



### How to correctly complete Playing Roster

1. Open file "Playing Roster 2016"
2. Scroll down to find the sections for the correct grades, eg. PL, G2, G3, G4 etc
3. For each grade you have a team in you need to complete player shirt, surname, first name for all your players.
4. If you have multiple teams in the same grade you will need to copy and paste in an extra section for that team list
5. If you do not have a team in a grade you may delete the unrequired grade sections

### Completing the Roster every week

1. If a player played they get an 0 next to their name under the correct round
2. If a player scored a goal/s they get the number correlating to the number of goals scored instead of a 0 eg. Player scored 2 goals = 2 next to their name. This should also appear in the goals tally at the end of the players list
3. If a player did NOT play they get an "x" next to their name
4. If a player is registered later in the season, any games they have not been registered for are marked with "-"
5. If you are unsure how to complete a section please make your best attempt and send me an email at [ndwhafixtures@mail.com](mailto:ndwhafixtures@mail.com) explaining the problem and what you have done.

### Players who play up

1. If a player plays up their name much go in the "Playing Up" section under the grade they played up for.
  2. For this section instead of recording the player shirt number in the first column please record their normal grade. Eg. Uni 4 player fills in for Uni 2. Under Uni 2 playing up section instead of the shirt number "U4 Surname Firstname" will be listed
  3. In the players normal grade every time a player plays up the corresponding round is filled in with blue, if a player fills in for two teams in the same round it is filled in with purple.
- Eg.

	G7		1	2	3	4	5
<b>1</b>	Surname	First Name	0	0	2	0	1

PL TOP 9

1. Players in the PL Top 9 must have their Name and all rounds they play filled in with light grey. This identifies the primary Top 9.
2. If a Top 9 player misses 3 games in a row the player filling in as a Top 9 player will be indicated by filling the corresponding round game in with light grey.
3. The fill-in Top 9 player will have the corresponding round in 2<sup>nd</sup> grade filled in with red to indicate they are unable to play 2<sup>nd</sup> grade for that round.

Number	Surname	First Name	1	2	3	4	5	6	7	8
		PL								
<b>1</b>	Last	First	0	0	x	x	x	x	1	
<b>2</b>	Fill	In	x	0	0	x	x	0	0	

Number	Surname	First Name	1	2	3	4	5	6	7	8
		G2								
<b>2</b>	Fill	in	0	0	1	2	1	x	0	