

## Card Instructions

### APRICOT JAM Tournaments

#### **Where can I get the templates?**

The templates are available as either an Excel file (.xlsx) or a fillable Adobe Acrobat file (.pdf) on the Moorpark AYSO website (Moorparkayso.org)

#### **How do I complete the cards?**

- Download either template (Excel or Acrobat) and open the file.
- You will only be able to change the fields on the first card. The information you enter will be copied to the other two cards on the page.
- Division and Region # must be exactly as assigned by the Tournament (e.g. something like B12U for division, 363 for Region ). Do NOT use any identification except what is shown on the schedule for your team.
- Both coaches' names must be entered
- All players on the roster must be entered **IN JERSEY NUMBER** order with their first and last names.
- Print two copies of the completed form use "landscape orientation" and with two sided print using the "flip on short edge" option. You **MUST** print on letter size (8-1/2" x 11") card stock (65#) available from Staples or any office supply store.
- Cut on the three dashed lines (two vertical and one at the bottom of the cards)

#### **My game cards came out tiny. What should I do??**

If your game cards look too small, it is most likely because you are printing them in portrait mode. Try again and make sure you have the orientation set to "landscape orientation" when you print.