

# Manual

easy Sports-Organizer 2.0

Exercises

Training sessions

Season planning

## IMPRINT



[--> zur Webseite](#)

### easy Sports-Organizer 2.0

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## May I introduce myself? I am your personal assistant!

Thank you for hiring me! That was one of your great ideas, because I am really intelligent, a workaholic and will save you a lot of time. And I come out of an egg. I'll come back to that later ...



My name is ...

Sports-Organizer, easy Sports-Organzier.

I understand ...

exercise, training session and season planning.

All about me ...

I am the best Sports-Organizer money can buy. Just click. I will obey.

Just in case you have a question ...

the friendly Support Center will help you:

[www.support.easy-sports-software.com](http://www.support.easy-sports-software.com)



I'm looking forward helping you!

P.S.: There is some similarity between me and a bird: I let your ideas fly and I come out of an egg, as I have already mentioned before ...

## How to install me

### For Newcomers

1. The egg I come out of is round like a plate and has three dots. Oddly enough. It's waiting for you somewhere on the web.
2. To get this egg, just click onto the link in the email, that my parents sent to you the day you hired me.
3. As soon as you have downloaded me out of space, I am waiting on your computer. I'll look like the symbol on the right. Or somewhat alike. That depends on your computer settings.
4. I won't leave my egg if you don't ask me to. If you ask me with a doubleclick, I ask you that I may choose the place where I will live on your computer by myself.



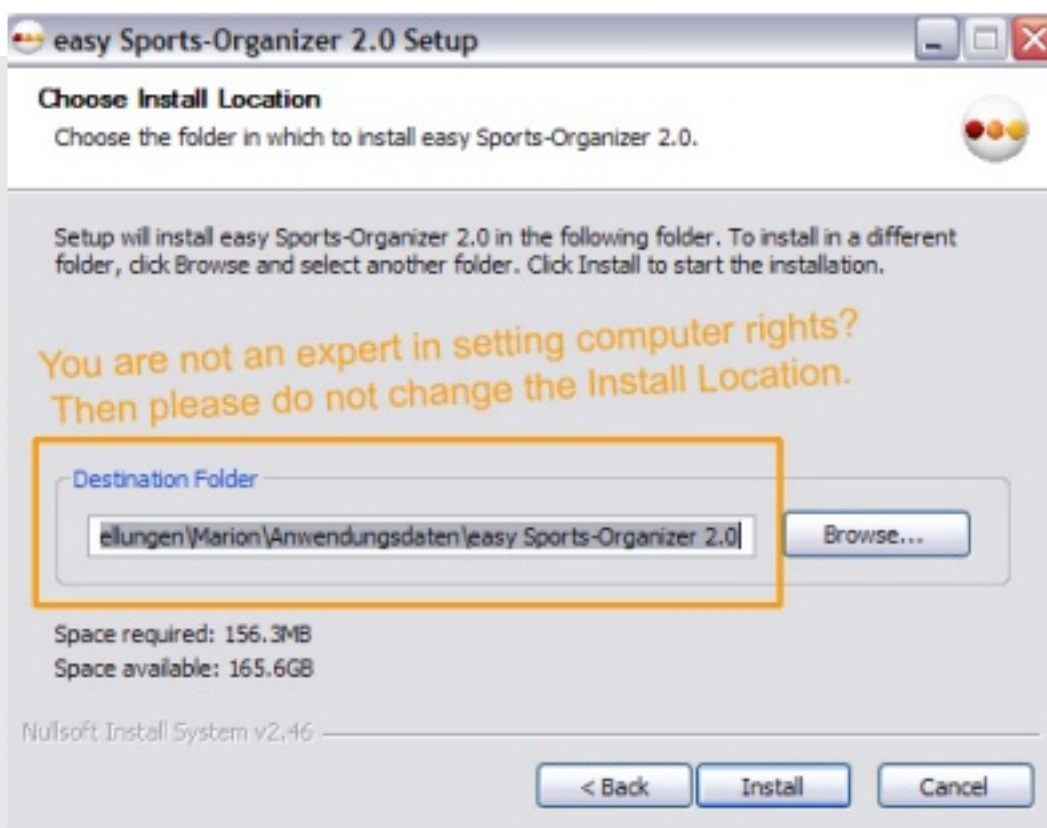
easySportsOrganizer-en

### Professional users

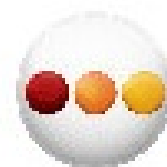
1. Download easy Sports-Organizer.
2. Doubleclick onto the installer package.
3. Activate your software.

#### 1. Download your software

- Go online
- [click on this link](http://www.graphics.com/download/es0/easySportsOrganizer-en) => If your en



5. Now I can figure it out for myself. You just need to click NEX, NEXT, NEXT ...
6. Only the first time you want me to work I need something to eat. I love: Your Email address and those tasty digits out of my parents' email. You feed me by entering those two things into the fields of the software activation window.
7. After that I am ready to do wonderful things for you. You'll find me on your desktop. White, round with tree nice dots on my tummy.



**Activation of your software**

**Information**

Dear user,  
please activate your software by entering your  
product code and your email address.

**Activate product**

Product code:

Email:

**Activate**

**Cancel**



## You already have the easy Sports-Organizer 1.0? How to upgrade me!

Procede like this to let me import all your old exercises and training sessions out of the easy Sports-Organizer 1.0 into the easy Sports-Organizer 2.0:

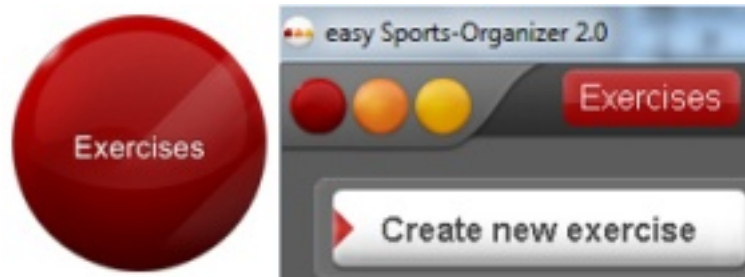
1. Keep the easy Sports-Organizer 1.0 untouched. Do not de-install it until you have started the easy Sports-Organizer 2.0.
2. Install the easy Sports-Organizer 2.0 and activate it as described in the chapters before.
3. Then start the easy Sports-Organizer 2.0. When being started the first time, the new Organizer detects the old one. The new one will ask you, whether you want to import your old data or not. Of course you want - and it will happen.



