

## **CLUB TEAMS PARTICIPANTS REPORT INSTRUCTIONS**

- Run a Participant Report for both Winter 2024 Junior/Seniors, and for Net Set Go.
- Add both together on an Excel Spreadsheet.
- Highlight the whole Spreadsheet (Control A)
- On the spreadsheet menu – go to DATA – SORT
- Add 3 Levels:
  - TEAM – Cell Values – A-Z
  - ROLE – Cell Values – Players, Team Manager, Coaches (in custom List)
  - LAST NAME – Cell Values – A-Z
- Click OK
- Get rid of all columns except, First Name, Last Name, Profile ID, DOB, Role, Team, Grade, Status, Photo Consents (4 columns)
- Send to JNA office by 7pm 26<sup>th</sup> March 2024