

DIRECTIONS FOR PRINTING EVENT CARDS WITH NAMES ON THEM

1. Open the Blank Score Sheet and locate the tab at the bottom labelled "ScoreSheet".
2. Type in roster the same way you would normally write in the roster. If you are leaving a lane blank, put a space in the cell so a "0" doesn't print on the event card.
3. Change the header by going to view header. Change the date, swim meet, and distance.
4. After you have completed the entire roster, click on the tab labelled "Scorers Sheet".
5. Preview the cards by hitting print preview. Any events that have a "0" in the box can be fixed by putting a space in the field on the actual score sheet.
6. Print the cards, should be 37 pages. Make sure your page is set up for landscape printing.
7. Cut the cards in half long ways.
8. Reorder the cards, it should go Events 9-35, 1-8, 61-62, 36-60, 63-70 with two blank cards as extra after event 60.

DIRECTIONS FOR PRINTING LABELS FOR EVENT CARDS

1. Purchase Avery 5167 labels, I purchased the staples brand.... Cheaper.... Must be ½" by 1.75".
2. After typing in the lineup in the ScoreSheet tab of the Blank Score Sheet, open either the Home Label file or the visiting label file depending on if you are the home or visitor.
3. When you open the word document, click on the word mailings at the top of the screen, then click on Start Mail Merge, then click on Step by Step Mail Merge Wizard.
4. It should open up with Select a different list, click on that and find the file you saved of the ScoreSheet.
5. When you click on the file, a box will open up. Click on the one that says Awards.
6. A new box will come up that allows you only pick the rows with names in it. Click the check mark at the top of the box which will UNCHECK all the checkmarks. Then recheck the ones that you have a name in the box. If you are the visitor, you will have to scroll over to see the names you typed.
7. Once you have clicked all the names, click okay.
8. Then Click the next button in the bottom right corner until you see the print option come up. (you should click it a total of 3 times).
9. Print your labels and enjoy.

If you have any questions or problems, please email or call
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