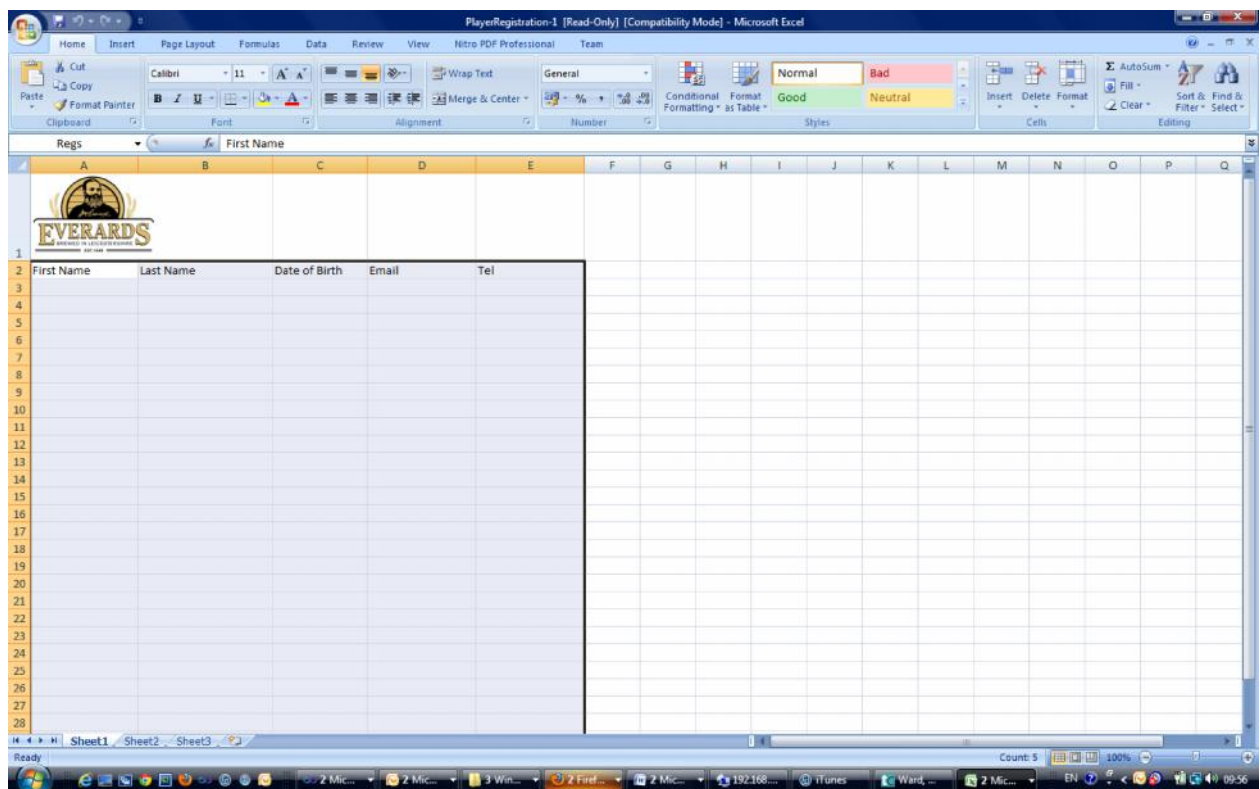
