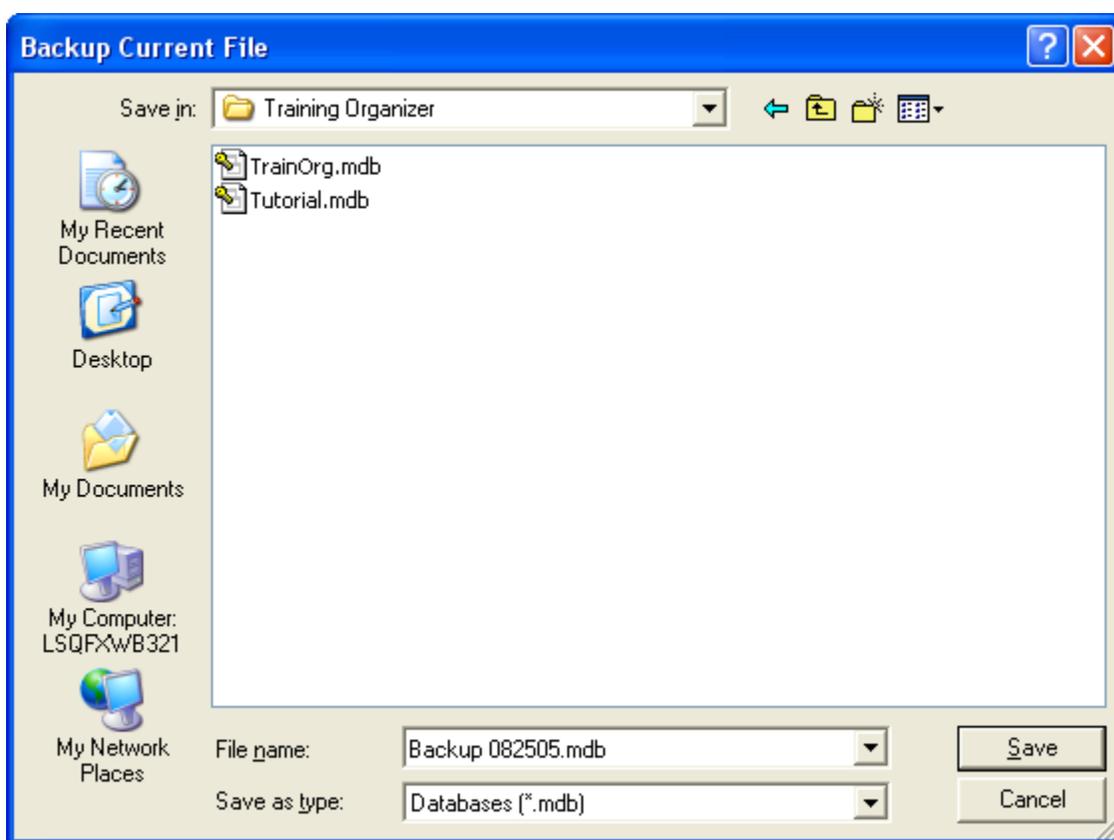
It is highly recommended that you implement a disaster recovery plan of some type. You may have already experienced the agony of losing days or weeks worth of work because of a computer glitch of some type or another. It is not uncommon for power outages or hardware problems to cause data to be scrambled or lost entirely. The only way to protect yourself is to make backups of your data.

Training Organizer provides a simple and painless way to do just that.

Click **File** on the menu bar, then click **Backup Current File**.



This will open the **Backup Current File** form. Type a name for the backup file into the File Name box.



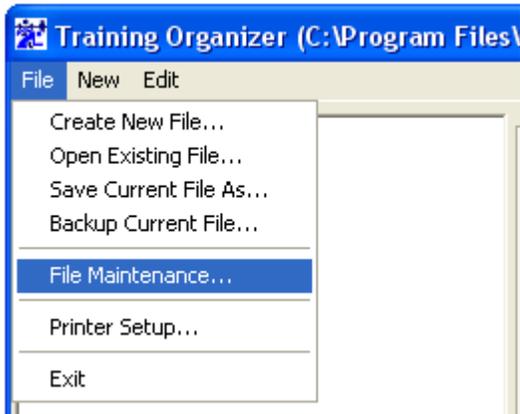
You can provide any name you like. It is recommended that you name it something that you will recognize as being a backup copy. It is also recommended that you save the backup onto either removable media or a network drive that is designated as permanent storage. If you need help in locating a safe place to store your backups, contact your local information technology staff for assistance.

Once your satisfied with the name and location for the backup file, click the **Save** button. This will create an exact duplicate of your current file. The Open Existing File command can be used to recover from the backup file if needed.

