

Installing the Blue Ribbon Youth Enrollment Software System

The Blue Ribbon Youth Enrollment software system is shipped in compressed format on CD-ROM. The installation program is included to decompress the files and install the system on your computer.

**It is critical that you review the information
on the first 2 pages of this document
prior to installing any software.**

The following Operating System and Hardware requirements are necessary to proceed with the installation:

Operating System

Windows 98 Second Edition

Windows ME (Should install, but not supported.)

Windows 2000 Professional Service Pack 4

Windows XP Home (Including Service Pack 2)

Windows XP Professional (Including Service Pack 2)

Hardware

Minimum 128Mb Ram Available

Minimum 300Mb Free Hard Disk - For Install Only

You must have administrative privileges on your desktop to complete this installation.

You must have administrative privileges of the following folders to use the Blue Ribbon Youth Enrollment software system:

C:\Program Files\Youth Enrollment, and all subfolders.

C:\Program Files\Common Files\Borland Shared, and all subfolders.

If your data and locks folders are on a network, you must have that folder, and all subfolders.

If you are using the program on several computers that are networked to a single database on a server, they must all be running the same version of the Blue Ribbon Youth Enrollment software system.

In a network environment, the Borland Database Engine must be configured to direct the data path to the location of the data files on the server. The Borland Database Engine on each computer **MUST** be configured exactly the same on all desktops.

Please refer to the networking instructions located at **C:\Program Files\Youth Enrollment\Documentation\Networking Issues\How To Network Youth Enrollment.pdf** for complete instructions on how to configure the the Borland Database Engine.

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If you currently have the Youth Enrollment program installed on your computer, the upgrade program is not designed to over-write your current data. **However, always make a backup of your data (See Step 5 below), as a safety precaution, before beginning to install the upgrade. This will save you from any accidental loss of data.**

The install CD contains a version 2.6 Upgrade and a version 2.6 Full New Install.

If you are installing Blue Ribbon Youth Enrollment for the first time on a new computer, please complete the Full New Install.

If you have the Blue Ribbon Youth Enrollment program currently installed on your computer, you **must** verify your current version of the Blue Ribbon Youth Enrollment program before proceeding by following the below steps:

- 1) You can verify your current version of Blue Ribbon Youth Enrollment program by starting Blue Ribbon Youth Enrollment, and then clicking on ***Help-About***.
- 2) If you have version 2.4 or below installed, you will not be able to complete an upgrade. Proceed to Step 5.
- 3) If you have version 2.5, there is a **very good chance you will be able to complete an upgrade. Proceed to Step 4.**
- 4) Go to the ***Control Panel***, and select ***Add/Remove Programs***. Review the list of programs installed on your computer. There must only be one instance of Youth Enrollment in the list of programs installed on your computer.

If you have version 2.5 installed, and there is only one instance of Youth Enrollment in the list of programs installed on your computer, you should be able to complete the version 2.6 Upgrade with no problems.

- 5) Start Blue Ribbon Youth Enrollment. On the bottom of the screen is the location that your Blue Ribbon Youth Enrollment data is stored. **It is critical that you make a backup of your Blue Ribbon Youth Enrollment data.** The backup of your data can be made by your preferred method of backup. The backup destination **must not** be in the ***C:\Program Files\Youth Enrollment*** folder or any subfolder of ***C:\Program Files\Youth Enrollment***.

If you are doing an Upgrade as indicated in Step 4, you can now Proceed to Step 8.

- 6) Go to the ***Control Panel***, and select ***Add/Remove Programs***. Uninstall/Remove any and all versions of Youth Enrollment at this time.
- 7) Delete the ***C:\Program Files\Youth Enrollment*** folder and any subfolders.
- 8) You may now turn to page 3, and begin the installation process.

