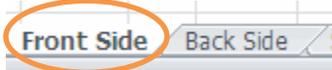


Instructions for Completing the OFFICIATING CREW GAME CARD

1. The purpose of this “e-card” is to simplify data entry. You will only need to enter your crew names, teams, coaches, times and dates once and the remaining lines self-populate for both cards. You will then print both sides and cut to size. These instructions will guide you thru the process. (Note: the spreadsheet is password protected so you can’t mess it up!)
2. Be sure your computer can run a Microsoft Excel spreadsheet. The file name is “2013 Game Card – Master.xls” Keep this as your Master copy and once you complete all the info for a specific game, either print it immediately or save it as a different file, ex: “0906 Laney at DVC.xls”.
3. Open the spreadsheet file. There are two tabs on the bottom. “Front Side” and “Back Side”. Be sure that “Front Side” is selected;



4. Fill in the areas on the screen that you see in yellow here. Click on a blank cell and fill it in. You can use the TAB or ENTER keys to move from cell to cell.

A screenshot of the "OFFICIATING CREW GAME CARD" form. The form is titled "THE ORGANIZATION" with a football icon. Below the title, the text "OFFICIATING CREW GAME CARD" is displayed. The form contains several fields for data entry, all of which are highlighted in yellow. The fields are: DATE, TIME, SITE, VISITOR, HOME, COACH, REFEREE, LINESMAN, LINE JUDGE, SIDE JUDGE, FIELD JUDGE, and UMPIRE, BACK JUDGE.

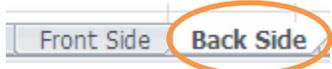
Card #1 Front

A screenshot of the "OFFICIATING CREW GAME CARD" form, similar to the one above. In this version, some fields are populated with data: DATE is "01/00/00", TIME is "12:00 AM", and SITE is "Q". The COACH field is highlighted in yellow. Other fields like VISITOR, HOME, REFEREE, LINESMAN, LINE JUDGE, SIDE JUDGE, FIELD JUDGE, and UMPIRE, BACK JUDGE are also present but not highlighted.

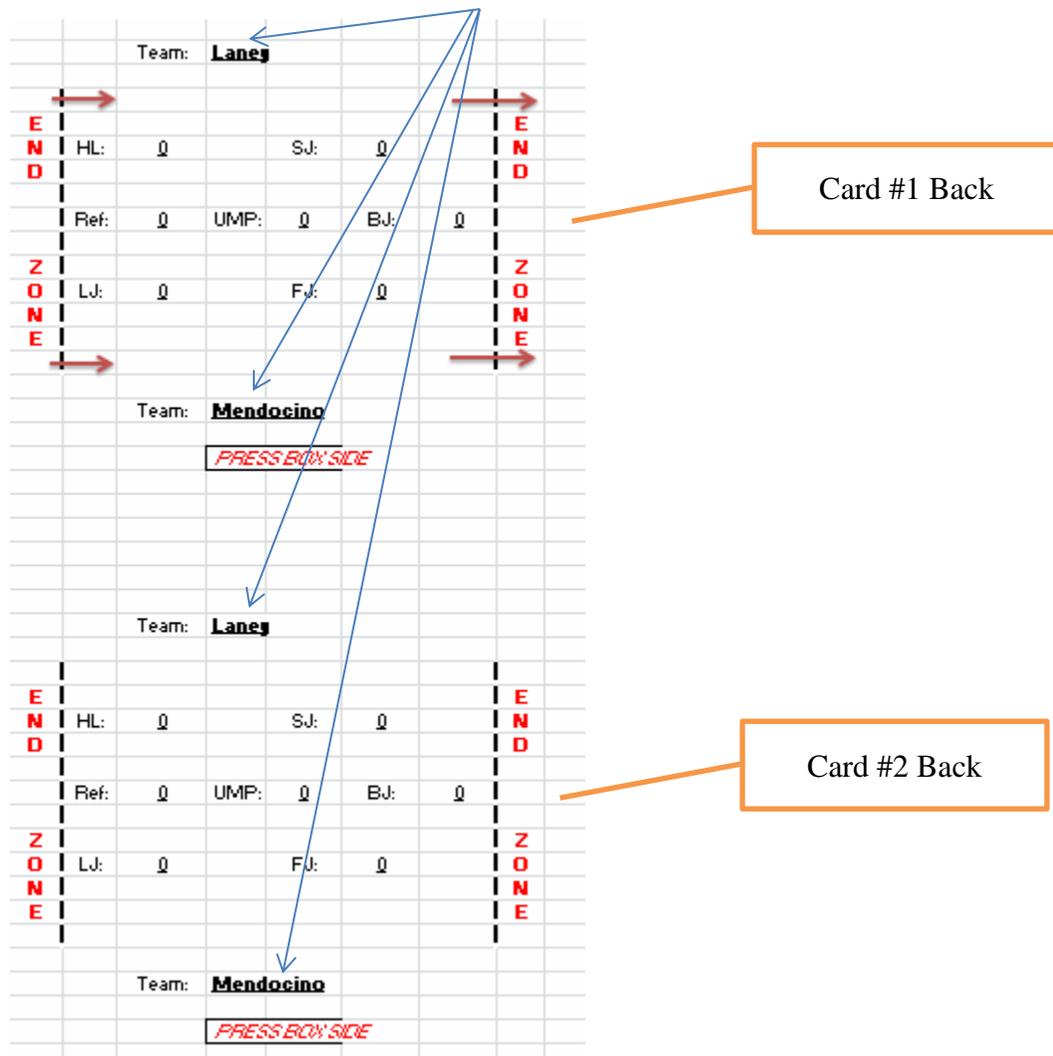
Card #2 Front

Don't forget to insert the other head coach name on the second card too! Once you have completed the 14 blanks, both cards and both sides should be populated.

5. Now click on “Back Side”



6. Proof read the team sidelines. 95% of our fields have the visitors across from the press box. If your venue is the opposite, you can change the team names and get them on the appropriate sidelines.



7. Now it's time to print. First, get some card stock paper (65 lb paper is a good card stock weight) that will work with your printer. All printers are different so you might need to experiment. The easiest way to do this is one side at a time. Select "Front Side" and then "Print". Select "active sheet" only. This will print the front side first. Then insert that same page of card stock into the printer and select "Back Side", "active sheet" and then print. Once you get the hang of it, both sides should be facing up the same way and you will be ready for step #8.
(Advanced printer capabilities: some of you might be better with your printers and know that dual-side printers can automatically print both sides of the paper. To do that, select "entire workbook" and "duplex (2-sided) printing" and your printer will do both sides automatically.)
8. Cut to size. These should be a little larger than the cards we have used in the past, but they are still portable and presentable.