

Installing an Update File

Download the file

- 1) go to www.swimbigspring.org
- 2) scroll all the way to the bottom of the home page – below the pictures. You should see a link that says “Bullpenn Users click here”
- 3) click the link
- 4) click the link for the latest download file
- 5) **Save** the file somewhere you can find it on your computer – (i.e. desktop, etc.).
Note: do not choose run, you’ll get lost!!
- 6) Close the website and locate the file on your desktop.
- 7) Click on the file.
- 8) When the window opens click “Browse”
- 9) Tell the program to extract the file to a location you can find (i.e. desktop)
- 10) Once the file has been extracted you should see the new file/files in the location you chose in step 9
- 11) Close win zip

To backup – locate where your data file is stored on the server (it’s the same file referenced in step 1 below.) make a copy and rename it (I usually call it BullpennXX_dateMM-DD-YY (the date)

ONE Step Update (Program file ONLY)

- 1) Relink the Data file
 - a. Open the new Bullpenn V12 file that you downloaded from the internet.
 - b. When the file first opens you will get an error message. Telling you the program can’t find your data file. Follow the prompts and locate your Data file. – This is the file called BullpennXXX_Data (X is usually your district name). The file is usually located on your server.
 - c. Move the file to the location of your current version of BP – (usually it is C:/program files/Bullpenn)

Two Step Update (Program file + Updater)

- 1) **Open the Updater First and install**
 - a. Open the new Bullpenn file that you downloaded from the internet.
 - b. When the file first opens you will get an error message that tells you the program can’t find your data file. Follow the prompts and locate your Data file. – This is the file called BullpennXXX_Data (X is usually your district name). The file is usually located on your server.
 - c. Once the file has linked it should open to a menu. Simply click the first TWO buttons (new tables and all other updates) in the order they appear on the screen. If the update worked the version number in the window should be the most recent version number.
 - d.
- 2) Relink the Data file

- a. Open the new Bullpenn V12 file that you downloaded from the internet.
- b. When the file first opens you will get an error message. Telling you the program can't find your data file. Follow the prompts and locate your Data file. – This is the file called BullpennXXX_Data (X is usually your district name). The file is usually located on your server.
- c. Move the file to the location of your current version of BP – (usually it is C:/program files/Bullpenn)
- d.

3) Relink the Data file

- a. Open the new Bullpenn V12 file that you downloaded from the internet.
- b. When the file first opens you will get an error message. Telling you the program can't find your data file. Follow the prompts and locate your Data file. – This is the file called BullpennXXX_Data (X is usually your district name). The file is usually located on your server.
- c. Move the file to the location of your current version of BP – (usually it is C:/program files/Bullpenn)

As always – any questions – e-mail me.