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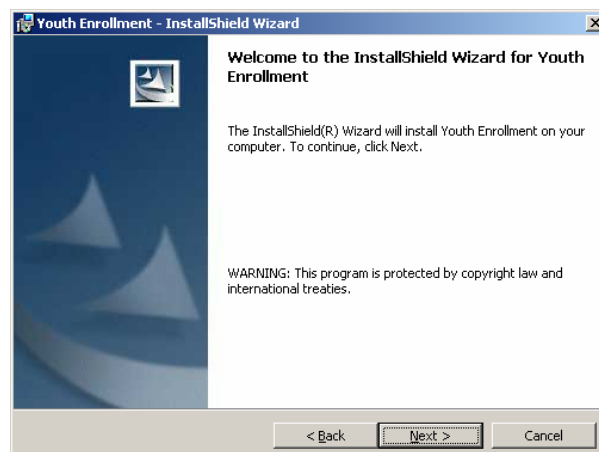
1. Insert the CD into the CD drive. Select either the **Upgrade** or **New Install** on the menu screen.
2. The install program will load from the CD. Be patient. The install is a large program. If you have a slower computer, it may take several minutes on older systems.
3. When the install is completely written to a temporary folder on the hard drive, the **Splash Screen** will display.



Click *Next*.

Note: If the install program detects insufficient hard drive space, or fails to find the current Youth Enrollment folder for the upgrade, an error message will display and the installation will stop. You will be advised to call the MarTech Systems Support Desk at (715) 845-2794 and ask for technical assistance.

4. The **Welcome Screen** will display.



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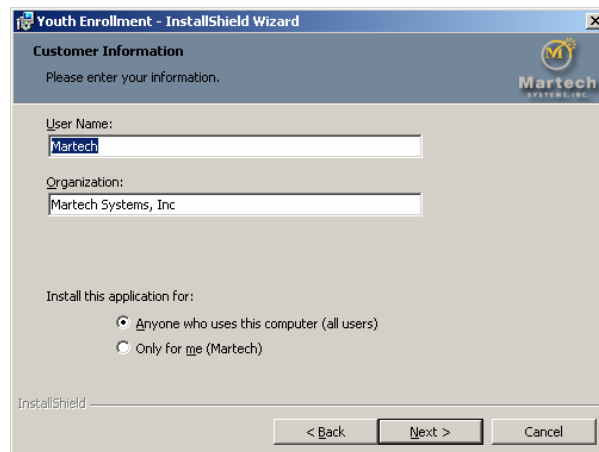
Click *Next*.

5. The **License Agreement** screen will display.



Review the terms of the license agreement and make your acceptance selection. Click *Next* to continue.

6. If you are installing as an **Upgrade**, the screen will flash black as the install program backs up information it needs, deletes unused programs, and resets the start menu. Do not interfere with this process by using the keyboard. When this cleanup is complete, the **Customer Information** screen will display. If you are doing a **New Install**, the Customer Information screen will display immediately.

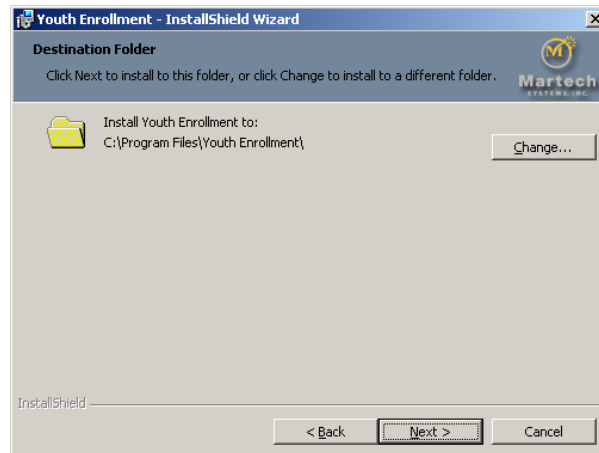


Do not change any of the *User Name* or *Organization* information. These are preset for your computer. Your computer is already set for your User and Organization name, as the above screen is set for ours. Simply click *Next* to proceed.

Note: Information appearing on this screen is specific to each computer. Your computer may have been setup with no customer information entered. This is okay. Do not change anything on this screen. Simply click Next to proceed.