## The secret of my success ...

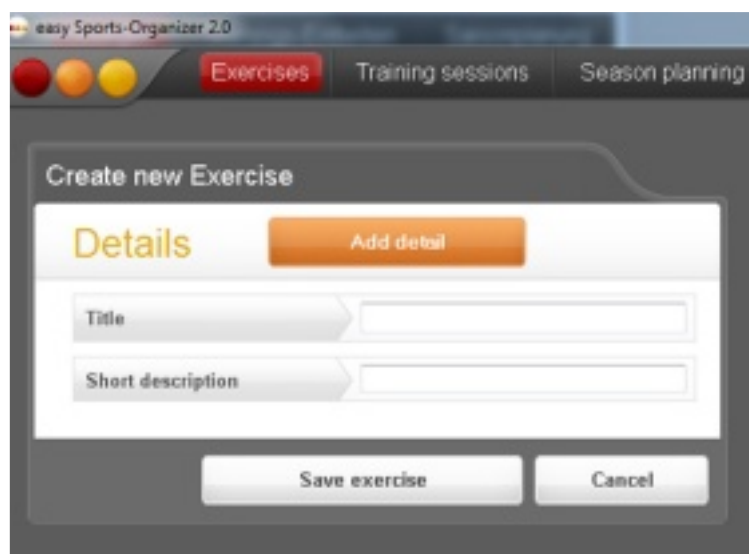
### The only necessary example

Imagine you want to not an exercise for eternity. You click onto the red dot or onto the red button. And then onto the button CREATE NEW EXERCISE.



### Give your exercise a name

You may enter any name you like. And then you may already click on SAVE EXERCISE and return later. Ready. That was secret no. 1.



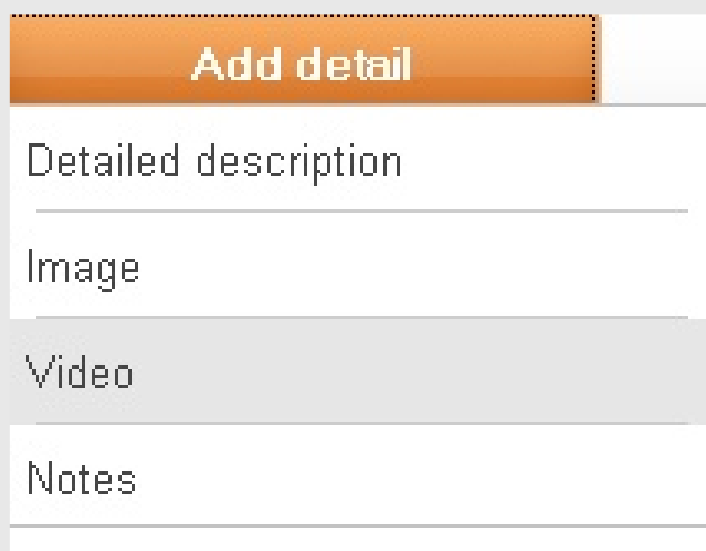
### Concentration on the essential

To remember an exercise a few words could be enough for you. Enter them into the SHORT DESCRIPTION field. Only if you want. If not, let the field empty.

### The Multi Functions Button

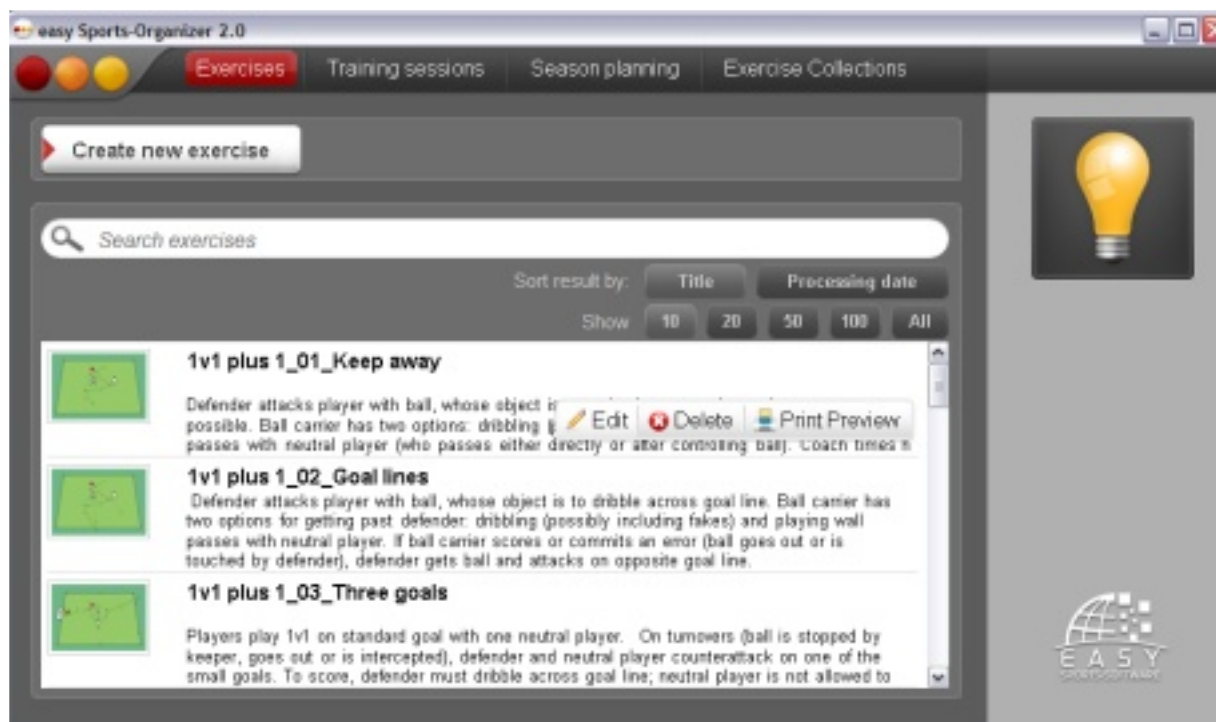
You want to add an image? Listen to secret no. 2: My Multi Functions Button. Click onto it and get yourself what you like.

You click on image – an image will be added to your exercise. You click on image again – and you get another image. You may repeat this as often as you like ...





When you added enough images, videos, notes and perhaps a detailed description:  
SAVE EXERCISE.



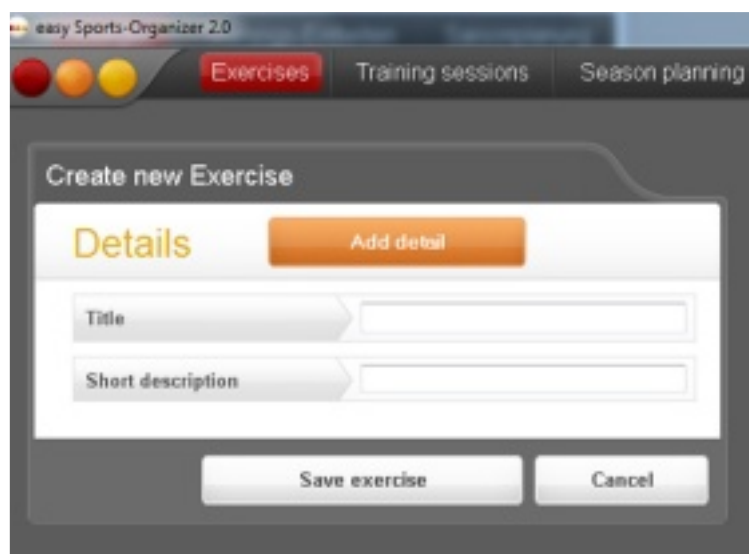
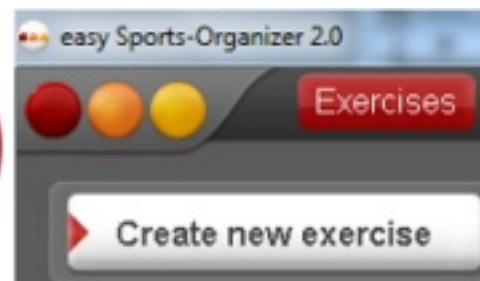
After saving your new exercise appears in the exercises list. Ready to EDIT, DELETE or PRINT it. When you move your mouse over your exercise all those functions show up.