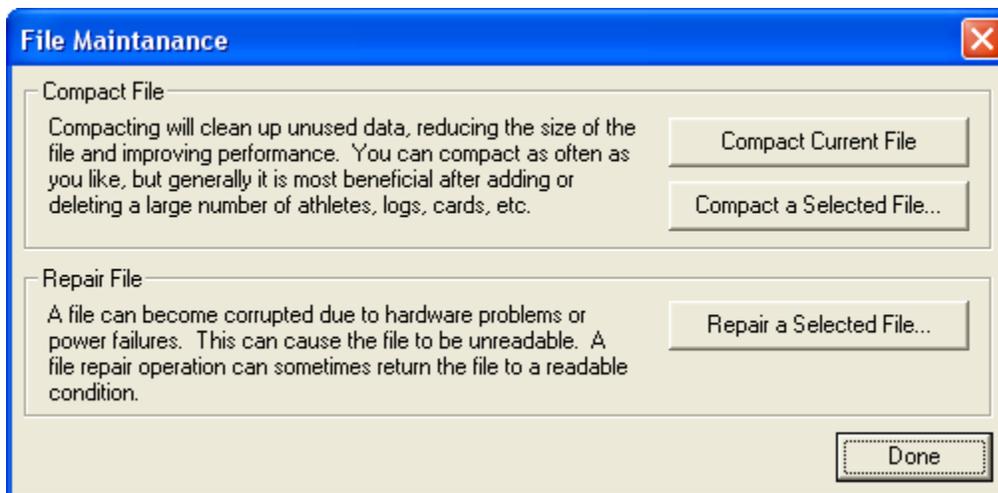
File Maintenance

The File Maintenance tools provide additional file operations for Training Organizer. Typically these tools are only used in special situations.

Click **File** on the menu bar, then click **File Maintenance**.



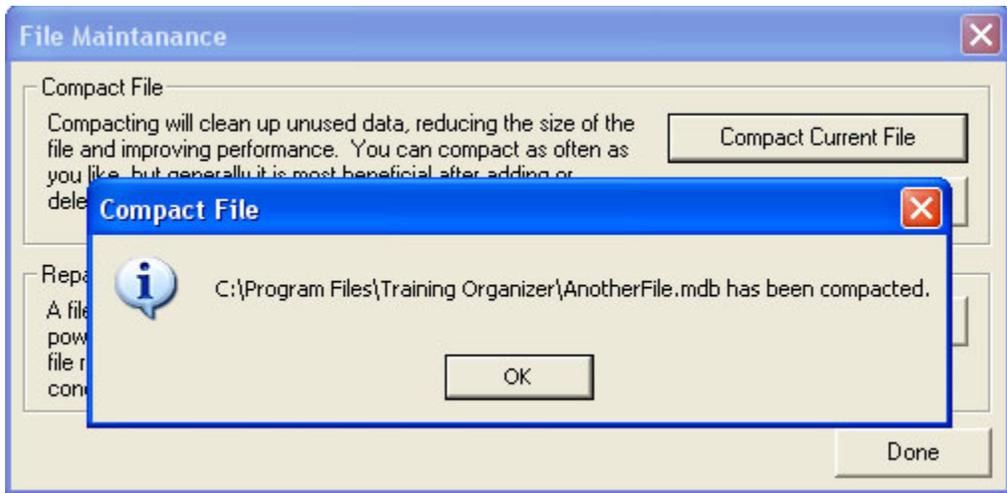
This will open the **File Maintenance** form.