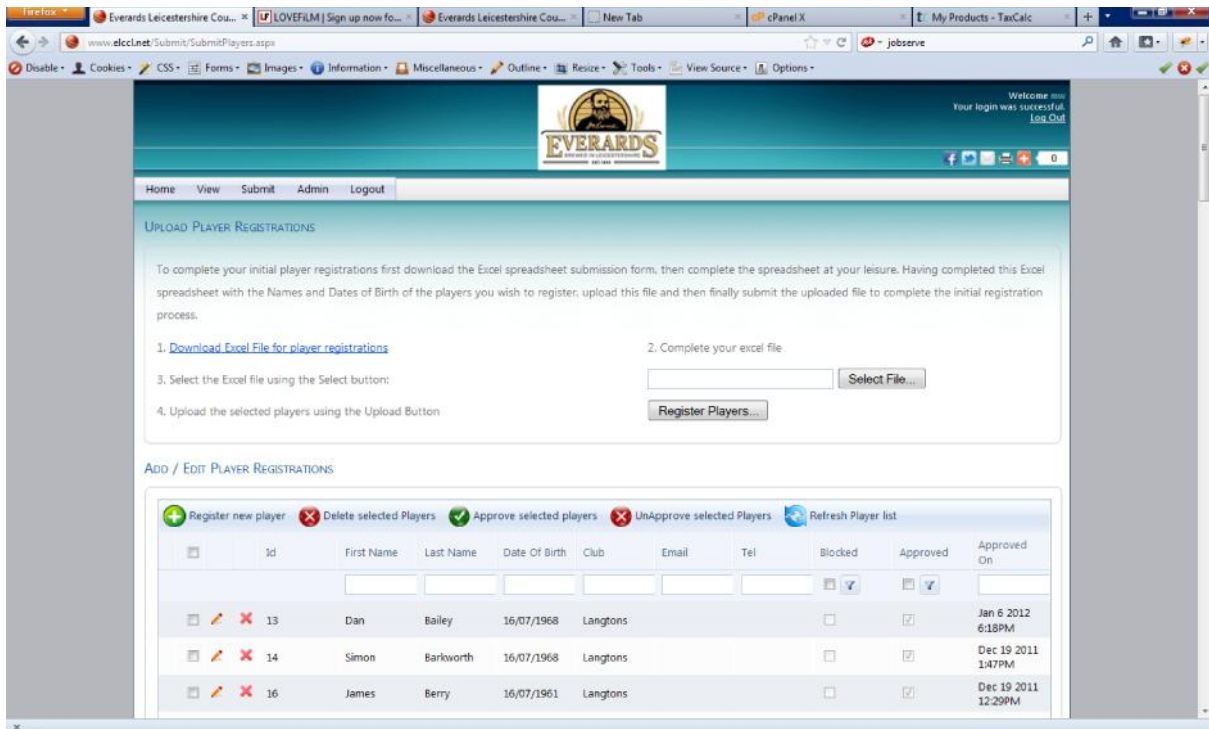