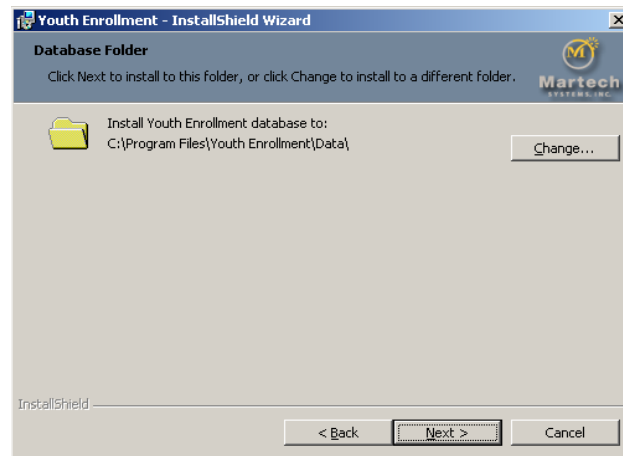
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7. The **Destination Screen** will then display.



Do not make any changes to the installation path unless you consult with your IT Support Staff or the Martech Systems Support Desk. If this path needs to be changed, additional steps need to be included in the installation process. Your support team will guide you through those steps. Click *Next* to continue.

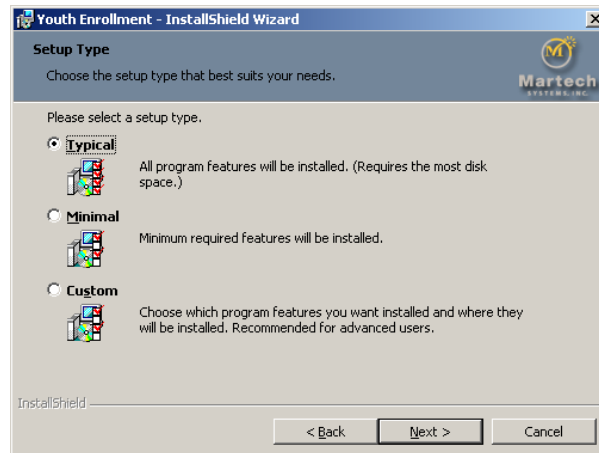
8. The **Database Folder Screen** will then display.



This screen will only display on **New** installations. Even if you will be networking multiple systems, it is suggested you accept the defaults on this screen. You will then later use the BDE Administrator to point to a network location to access data. Click *Next* to continue.

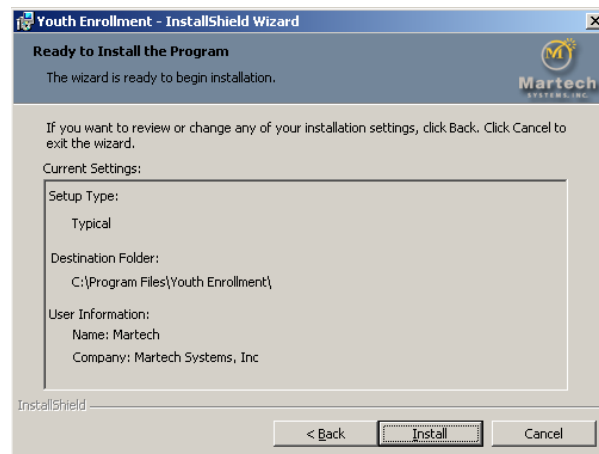
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9. **Setup Type** screen will then display.

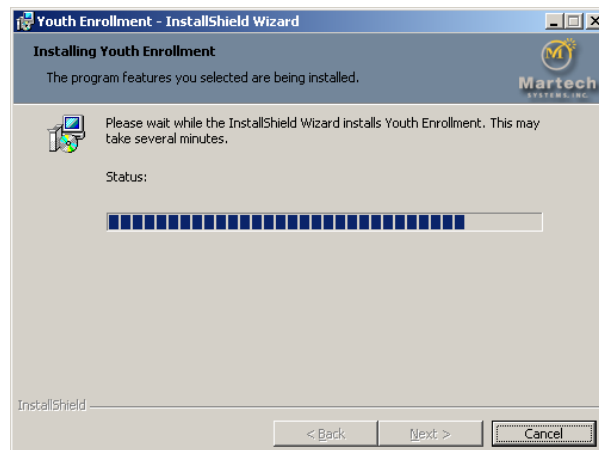


Select **Typical**. Click **Next** to continue.

