

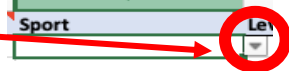
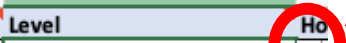
*****PLEASE make sure to use the 2021 EXCEL TEMPLATE when filling out your HOME SCHEDULE*****

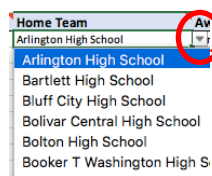
Dear Coaches,

Below you will find the instructions for the 2021 Volleyball Match Template that you will be using this year to submit your schedules. You MUST submit all **HOME MATCHES** via this form. PLEASE PRINT THIS INSTRUCTION SHEET FOR REFERENCE. The template utilizes drop down menus [see below]. You must use the drop down menus to select everything except date and time.

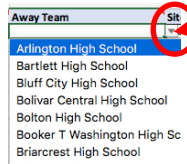
Download the attached 2021 Excel template found in the email to your computer.

1. START BY inputting ALL your **HOME MATCHES BY DATES** [important if you have multiple teams Varsity, JV, Freshman, etc.]

- Date--**REQUIRED** 9/12/21 (NOTE FORMAT -- month, day, year)
- Time--**REQUIRED** 6:00 PM , (NOTE FORMAT- must list hour: minutes [SPACE] PM or AM, all CAPS)
- Sport--**REQUIRED** --use the **drop down list** and choose **VOLLEYBALL** 
- Level-- **REQUIRED** --choose **APPROPRIATE LEVEL** - **Varsity, JV, Freshman, Middle School, etc** from the **drop down list** 



- Home Team--**REQUIRED**—Use the **drop down menu** and choose the team listed on the master schedule. **DO NOT make up your own names for teams as it will add multiple teams when we import your schedule or may not import at all!**
- Away Team--**REQUIRED**— Use the **drop down menu** and choose the team listed on the master schedule. **DO NOT make up your own names for teams as it will add multiple teams when we import your schedule or may not import at all!**
- Site--**REQUIRED**--PLACE WHERE MATCH IS PLAYED ex: Lily High School
- Sub-Site— **REQUIRED**--Using the drop down menu, Choose site ex: Court 1; Gym, etc., **Do NOT choose "Use Home Team Defaults- your schedule will not import!"**
- Bill To--**NOT REQUIRED**--LEAVE BLANK!



2. **Save as** YOUR SCHOOL NAME with 2021: example: Lily High School 2021

3. Email the renamed **Excel template** back to Mickey Pitts at pickeymitts@gmail.com by **July 1, 2021**

4. **There will be a late schedule fine of \$50.00 for schedules not turned in by this date.**

5. If you have any questions about filling out the template, please contact Janet Daleke at 901-619-4282 or JMDaleke@yahoo.com

Please see page 2 for an example of the attached spread sheet

AutoSave OFF

2021_Volleyball Match Template

Home Insert Draw Page Layout Formulas Data Review View Tell me

Paste

Calibri (Body) 11 A^ A^

B I U

Wrap Text

Text

\$ % ,

Conditional Formatting

Format as Table

Cell Styles

Insert

Delete

Format

Sort & Filter

Find & Select

Analyze Data

Sensitivity

Share

Comments

K37

	A	B	F	G	H	I	J	K	L	M
1	Date	Time	Sport	Level	Home Team	Away Team	Site	Subsite	BillTo	
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										
13										
14										
15										
16										
17										
18										
19										
20										
21										
22										
23										
24										
25										
26										
27										
28										
29										
30										
31										
32										
33										
34										
35										

L
E
A
V
E

B
L
A
N
K