Installation of Main-Events based on Access 2007

The older Main-Events program was based on Access 2002 which is now close to 9 years old but it does work well still. If you are happy with that version and aren't keen to change at the moment, then we suggest you stay with the Upgrade for XP until you move to a new computer. Contact support@main-events.co.nz for an XP version of the upgrade or a new full installation based on XP.

However, if you are now working with Office 2007 or 2010 or have a newer computer with Windows 7, you should move to the Access 2007 version of Main-Events as soon as possible. You will find it familiar to other Office applications in that it used the ribbon toolbar system at the top of the screen. If you see a ribbon similar to below when working in WORD, then you have Office 2007 or later.
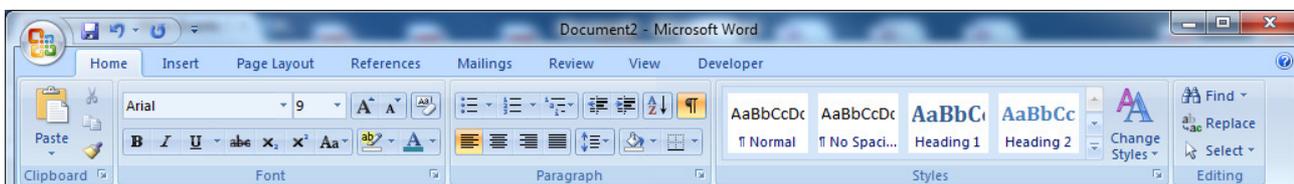
Upgrade an existing Access 2007 version of Main-Events program?

If you have already been working with Main-Events under a later version of MS Access, you only need to update the program and demodata files with each upgrade.

1. Make sure the Main-Events software isn't running on your machine. Click on the link
   http://www.main-events.co.nz/downloads/Upgrade_Main-Events_New.exe
2. A small window will open. You will then be prompted to SAVE or RUN. Choose RUN if you can – you will have to answer a question about this being a trusted source to which you say YES you trust this site.
3. The program will open a small WinZip Self-Extractor window similar to the following (right)
4. Click on UNZIP and then when the files are unzipped successfully with a message to that effect, click on OK and then CLOSE.
5. Open the program the usual way. REMEMBER, every time you upgrade your software, the program is linked to DEMODATA so you have to swap back to the REAL DATA on the lower part of the screen or use the DATA LINKS area of the Professional version to pick your data file.
6. The winzip extract only replaces the program file, demo data, blank data and the webdata file. Your data (provided you are not using demo or blank data) will be safe!
7. You are done! Read the latest upgrade notes for what has changed.
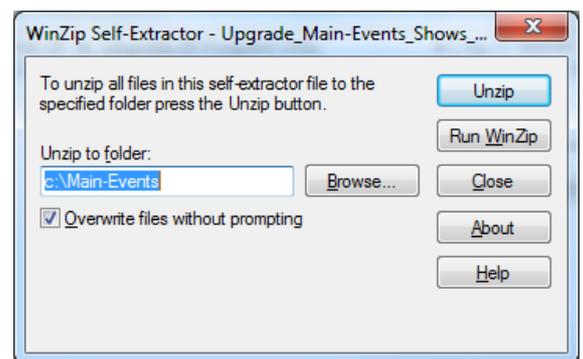
Moving up to the Main-Events for Access 2007 or later?

Follow the steps below which will take you through the steps to firstly install the Access 2007 runtime and PDF Writer from the Microsoft website if you need to.

Do you have a previous XP version of Main-Events installed?

If yes, then you need to move on to 2007 and will need to do the following:

1. Ensure you have a backup of your data
2. Uninstall Main-Events using your CONTROL PANEL > Programs and Features
3. Delete the folder c:\Program Files\ Achieve-IT (you may need to SHOW PROGRAM FILES to do this)
4. Then follow directions below.

Do you have MS Office Access 2007 or 2010 installed?

Check under ALL PROGRAMS from your start button and look for Microsoft Office and open that to see the list of Office applications you have installed. **MS Access 2007** (or 2010) will be at the top of the list.

1. If you do then you will can skip to the next page.

If you don't have MS Office Access 2007 or 2010 installed

2. BEFORE you install the new Main-Events, use the following link to go to the Microsoft website to download and install the Access 2007 Runtime application.

    http://www.microsoft.com/download/en/details.aspx?id=4438

    IMPORTANT - Be sure to also install the **Microsoft Save as PDF or XPS Add-In** which is on the same download instruction page.
3. Then follow directions as for a new installation below.

New installation?

All new installations of the software on a new machine or hard disk should be in the Access 2007 version as we move ahead. Your data file remains in the older format as the newer version of the software will work seamlessly with data in the Access 2002 format. Where you have several programs being used over a network, they can be different versions of program as both old and new can access the same data file.

PLEASE NOTE – a new installation is always the Standard version of the software. If you are a Professional user, you install the Standard version and apply to support@main-events.co.nz for a License number to upgrade to the Professional at no additional charge.

To install the software on a new machine or reformatted hard drive

Click on the following link and follow directions on screen. It is quite straightforward.

http://www.main-events.co.nz/downloads/Install_Main-Events_Standard.exe

IMPORTANT - Choose to SAVE the download file to your computer – watch where it is saved … usually to a **Downloads** folder on your computer. To start the installation, click ONCE with your right mouse button on the file name *Install_Main-Events_Standard.exe* (or *Professional* as ordered) and from the shortcut menu that appears choose to RUN AS ADMINISTRATOR. This is important as if you don't have
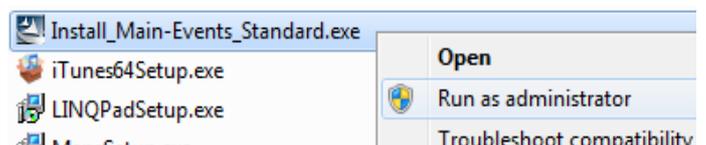
administrator permissions to install software on your computer, the installation will not be able to find/copy files to the installation folder.

You may notice that by default the installation will say it is installing to d:\Main-Events but in fact, we install on the C:drive. We don't advise it, but if you want the program on a different drive, then copy the whole folder to that location and reset the shortcuts.

Once installed as new on your computer - apply upgrade!

IMPORTANT – once you have completed the full installation, you should then apply the UPGRADE using the instructions on page 1 of this notice. The upgrade is always the very latest version where the full installation is the program as at the start of each season.

Other considerations with Access 2007

Trusted Locations and warnings on opening

If you have warnings each time you open the program, you might need to set the whole c:\Main-Events folder as a trusted location under Office. This is part of the security implemented over recent years with Microsoft. You can just OK the messages and proceed to open the program and it works fine – but it does get tedious to answer the questions each time.

If you are installing the Main-Events Program using this full installation program, the Trusted Locations will be setup for you in the Windows Registry provided you have installed to the c:\Main-Events folder as the default.

In either case, if you are still getting these warnings, then email support@main-events.co.nz for a small install program that will set the Trusted Location for you within the Windows Registry.

How do I know that it is Access 2007 version and not Access XP

If you have a **Main-Events** and **Print** ribbon at the top of the screen, it is Access 2007.

If you try and open the Access 2007 version under Access XP, you will get error messages and the software will not start.

Vice versa, if you try and open the *Access XP* version under *Access 2007*, it will open but with error messages saying that it can't "*run a macro or callback function OnRibbonLoad*". You also won't have the **Main-Events** and **Print** ribbons at the top of the screen. You will see the original toolbar under **Add-ins** only.

If you need any help, ring 06 378 2310 and we can talk you through it.