10. The program is now ready to install. A review screen will display.

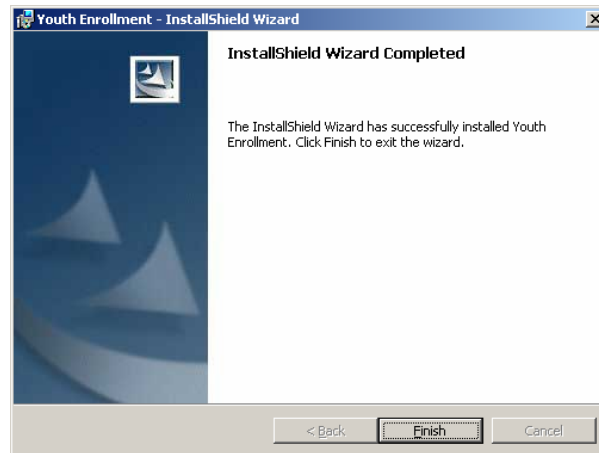


Click **Install** to continue. The following screen will show the progress of the install.



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11. The following screen will display when all the programming has been installed.



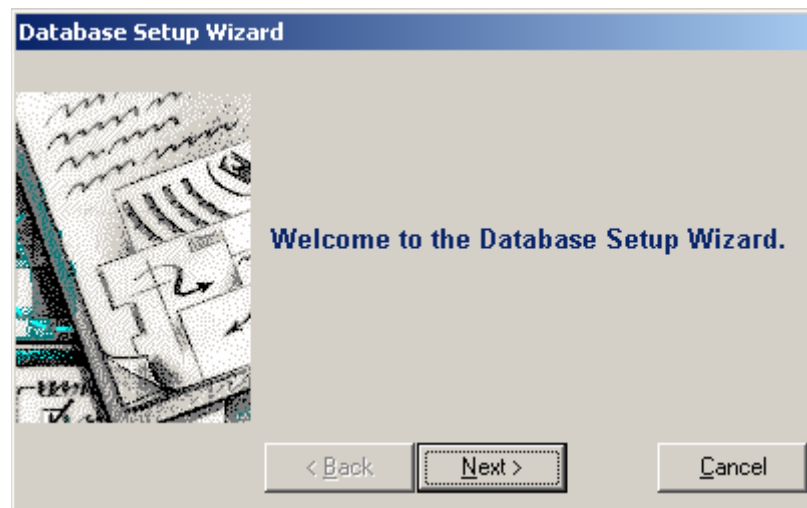
Click **Finish** to complete the installation.

Note:

If you are doing a New Install, proceed with Step 12.

If you are doing an Upgrade, proceed to Step 17.

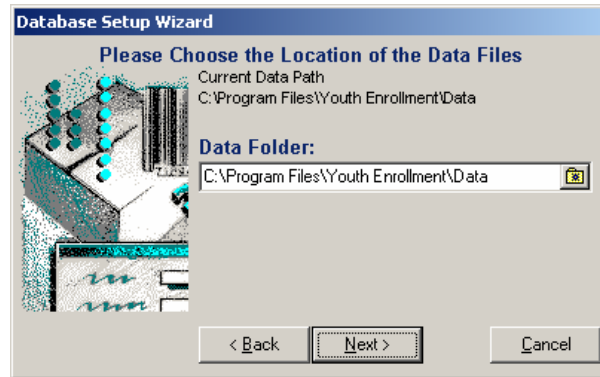
12. Continue for a **New Install**. The Database Wizard will open. This utility is used to set the location of the data files.



Click **Next** to continue.

