AYSO Printable Official Lineup Instructions

To use the printable AYSO Official Lineup Cards you will need the following:

- AYSO Official Lineup Card stock – available from the AYSO Supply Center (Reorder #CS004P-7)
- A printer that can print legal size paper
- Adobe Reader loaded on your computer. If you do not have Adobe Reader you can download it free by following the guidance on AYSOHELP

TO FILL-IN AND PRINT AYSO OFFICIAL LINEUP CARDS PROCEED AS FOLLOWS

1. **Download** the pre-printed Official Lineup Card front side from AYSOHELP

    http://www.aysohelp.org/forms/AYSO-LINEUP-CARD.pdf

2. The font side of the Official Lineup Card will display. The back side is already printed.

3. Once you enter information on card 1 cards 2, 3, and 4 will be automatically filled in except for *Dates and Opposing Team Names* which are filled out on each card as desired or may be entered in pen after the cards are printed.

4. **Enter the REGION number on card 1**

NOTE

You can use the Tab Key to advance to the next field that needs to be filled in on the Lineup Card, or you can use your mouse and click on the area after the item and fill in the information. These instructions are written using the Tab Key which proceeds step by step through the Lineup Card

5. **Click Tab** and you will be taken to the fill-in block for the age group. **Enter the age group** (e.g. U-12G)

6. **Click Tab** and you will be taken to the fill-in block for the TEAM #. **Enter the TEAM #**

7. **Click Tab** and you will be taken to the fill-in block for the TEAM NAME. **Enter the TEAM NAME**

8. **Click Tab** and you will be taken to the fill-in block for the COACH'S NAME. **Enter the COACH'S NAME**

9. **Click Tab** and you will be taken to the fill-in block for the ASST COACH'S NAME. **Enter the ASST COACH'S NAME**

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10. **Click Tab** and you will be taken to the fill-in block for the No. of the first player. **Enter the No. of the first player**

11. **Click Tab** and you will be taken to the fill-in block for the first player's name. **Enter the first player's name**

12. **Click Tab** and you will be taken to the fill-in block for the No. of the next player. **Enter the No. of the next player**

13. **Click Tab** and you will be taken to the fill-in block for the next player's name. **Enter the first next player's name**

14. **Repeat steps 12 and 13** to fill in all the players' numbers and names on the Lineup Card. Once complete you can either (1) print the Lineup Cards (Step 24) and enter the game dates and opposing teams' names in pen after the cards are printed or, you can enter the dates and opposing teams names prior to printing. (Steps 15 – 23)

15. After all the players numbers and names are entered you can click the Tab Key repeatedly or use your mouse and click on the area after the date on the first game card to enter the date

16. **Enter the game date on card 1**

17. **Click Tab** and you will be taken to the fill-in block for the Opposing Team on card 1. **Enter the Name of the OPPOSING TEAM**

18. **Click Tab** and you will be taken to the fill-in block for the date on card 2. **Enter the date of the game on card 2**

19. **Click Tab** and you will be taken to the fill-in block for the Opposing Team on card 2. **Enter the Name of the OPPOSING TEAM**

20. **Click Tab** and you will be taken to the fill-in block for the date on card 3. **Enter the date of the game on card 3**

21. **Click Tab** and you will be taken to the fill-in block for the Opposing Team on card 3. **Enter the Name of the OPPOSING TEAM**

22. **Click Tab** and you will be taken to the fill-in block for the date on card 4. **Enter the date of the game on card 4**

23. **Click Tab** and you will be taken to the fill-in block for the Opposing Team on card 4. **Enter the Name of the OPPOSING TEAM**

24. *Before printing - setup your printer to print legal size paper.*

25. **Insert the AYSO Pre-printed Lineup Card stock in your printer** so that your printer will print on that blank side on the card stock
26. **Print the Lineup Cards**
27. If you want to have the date and opposing team information printed on additional cards delete and reenter the information prior to printing the next set of cards.
28. <u>**IMPORTANT - BEFORE CLOSING THE FILE**</u> - Once you have printed the Lineup Cards you can save the front side of the card to your computer if you want to print more cards in the future. By saving the file you will keep the information you entered