

Using the Monthly Umpire Game Report Spreadsheet

After downloading the spreadsheet template from the Fauquier Babe Ruth web site, save it on your computer. Make a copy for April 2009. Name the copy after your name and month and year. Say you are our esteemed instructor, Bill Townsend. Name the file: BTownsendApr09.xls.

Open the file BTownsendApr09.xls:

1. Go to cell B1 and change **Your Name** to your personal name, as in the above example change to Bill Townsend.
 2. Go to cell D1 and change the month from **Apr** to the month you want to report. Say you are creating the spreadsheet for June, change to **Jun**. Use the standard 3 letter abbreviation for the month.
 3. Go to cell B34 and change **Your street address** to your address. Example: change to 1223 First Street
 4. Go to cell B35 and change **City, State, Zip** to your city, state, and zip. Example: Warrenton, VA 20186
- Note: steps 3 and 4 are important as we are planning to mail each months checks.

Using the spreadsheet

1. Open the spreadsheet.
2. Move to the first available line. The first line on a new spreadsheet is line 4.
3. Under **DATE**, put in the date of the game in mm/dd/yy format. Example: 04/18/09
4. Under **LEVEL**, click the cell. A small box will appear with a down arrow. Click this. A drop down list of age groups will display. Pick the correct age group for your game.
5. Under **FIELD**, click the cell and then the small arrow box. Click the field your game was play on.
6. Go to **No. Games**, note that the **FEE** field is automatically filled. Enter the number of games done at that field and for that age group.
7. If the game was rained out or was forfeited before starting, go to **Adjustment**, click the cell and the down arrow box. Click ".5" for half fee.
8. **Due** is automatically filled.
9. Under **PARTNER/Other**, enter your partner's name and any other thing you might think is important.

After each week is completed (week ends on Sunday) and at the end of the month, email the spreadsheet to Don Hoeting at: donald_hoeting@ao.uscourts.gov