

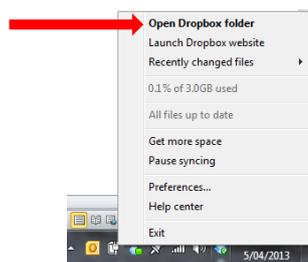


Here are some detailed instructions on how to utilise Dropbox without creating a Read only file.

1. The image below is a picture of my taskbar so it may look slightly different to yours but it should be similar enough to still make sense.
2. The best way I have found to update files on Dropbox is to ensure you use the file saved in the Dropbox folder on your computer (not accessing via the website) to do this click on the Dropbox icon you should see on the far right of your taskbar which looks like an open box



3. When you click on the box you will get the options as shown below.
4. Select "Open Dropbox Folder"

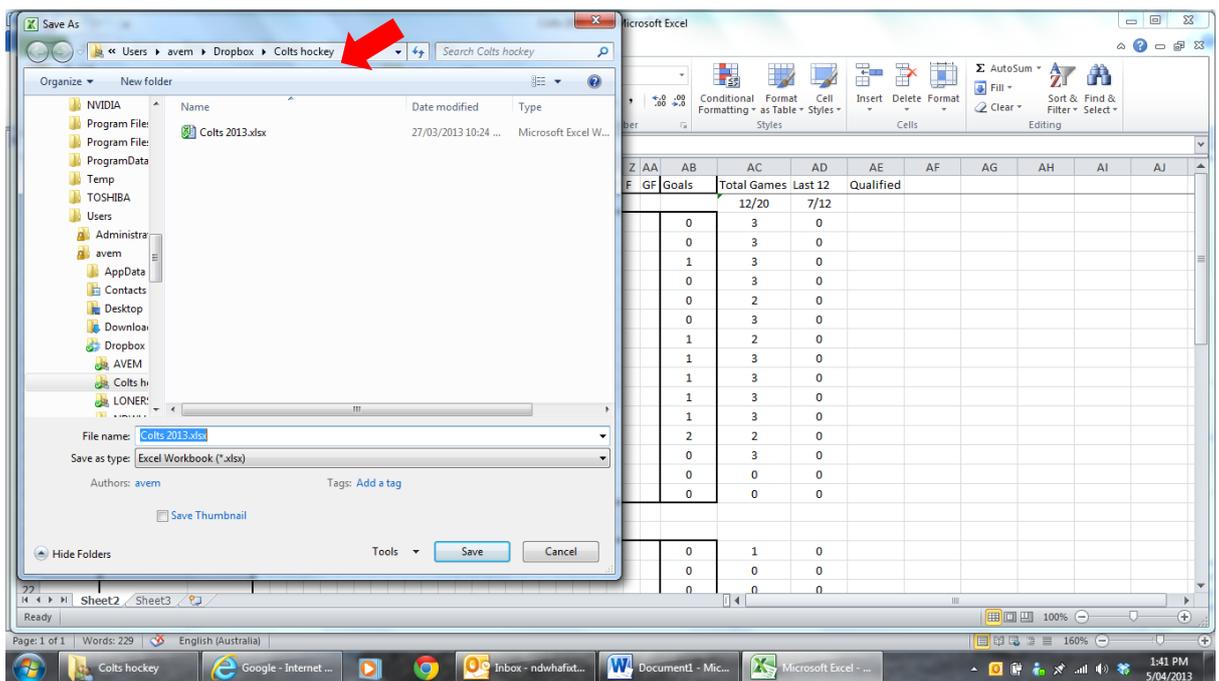


5. This will then open up your file explorer and you should see the folder "Colts Hockey" If you look in the title bar of the folder it will also show you the location of the folder on your system.
6. Open the Colts Hockey folder, Open the Colts 2013 excel file. You may need to select "enable editing" which is written in yellow on the excel spreadsheet due to it being an online file.

Number	Surname	First Name	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG	AH	AI	AJ
1			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	SF	F	GF	Goals	Total Games	Last 12	Qualified					
2		G4																									12/20	7/12							
3	GK	Dimmock	Nat	0	0	0																					0	3	0						
4	2	Hayes	Cath	0	0	0																					0	3	0						
5	4	Ingram	Melissa	1	0	0																					1	3	0						
6	6	Henderson	Penny	0	0	0																					0	3	0						
7	7	Robbs	Lisa	0	0	x																					0	2	0						

7. Once you have selected this you will be able to edit as required.
8. When you go to save, select Save As and ensure it is saving into the dropbox folder, if it is saving someone where else you will need to know where the Dropbox file is, which you will have seen from when you first accessed the dropbox folder. Obviously the location on your

computer will be different to mine, but it should be something roughly (minus the AVEM which is my computers name) like this:



9. Once you have saved the file in here it will update on the website which you can go on and check.
10. Let me know if that doesn't work. 😊