# Instructions for Initial Player Registrations

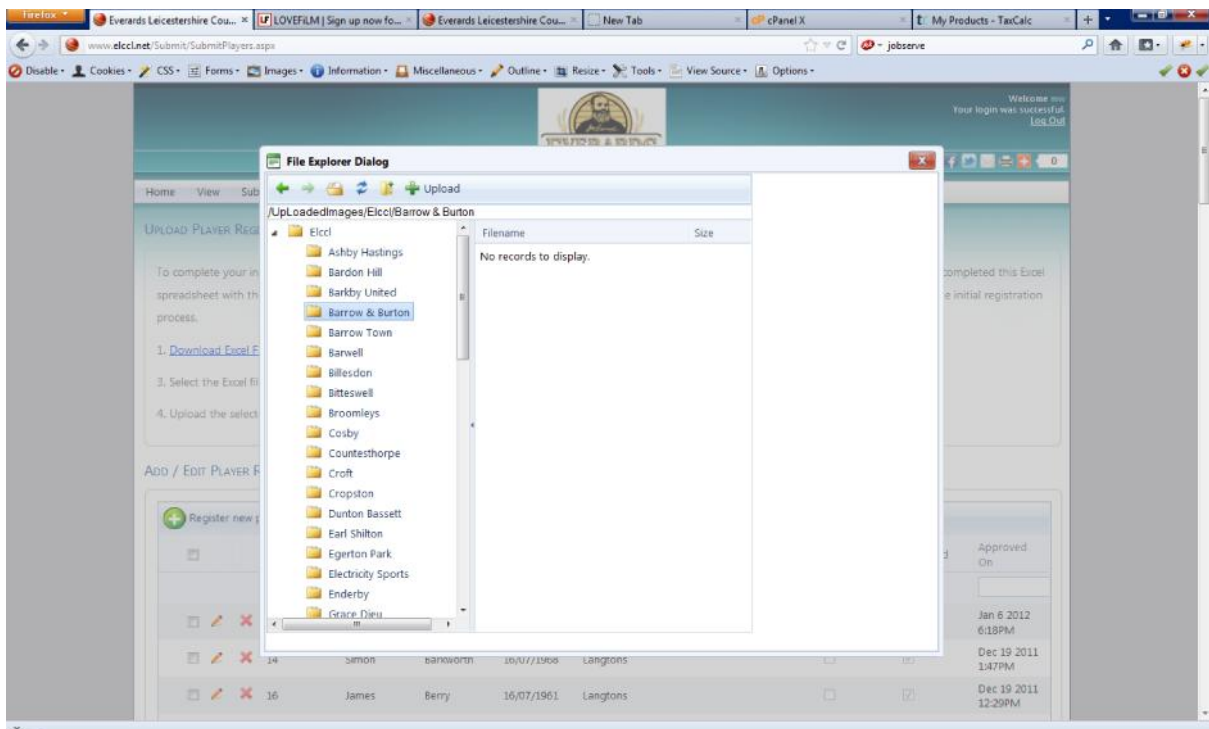
1. Download and save or open the excel spread sheet for your registrations:



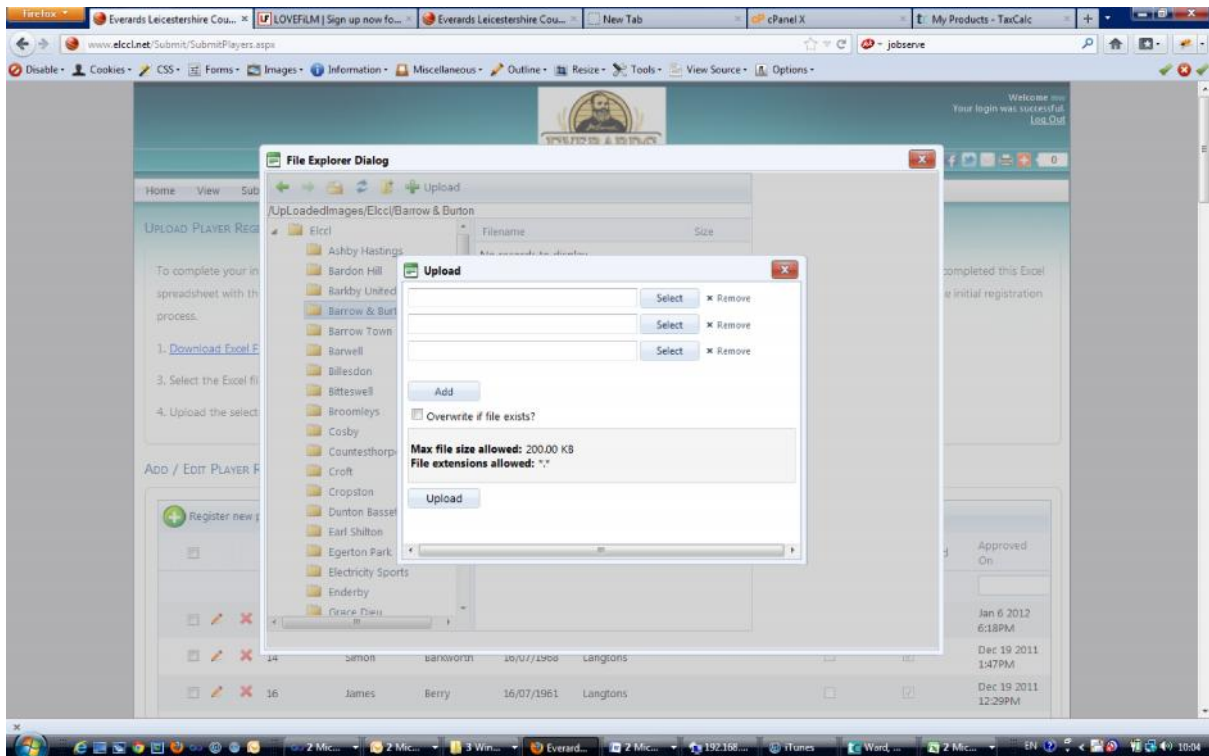
2. The excel spreadsheet is blank, you can then fill in the names of the players you wish to register (at present forename, surname and date of birth are required). Then save the file to your hard-disk somewhere.