Have fun!

# 1 Exercises

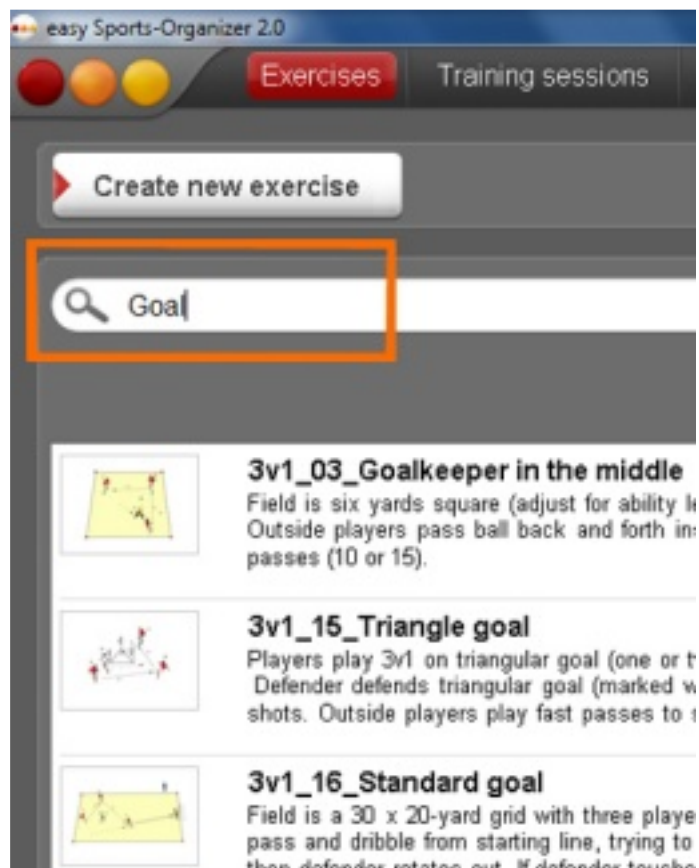
## 1.1 Create an exercise

1. Click onto the red circle or onto the red button.
2. Click onto: Create new exercise.
3. Give your exercise a title.
4. If you like: Describe your exercise in a few sentences. Maybe a short description is enough for you to remember what's going on in your exercise. If you don't want to add anything more, click SAVE EXERCISE.
5. Add Details: A detailed description, that you can design, one ore mor images, videos, notes.
6. Finally click onto SAVE EXERCISE.



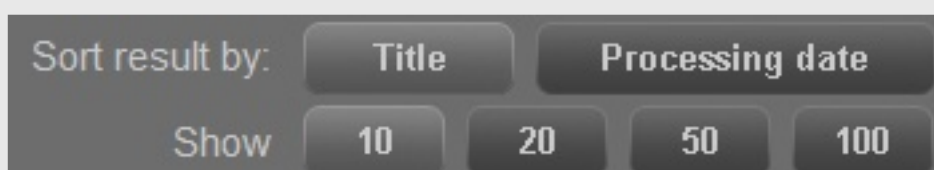
## 1.2 Search an exercise

1. Click onto the red circle or onto the red button. If you already created or imported exercises, all your exercises will show up in a table.
2. Enter into the search field what you are looking for. The search starts as soon as you enter the first character.



### Show results

- Normally you'll see maximum 20 exercises. gefundenen Order: the exercise that fits most to your search team is the first one in the table.
- Title: shows your exercises in alphabetical order.
- Processing date: shows the last exercise on which you have been working first.
- 10, 20 ... All: indicates the number of shown exercises.

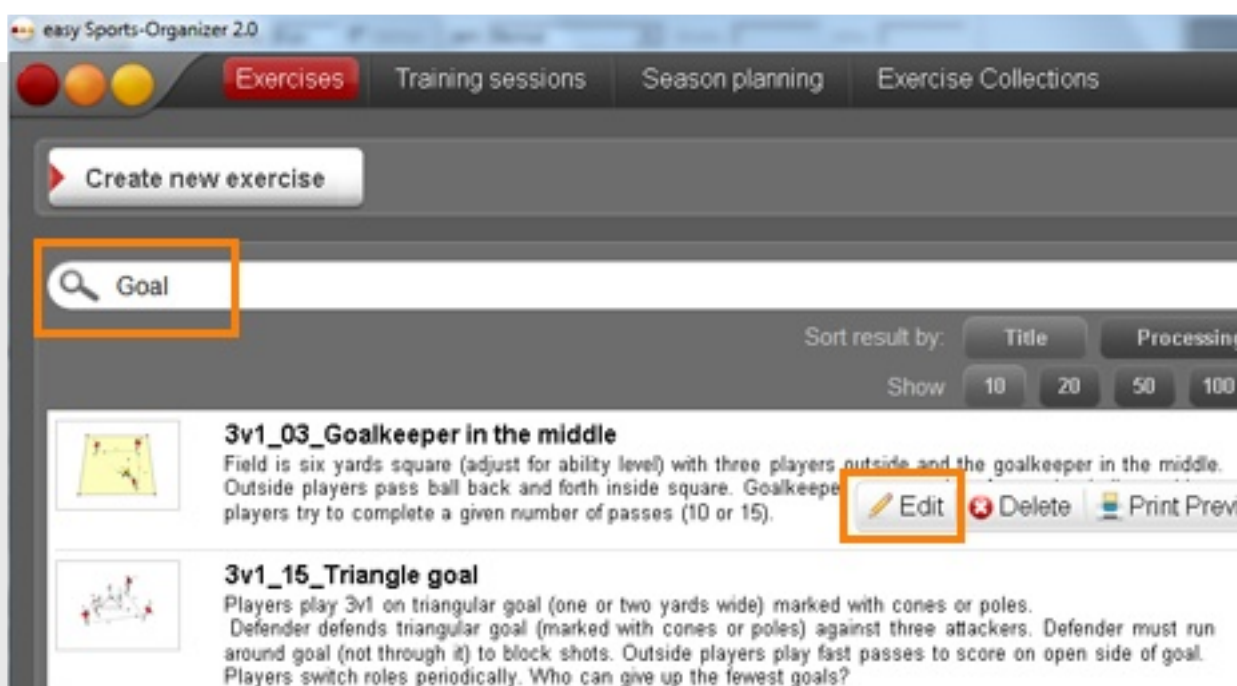


### 1.3 Edit an exercise

1. Search the exercise you want to edit.
2. Move your mouse over the exercise you want to edit and click onto EDIT.
3. Editing an exercise is the same as creating an exercise. The only difference is, that you already entered some items. You may change anything you entered before and you may add new images, texts ...
4. To save your changes click onto SAVE EXERCISE.