Compacting a File

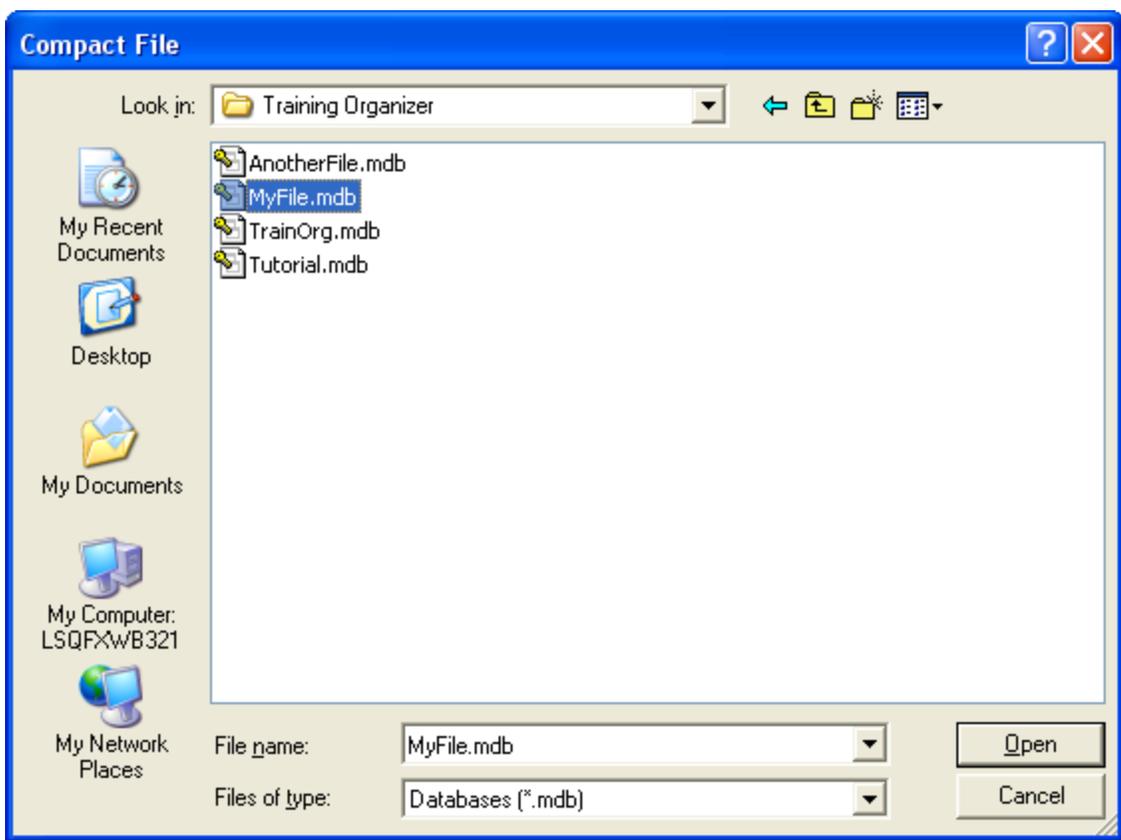
You have two options for compacting a file: compacting the current file, or compacting some other file.

To compact the current file just click **Compact Current File**. This will perform the compact operation on the file you are working on. You will receive a verification message when the operation is complete.

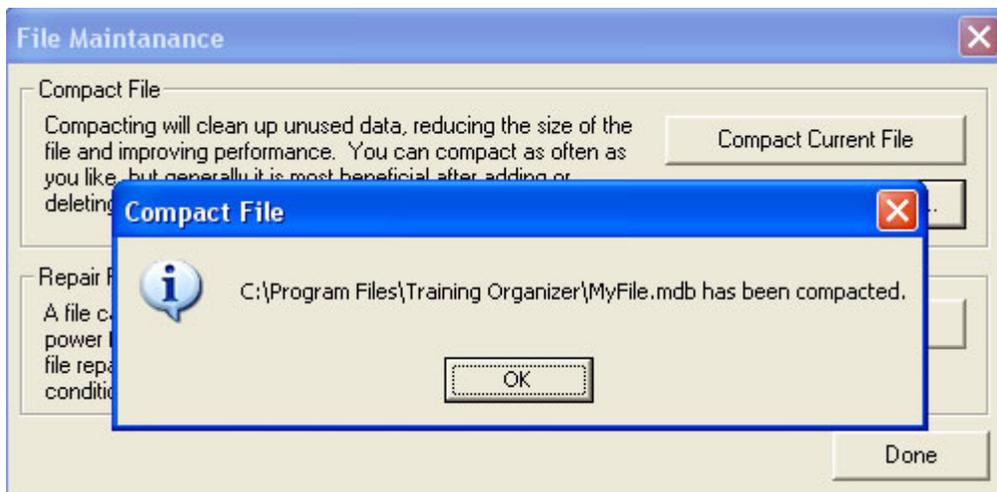


Click **OK** to close the message box and return to the File Maintenance form.

To compact a file other than the current file, click the **Compact a Selected File** button. This will open the Compact File form. Use the form to locate and select the file you wish to compact.



