

## **CLUB TEAMS PARTICIPANTS REPORT INSTRUCTIONS**

- Run a Participant Report for both Winter 2025, Junior/Seniors, and for Net Set Go.
- 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)
- Please add another Column next to Grade and call it 2024 Winter Grade (and fill in the details against the participants that you have the relevant information for).
- Save as an Excel form
- Send to JNA office by 25<sup>th</sup> March 2025