### 1.4 Delete an exercise

1. Search the exercise you want to delete.
2. Move your mouse over the exercise you want to edit and click onto DELETE.
3. To avoid that you delete your work by mistake the software will ask you if you are sure. If you really want to delete the exercise, conform with YES.

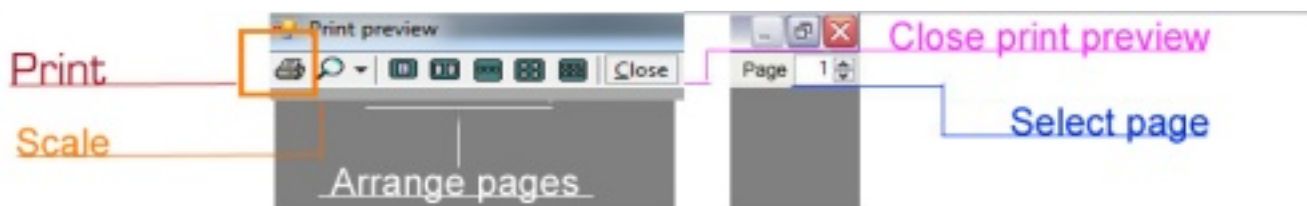


## 1.5 Print an exercise

1. Search the exercise you want to print.
2. Move your mouse over the exercise you want to print and click PRINT PREVIEW.
3. The print preview will show up. Click onto the printer symbol in the menu line.

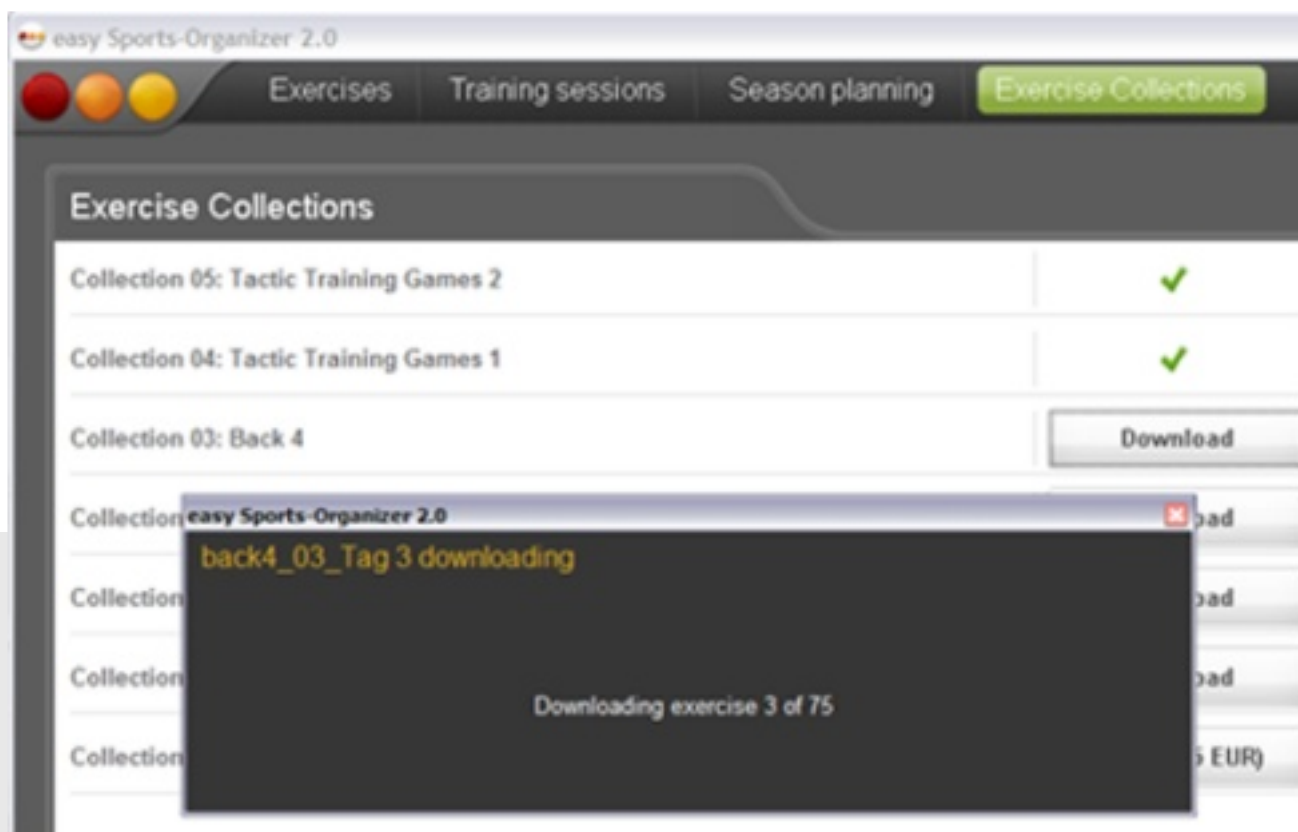
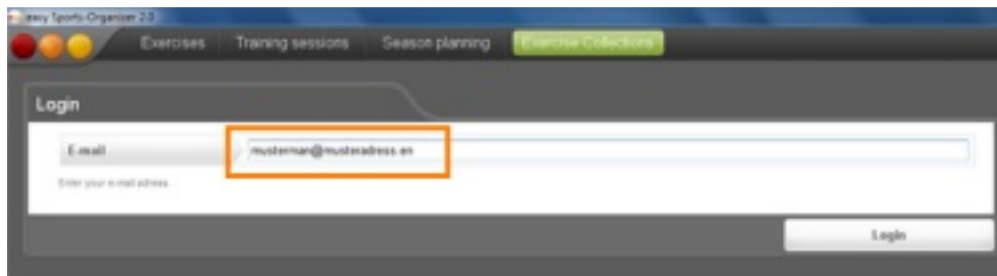
### The Print Preview ...

- comes with a lot of features to customize your work.
- prints your exercise when you click onto the printer symbol.



## 1.6 Import an exercise collection ...

1. Click onto EXERCISE COLLECTION.
2. Enter your e-mail address that you used to buy the exercise collection.
3. Click onto DOWNLOAD.



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### Good to know

- All exercise collections that you bought come along with a button DOWNLOAD. All other exercises collections come along with a button that leads to our webshop.
- Already imported exercise collections come along with a ready button.

