

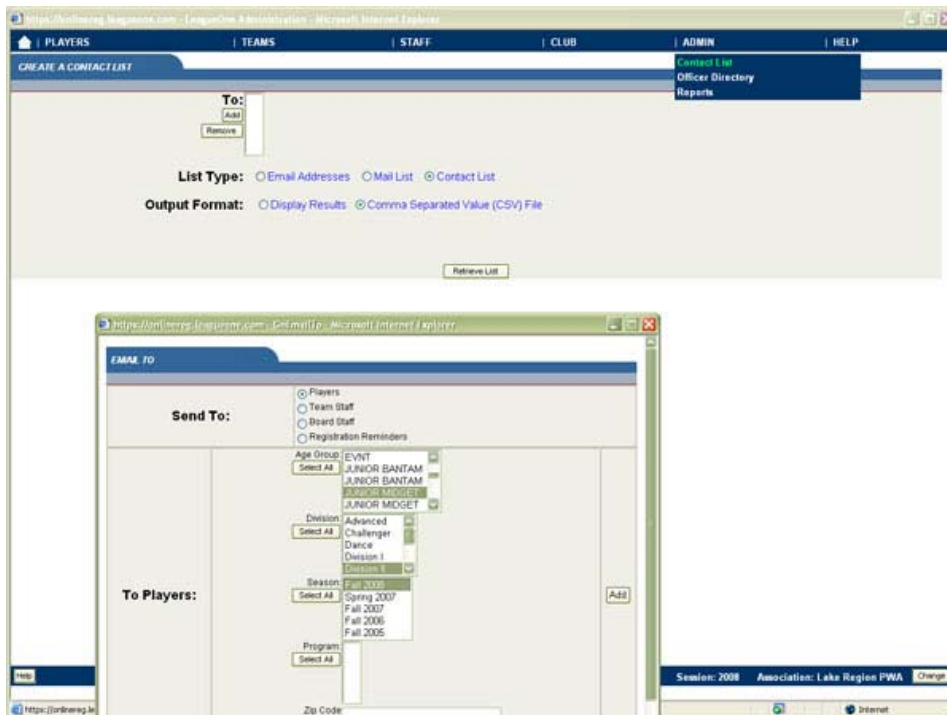
# Mandatory Play Reports

Remember that Mandatory Play Reports are required for the August 30, 2008 game. Since Rosters will not be Approved until the next week, you will have to complete the forms manually.

After your teams are in the data base, you can easily copy and paste their names

Select the <ADMIN > Button from the top Navigation bar, then chose Contact List.

Click in the **Send to: Add** complete the list. Then complete for the team you are requesting. Then <ADD> Button.



Under List type Select **Contact List**

Output format: Select **Comma Separated Value**.

**Then Press the Retrieve List Link.**

Once the list has been compiled another window will pop up that says “Click here to download your CSV extract”. Open the file. It should open and be a total mess in Excel or whatever Spreadsheet Software that you have. Delete all the columns except the last name (If you have two children with the same last name, then put their first initials in the same field with their last name example:

|            |            |        |
|------------|------------|--------|
| SAPP NOLAN | Change to: | SAPP_N |
| SAPP ETHAN |            | SAPP_E |

Insert a column in FRONT of the Name list, add the child’s Jersey number here, and then sort by Jersey number. Copy this sorted list into Mandatory Play Report, and add the borders to the columns. Then finish filling in the team info like O/L info and the info needed at the top of the report. Mandatory Play Reports are available for download on the Pop Warner Site.