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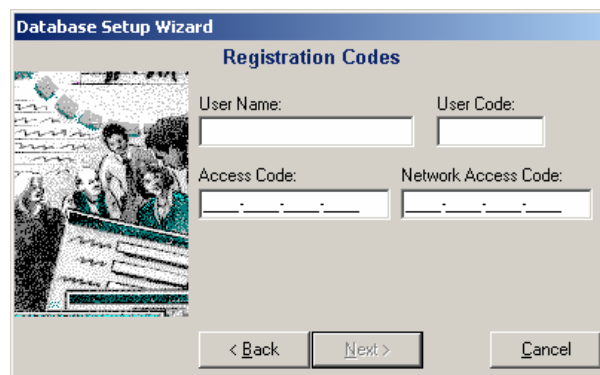
13. The default location for the **Data Folder** is displayed on the following screen. Accept the default settings by clicking *Next*. If you have several computers networked, accept the default settings here. Once the installation is completed on each computer, the data folder path on each computer is redirected to the server through the BDE Administrator. See the special instructions on page 1.



14. The default location for the **Locks Folder** is displayed on the following screen. Accept the default settings by clicking *Next*. If you have several computers networked, accept the default settings here. Once the installation is completed on each computer, the locks folder path on each computer is redirected to the server through the BDE Administrator. See the special instructions on page 1.



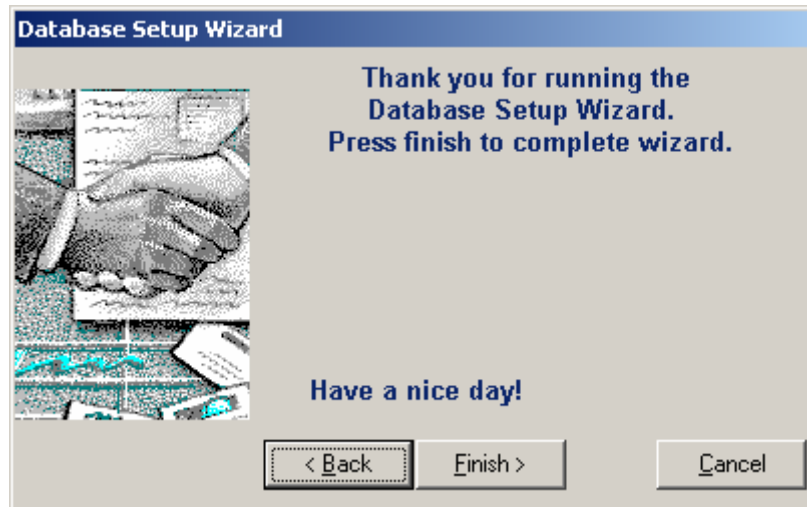
15. You will be prompted to enter your *County/User Name* and *Access Codes*. This sheet should be enclosed with your installation package. If you do not have your *County/User Name* and *Access Codes*, contact your State Coordinator.



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Click *Next* to continue.

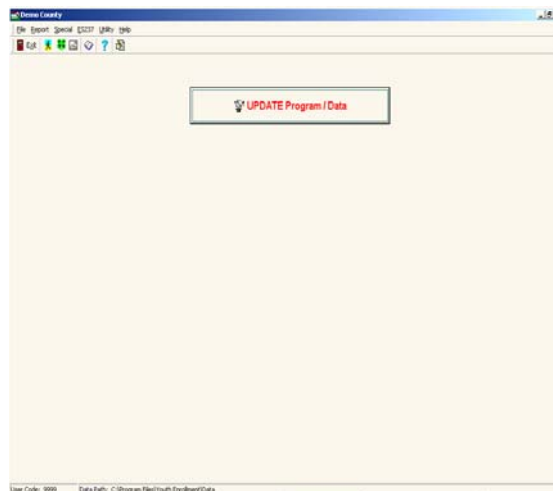
16. The **Finish Screen** will now be displayed.



Click *Finish*, your program is installed. Proceed to Step 18.

17. Click on the **Youth Enrollment icon** to open the Youth Enrollment program. The opening screen should display **Version 2.6**.