## 2 Training sessions

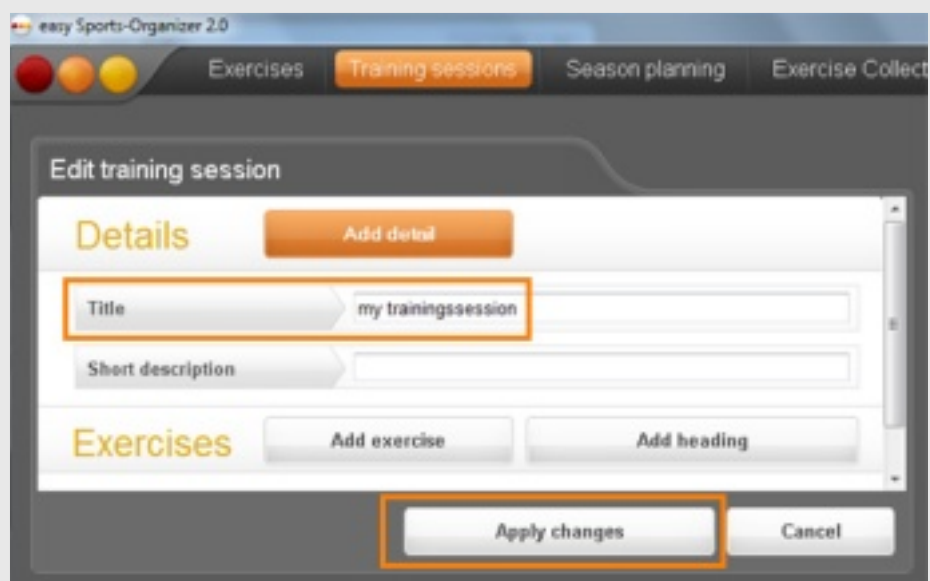
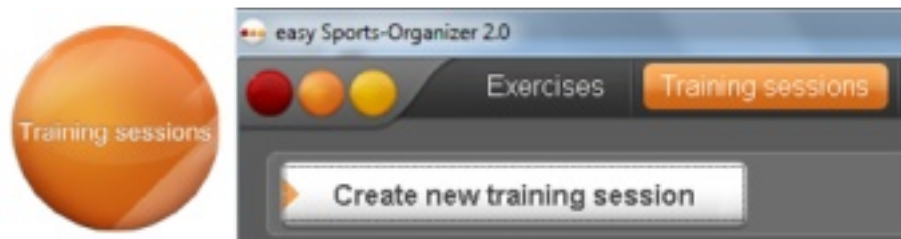
Creating, editing, deleting or printing a training session works exactly like working on exercises:

- You give your training session a name.
- You add a detail or not.
- You finish with SAVE TRAINING SESSION.
- You edit, delete or print a training session by searching for it, moving over it and selection the function you need.

The only major difference between working on an exercise and working on a training session is an additional function: A training sessions should contain at least one exercise.

### 2.1 Create a new training session

1. Click onto the orange circle or onto the orange button.
2. Click onto: Create new training session.
3. Give your training session a title.





If you like to add ...

1. a short description.
2. details: e.g. a detailed description, info about weather, the best age for your training session, notes.

Add detail

Focus

Weather

Age

Notes

Add exercises to your training session:



1. Click onto ADD EXERCISE.
2. Select the exercises you want to add. Of course you may search them before with the search function.
3. ADD SELECTION adds your selected exercise to your training session.

## Duration of an exercise

You may adjust the duration of an exercise with the time tool. Keep your mouse tap pressed to make the time tool run faster.

The software will calculate the total duration of your training session automatically and show it in the software and when you print it.

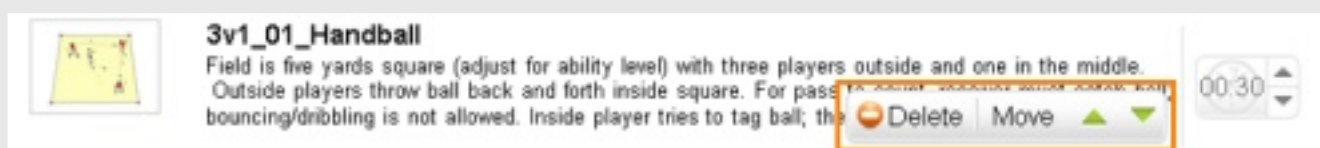


## Delete an exercise out of a training session.

Move your mouse over the exercise you want to delete and click onto DELETE.

## Move an exercise

Move your mouse over the exercise you want to move and move it by clicking onto the small green arrows.



## Headings

### Add a heading

1. Click onto ADD HEADING.
2. Click into the orange field "Click here to edit!" and write.

**Edit training session**

**Details** Add detail

Title: my trainingsession

Short description:

**Exercises** Add exercise Add heading

Click here to edit!

**3v1\_02\_Basic sequence**  
Field is six yards square (adjust for ability level) with three players outside and one in the middle. Outside players pass ball back and forth inside square. Inside player tries to tag ball and switches positions with player responsible for...

**3v1\_01\_Handball**  
Field is five yards square (adjust for ability level) with three players outside and one in the middle. Outside players throw ball back and forth inside square. For pass to count, receiver must catch ball; bouncing/dribbling is not allowed. Inside player tries to tag ball, then players switch positions.

Total time: 1 hour and 0 min

Apply changes Cancel

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### Delete a heading

Move your mouse over the heading you want to delete and click onto DELETE.

