



BLUE SOMBRERO HOW TOS: PRINTING PLAYER CARDS



BEFORE YOU BEGIN: Player cards need to have a photo of the player included on the card. Blue Sombrero will use existing player photos on the cards if they have been added to the players account. We recommend adding player photos to the players' accounts before printing cards. Parents can add player photos by following the instructions in the document: [RMS HOW TO: Adding player photos](#).

Photos can also be cut and glued onto cards after printing but prior to lamination.

1. Log into your account and go to "REPORTS > ROSTER > 8. PLAYER CARD REPORT".

7	Team Registration Status Report This report only shows data for team registration programs. View it to see how many players have accepted their invites for each team.	View
8	Player Card Report This report only shows data for team players.	View
9	Volunteer Card Report This report only shows data for volunteers.	View

2. Navigate to your Program and Division and Team, then select "VIEW REPORT".

Player Card Report

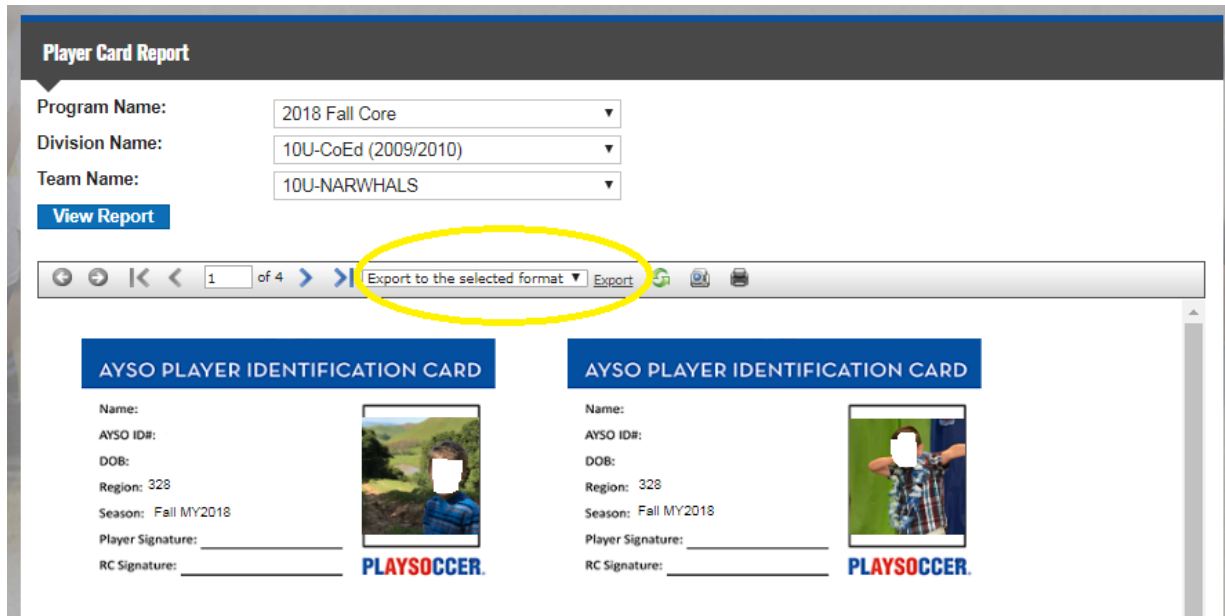
Program Name: 2018 Fall Core ▼

Division Name: 10U-CoEd (2009/2010) ▼

Team Name: 10U-NARWHALS ▼

[View Report](#)

3. Select desired format (PDF for most) and select "EXPORT"



4. Player cards will be set up to print two sided. After printing have the cards reviewed, approved and signed by the RC and then laminate. Player signatures are OPTIONAL, but RC will need to sign the ID cards as well as the official tournament roster.



You're all set!