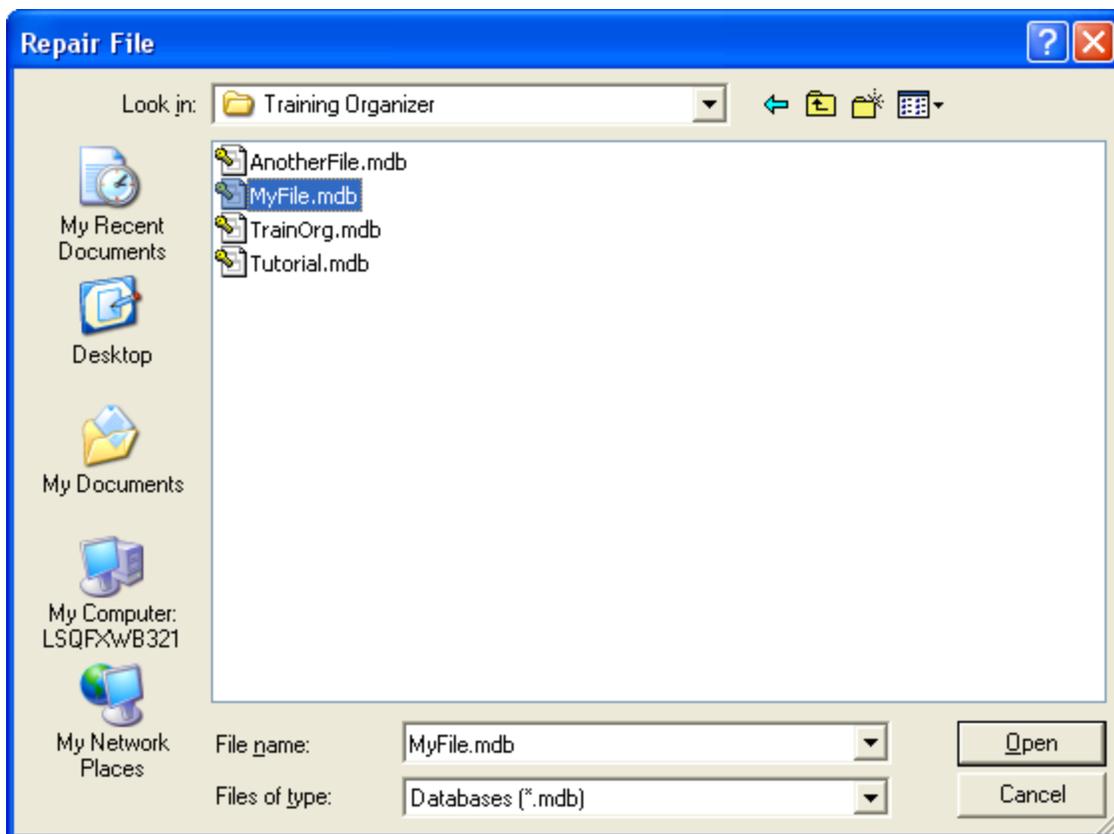
Once you've located the file click **Open** button to close the form. The compact operation will then be performed on the file you selected. You will see a verification message when it's finished.



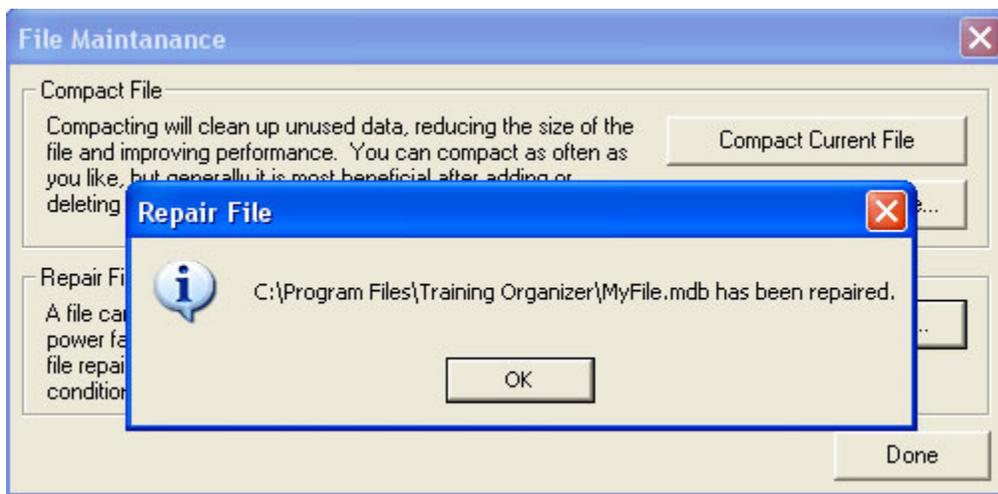
Click **OK** to close the message box and return to the File Maintenance form.

Repairing a File

To repair a file, click the **Repair a Selected File** button. This will open the Repair File form. Use the form to locate and select the file you wish to repair.



Once you've located the file click **Open** button to close the form. The repair operation will then be performed on the file you selected. You will see a verification message when it's finished.



Click **OK** to close the message box and return to the File Maintenance form.

Click the **Done** button to return to close the File Maintenance form and return to the main screen.