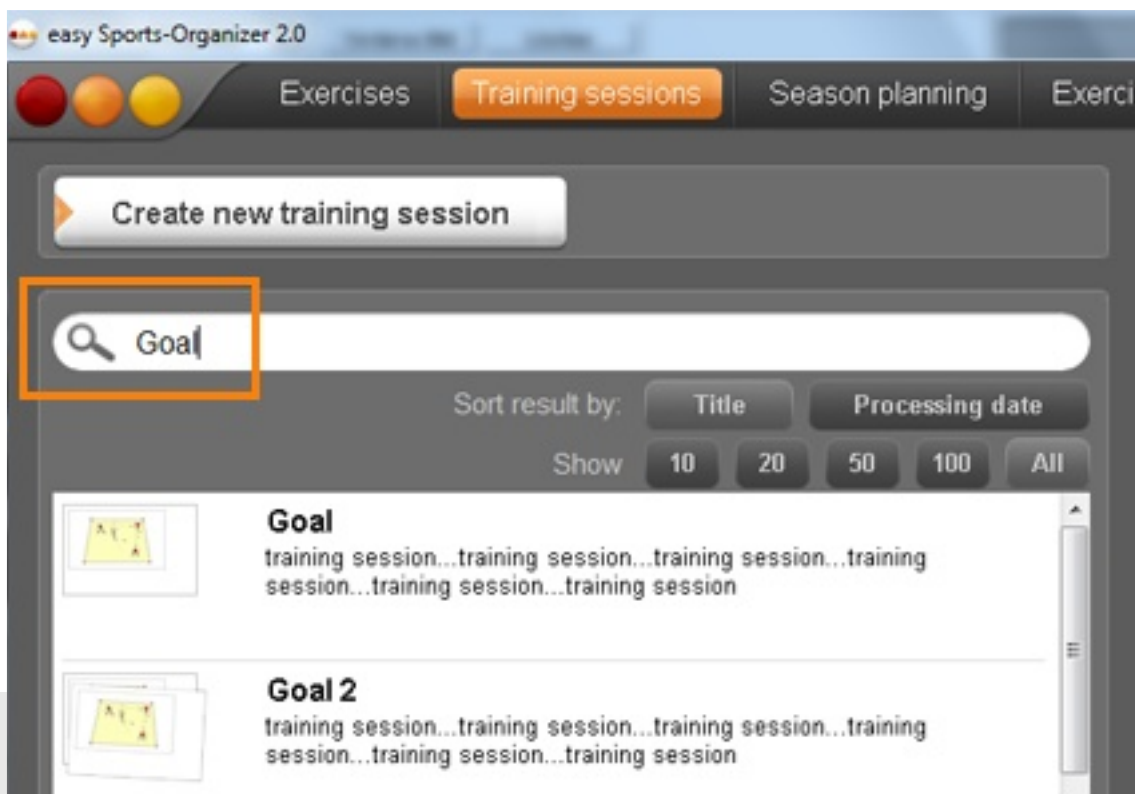
Click here to edit! Delete Move

### Move a heading

Move your mouse over the heading you want to move and move the heading by clicking the small white arrow buttons.

## 2.2 Search a training session

1. Click onto the orange circle or onto the orange button. If you already have created training sessions they are listed in the table.
2. Enter a search word or criterion into the search field. The search starts as soon as you enter something into the search field.



### Show search result

- Unless you don't change anything the first 20 found training sessions will be shown. Order: the result that fits most to your search term.
- Title: sorts the search result in alphabetical order.
- Processing date: the training session which has been added or changed last will be displayed at the head of the table.
- 10, 20 ... All: With those buttons you may determine the number of search results in the table. The less you select the faster appears the search result.

## 2.3 Edit a training session



### Goal 2

training session...training session...training session...training session...training session...training session

Edit Delete Print Preview

1. Search the training session you want to edit.
2. Move your mouse over the training session and select EDIT.
3. Editing a training session works exactly like creating one. You may change anything you like and you may add details buy using the ADD DETAILS button. And you may add further exercises by using the ADD EXERCISE button.
4. Finally click onto APPLY CHANGES.

## 2.4 Delete a training session

1. Search the training session you want to delete. Search the training session you want to delete.
2. Move your mouse over the training session and select DELETE.
3. The software will ask you if you really want to delete the training session. If you really want to, confirm with YES.

## 2.5 Print a training session

1. Search the training session you want to print.
2. Move your mouse over the training session and select PRINT PREVIEW.
3. The print preview window shows up. Click onto the printer symbol in the menu line.

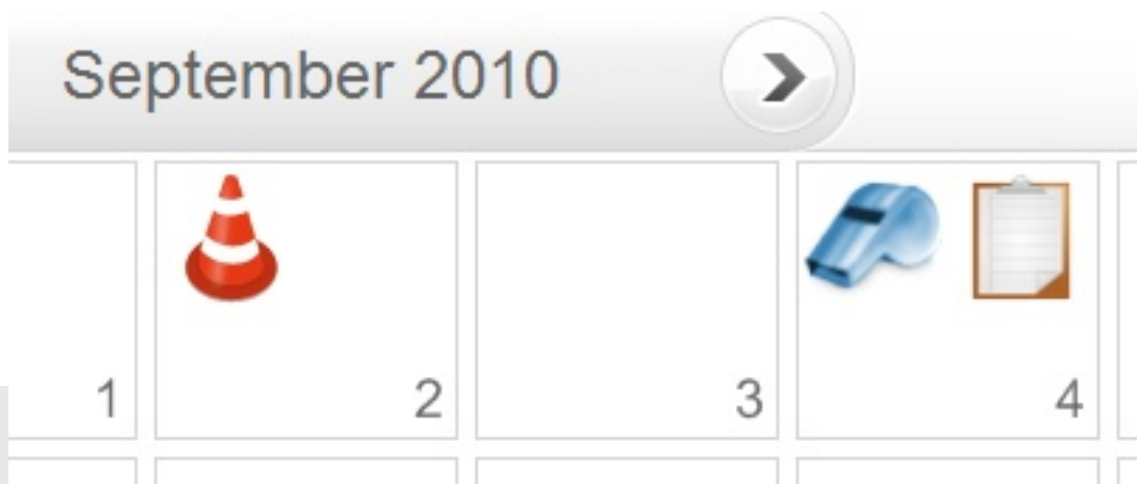


### 3 Season planning

The season plan is nothing else but a calendar. A very potential calendar.

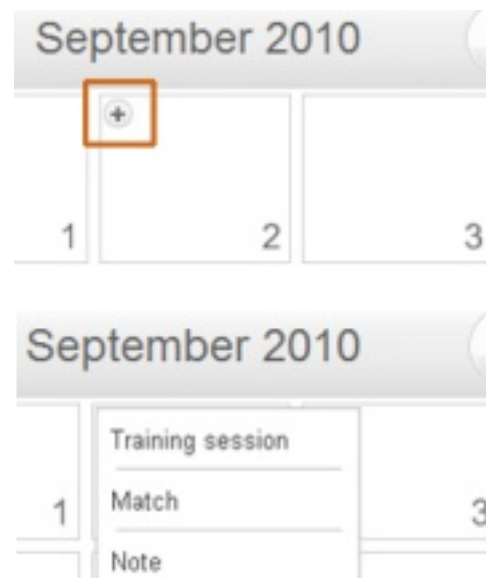
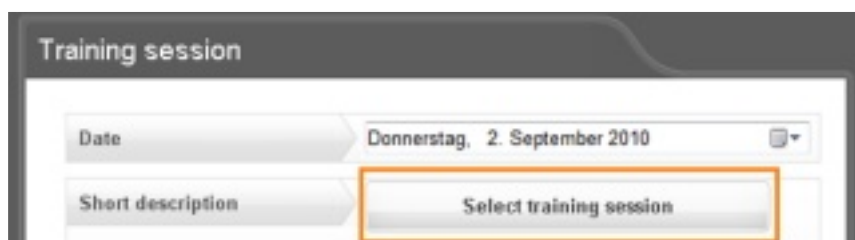
You can enter for each day of a month ...

