

CLUB TEAMS PARTICIPANTS REPORT INSTRUCTIONS

- Run a Participant Report for both Spring 2026, 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 Consent
- Please add another Column next to Grade and call it 2026 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 15th September 2026