

TO SEND WINBIRD RESULTS TO CRPU

- 1. OPEN WINBIRD PROGRAM**
- 2. GO TO PRINT REPORTS (CLICK LEFT MOUSE) Top right of screen**
- 3. GO TO CU SPECIAL YEAR BOOK (CLICK LEFT MOUSE)**
- 4. CLICK ON IMPORT RESULTS TO WORD**
- 5. SET NUMBER OF LINES TO IMPORT (left side of screen shows 1000 change to suit your number)**
- 6. GO TO WINCLUB, FED OR COMBINE (DOUBLE CLICK LEFT MOUSE)**
- 7. DOUBLE CLICK ON ORGANIZATION NAME**
- 8. HI-LITE FIRST RACE AND IMPORT FILE**
- 9. WHEN RACE IS IMPORTED TO RIGHT SIDE OF SCREEN CLICK O.K.**
- 10. DO ALL RACES (ONE AT A TIME)**
- 11. WHEN ALL RACES ARE IMPORTED GO TO WRITE TO WORD**
- 12. (LEFT MOUSE CLICK)**
- 13. WHEN WRITE TO WORD IS FINISHED**
- 14. GO TO FILE “ SAVE AS”**
- 15. SAVE TO MY DOCUMENTS SAVE AS OLD BIRD OR YOUNG BIRDS (current year)**

Your races are now ready to be sent to the CU by email.