- what training session you want to apply
- matches
- notes

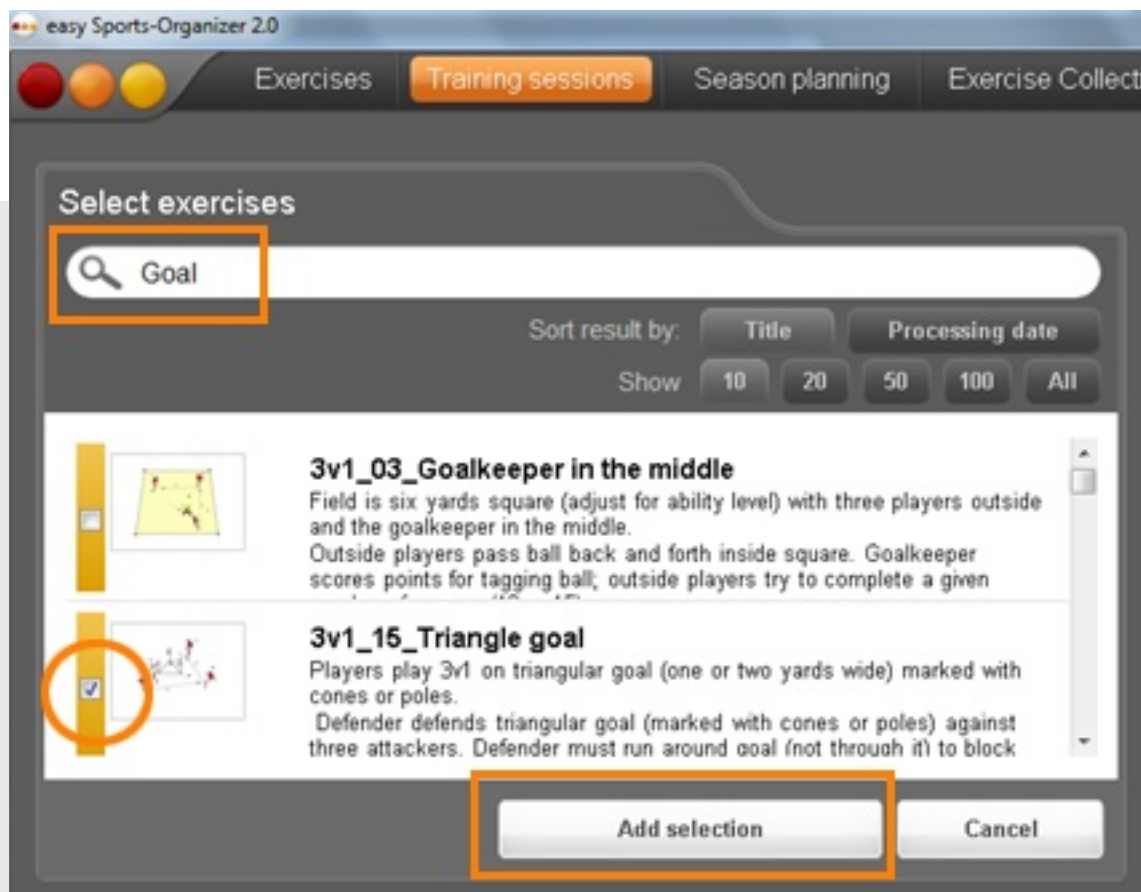


### 3.1 How to add a training session

1. Click onto the small PLUS and then onto training session.
2. Click onto SELECT TRAINING SESSION and tick the training session desired.

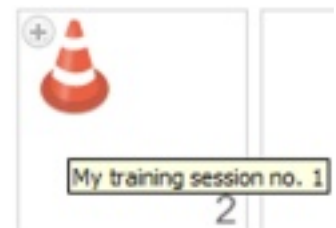


3. Click onto ADD SELECTION.



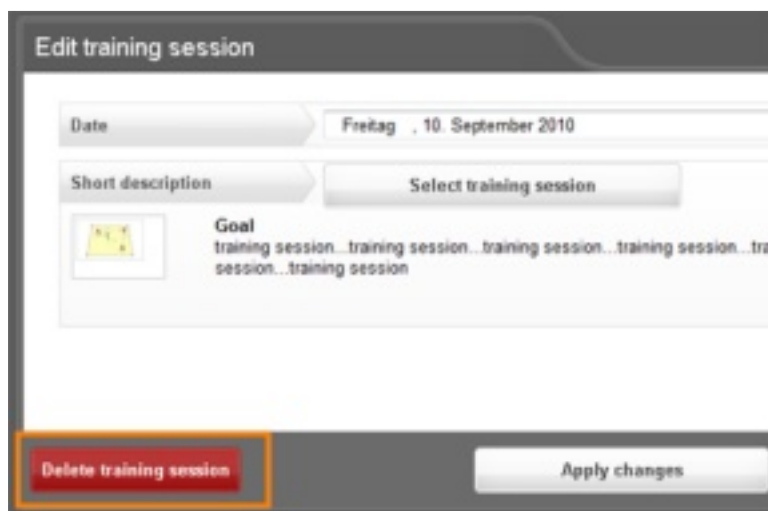
### Good to know

- Move your mouse over the symbols in the season plan and you see a small information, e.g. the title of a training session.
- Click with your mouse onto a symbol in the season plan and you may watch, edit or delete the item.



## 3.2 Delete a training session out of the season plan

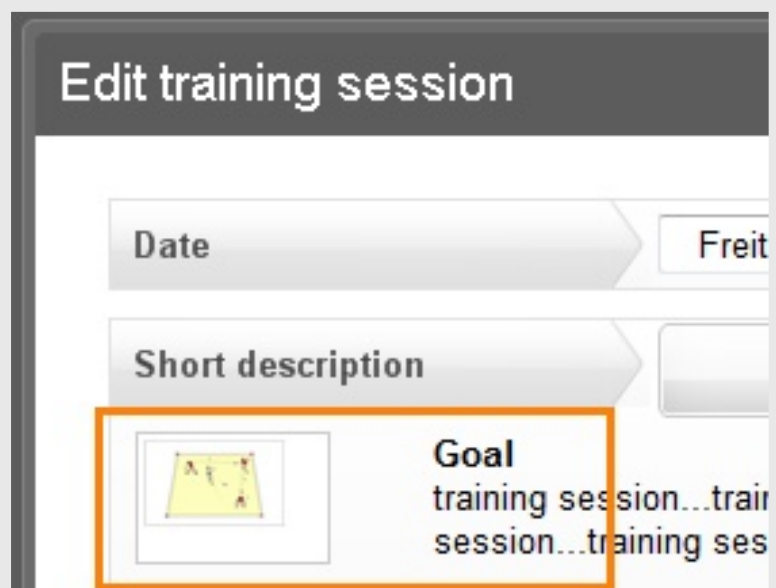
1. Click onto the cone.
2. Click onto DELETE TRAINING SESSION.



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## 3.3 What exercises did I add to a training session?

