



DIRECTIONS FOR EXPORTING SCHEDULE STAR TEAM SCHEDULES

Instructions:

1. Click on Reports Button
2. Select Export As Excel
3. Choose Date Range
4. Select Events To Show On Your Schedule
5. Choose "Team Schedule"
6. Choose Option "Tourney Participants"
7. Click Print

Once given the option to open or save the file, click "Open". You may need to unblock pop-up blockers. Once you see the spreadsheet, click "File" then "Save As". Rename the file so that you can easily recognize it and be sure the name does not contain quotation marks and/or brackets. Make sure the document is being saved as a Microsoft Office Excel Workbook file by selecting the option in the drop down list near the bottom of the window. Be sure to save the file in a location on the computer where you can find it later (i.e. your desktop).