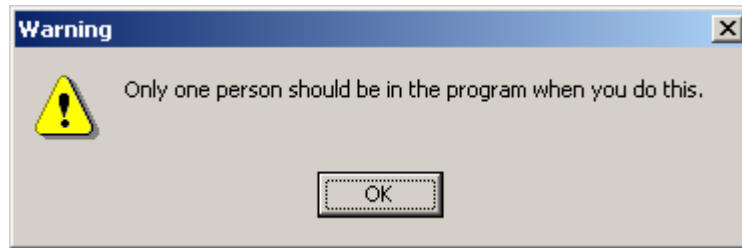
When the program opens for the first time, the following screen will display.



Click on *Update Program/Data*.

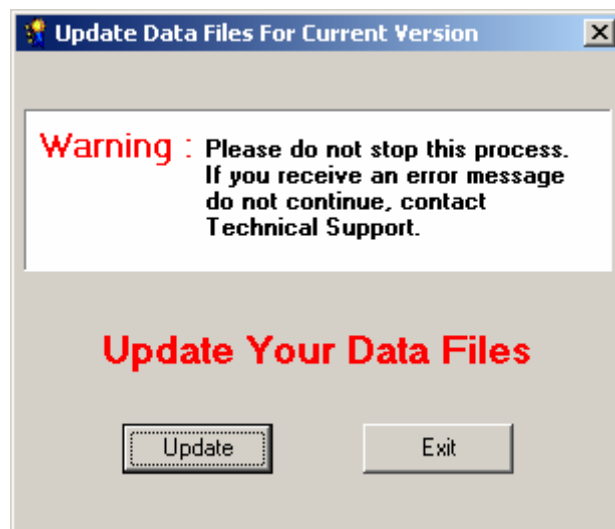
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The following Screen will display.

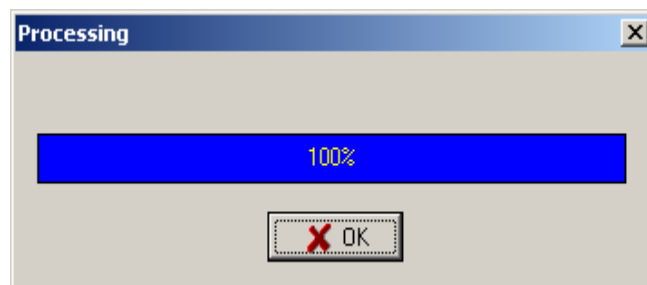


Insure there are no other users in the Youth Enrollment Data. Click *Ok*.

The following Screen will display.



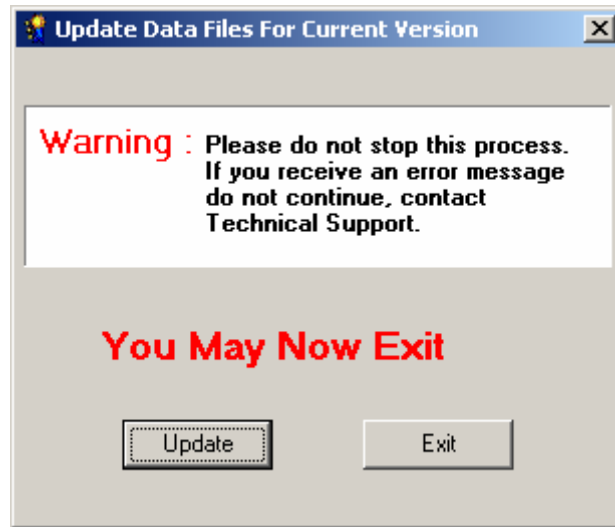
Click on *Update*. This will update your current data files to Version 2.6.



Be patient while your databases are restructured as required.

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The following Screen will display.



Click *Exit*. Your database update is now complete.

To reset the program properly, close the Youth Enrollment at this time. Reopen the program to start data entry.

18. Congratulations on a successful installation. Youth Enrollment is now ready to be used.