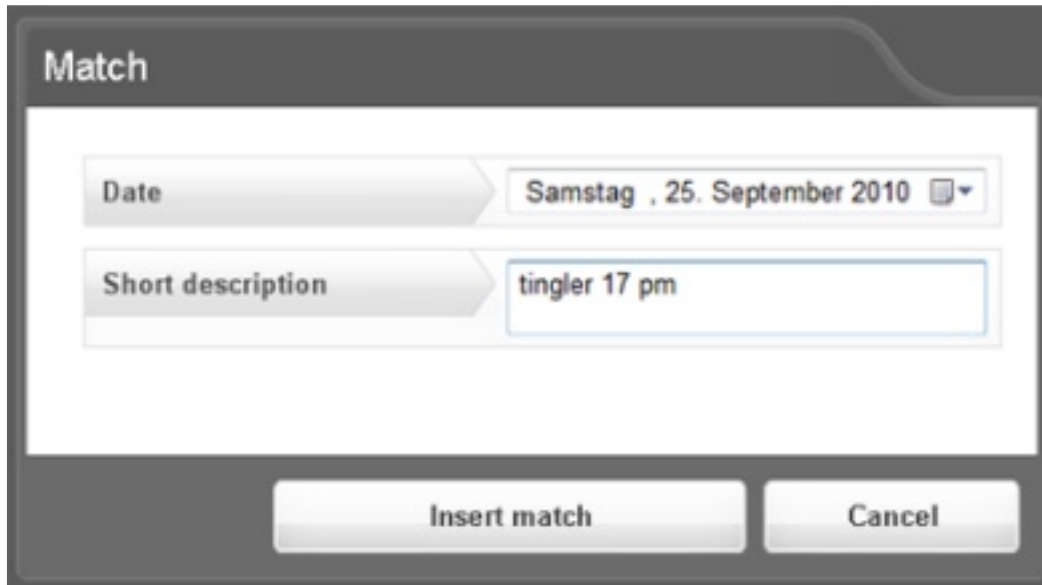
1. Click onto the cone.
2. Click onto the image or the title of the training session.
3. Finally click onto season planning in the menu line and then on APPLY CHANGES or onto CANCEL.





### 3.4 How to add a match

1. Click onto the small PLUS.
2. Click onto MATCH.
3. Eventually add some notes in the field next to SHORT DESCRIPTION.
4. Click onto INSERT MATCH.



### 3.5 How to delete a match

1. Click onto the whistle.
2. Click onto DELETE MATCH.

### 3.6 How to add a note

1. Click onto the small PLUS.
2. Click onto NOTE.
3. Enter the note in the field next to SHORT DESCRIPTION
4. Click onto INSERT NOTE.

### 3.7 How to delete a note

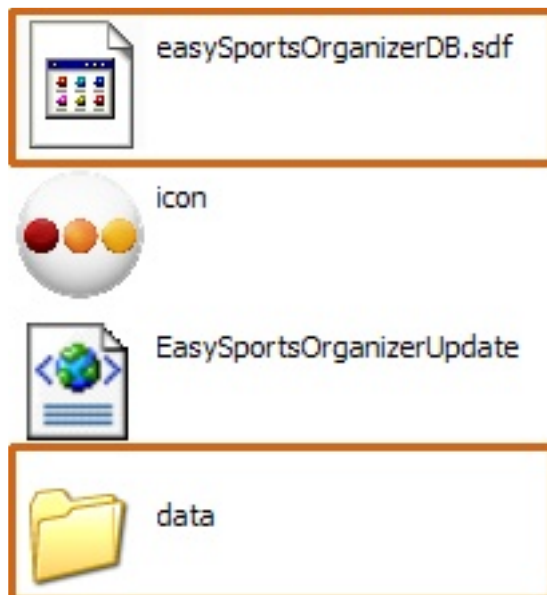
1. Click onto the clipboard.
2. Click onto DELETE NOTE.

## 4 Data backup and: where is my software when I buy a new computer ...

### 4.1 Data backup is easier as you may think

You should backup your data from time to time. Just in case you have to change your computer one day.

1. You go to the installation folder, which by default is here: Documents and Settings. Then your User account. Application Data. easy Sports-Organizer 2.0. The names may vary depending on your computer settings and system.
2. Now you copy: The complete [Data] folder (it contains the images and descriptions) AND the easySportsOrganizerDB.sdf file (it contains the data base).



### 4.2 Data recovery also is easier as you may think

After you have installed your organizer and activated it you go to the installation folder and overwrite the new and empty [Data] folder and the data base by your backups.

You will be asked if you want to overwrite the files. Confirm with YES.

When you then start the newly installed easy Sports-Organizer your old exercises and training sessions and your season plan will be in your Organizer again.

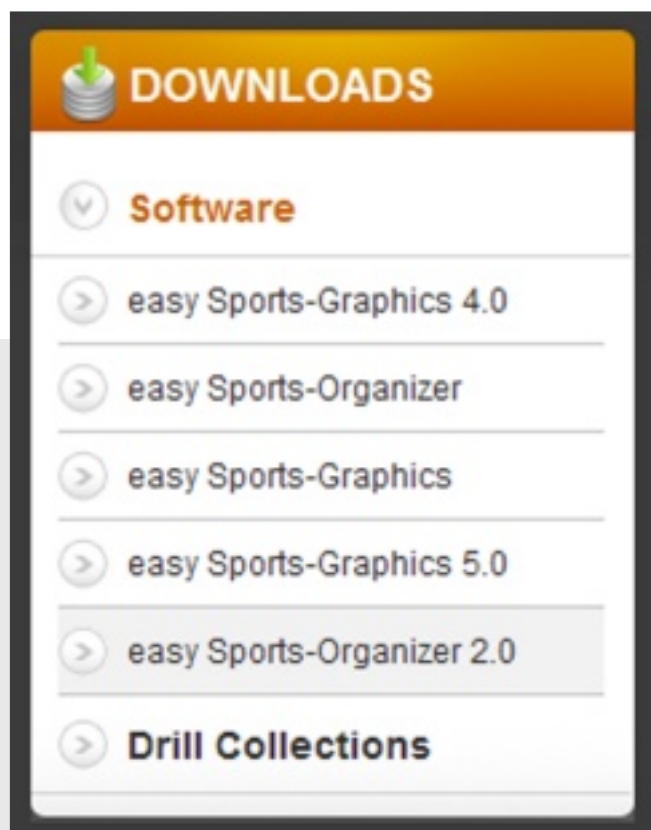
## 4.3 Your software in the friendly Support Center

Although the easy Sports-Organizer is a Download product, you don't need to make a backup of the software. Our friendly Support has already done this for you.

1. You go to the Support Center and log in with your e-mail and your code out of your download e-mail.
2. There is a category DOWNLOADS on the right. You click onto SOFTWARE - and there is your easy Sports-Organizer.

### And how do I get my Organizer?

Just click onto the link. Then go and open your e-mail program. A new download email with the latest version of the easy Sports-Organizer should have arrived.





## We are interested in your opinion

If you have

- problems in following this manual
- detected errors
- ideas what we can do to improve
- in this manual
- or in the easy Sports-Organizer

... we'll be glad to receive  
your message in the Support Center!

[www.support.easy-sports-software.com](http://www.support.easy-sports-software.com)