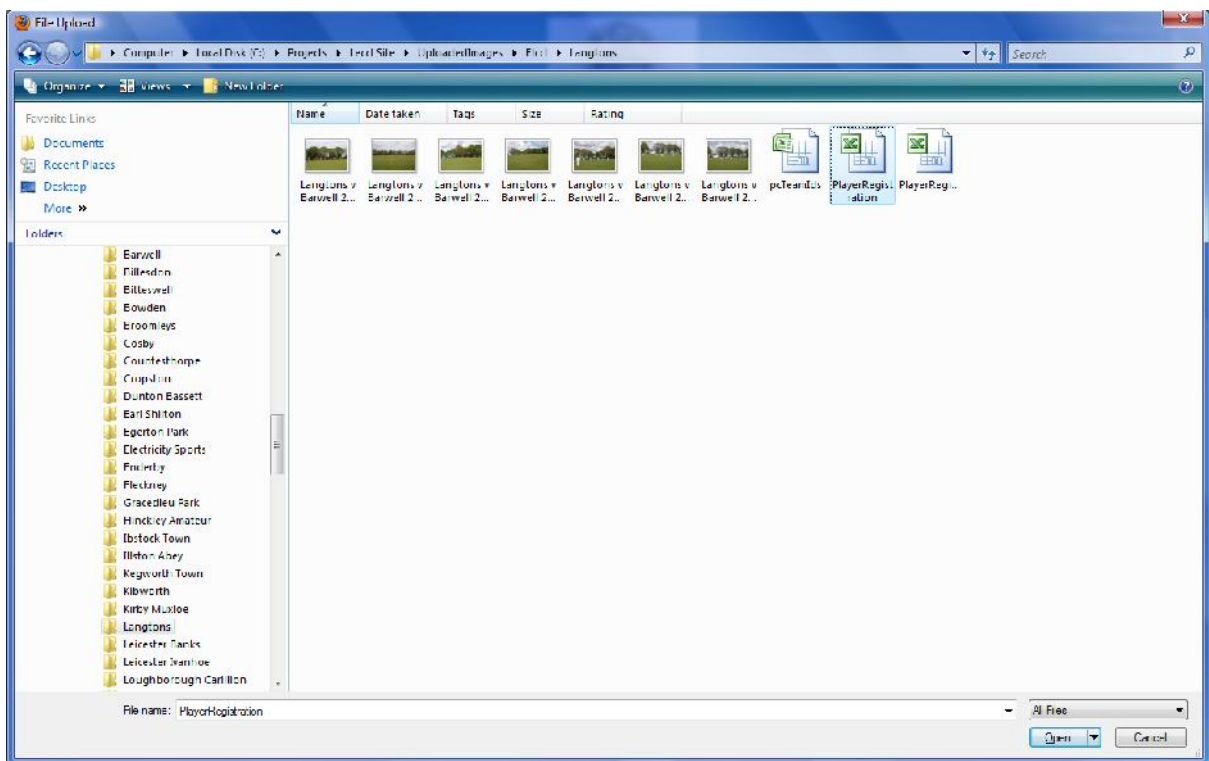
3. Press the Select File button,



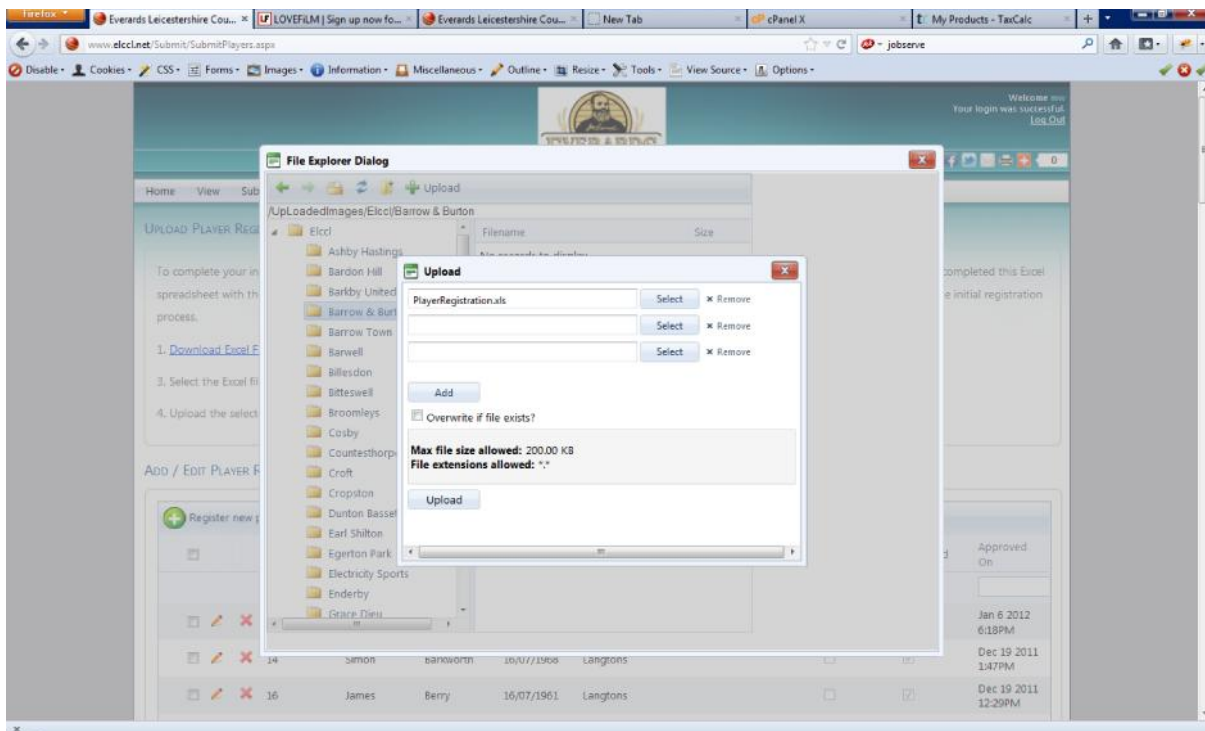
4. When the File Explorer Dialog opens, select the Upload button:



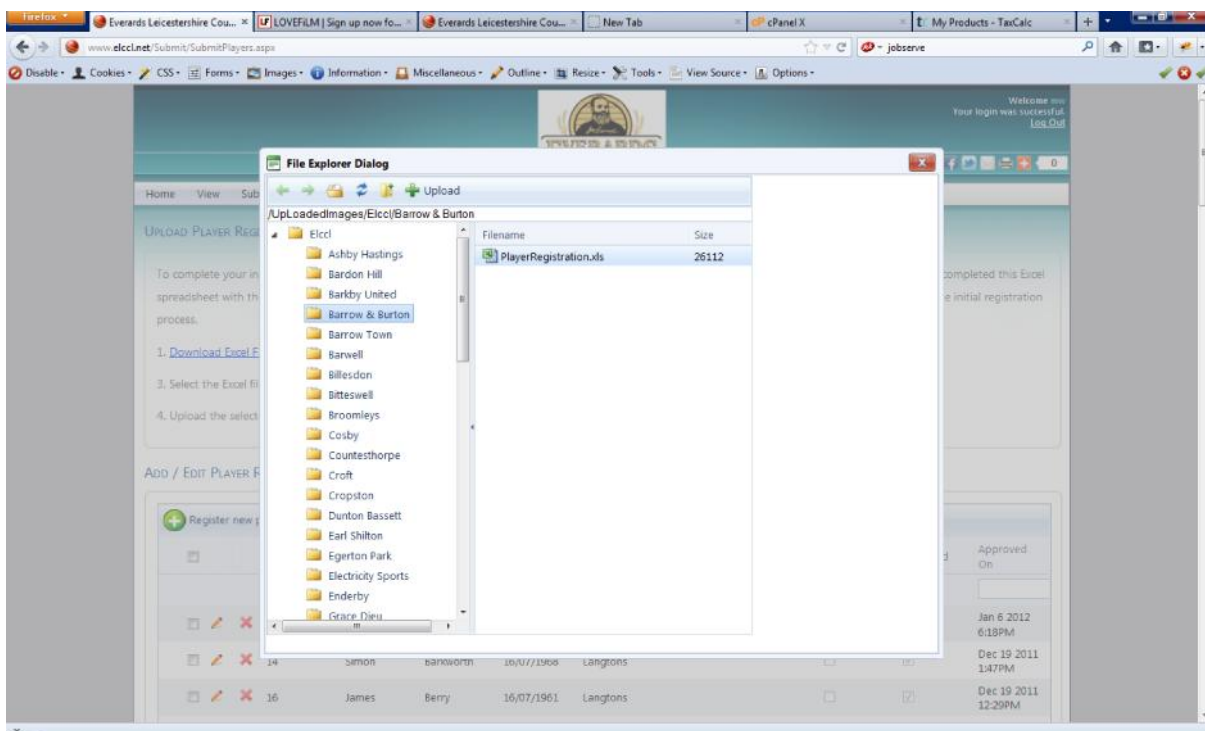
5. Now press the select button and navigate to your saved Excel file.



6. Click open.



7. Click Upload:



8. You have now uploaded your completed PlayerRegistrations.xls File

9. Double Click it to select it, The file explorer will close and the file will be selected:

The screenshot shows a web browser window displaying the 'UPLOAD PLAYER REGISTRATIONS' page on the Everards Leicester website. The page has a navigation menu with 'Home', 'View', 'Submit', 'Admin', and 'Logout'. Below the navigation, there are instructions for uploading player registrations, including a 'Download Excel File for player registrations' link and a 'Select File...' button. A 'Register Players...' button is also visible. Below the instructions, there is a section for 'ADD / EDIT PLAYER REGISTRATIONS' with a table of player data.

	Id	First Name	Last Name	Date Of Birth	Club	Email	Tel	Blocked	Approved	Approved On
								<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jan 6 2012 6:18PM
	13	Dan	Bailey	16/07/1968	Langtons			<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dec 19 2011 14:7PM
	14	Simon	Barkworth	16/07/1968	Langtons			<input type="checkbox"/>	<input checked="" type="checkbox"/>	Dec 19 2011 12:29PM
	16	James	Berry	16/07/1961	Langtons			<input type="checkbox"/>	<input checked="" type="checkbox"/>	

10. Now click Register Players to complete the registrations.

**Note:** The process will stop upon finding the first line where any of the first three fields are blank: (ie Forename, Surname, Date of Birth), subsequent lines will not be processed.