

# Instructions for Game Card Labels Template

The Game Card Label template will allow you to quickly produce your game cards for the season and print those onto labels that you can apply to the cardstock game cards you are provided.

Using the labels and the template will result in more readable game cards for the referees and for recording your game's results.

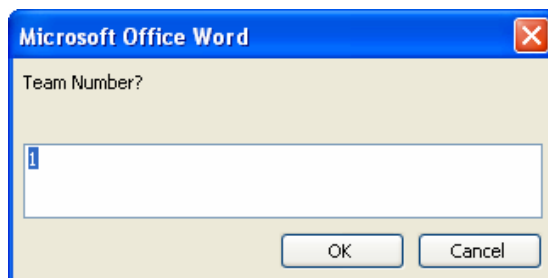
Should you have technical difficulties visit the website and review any Frequently Asked Questions and/or send e-mail to [webmaster@lssa.org](mailto:webmaster@lssa.org).

## **Pre-requisites:**

1. Computer with Internet access and web browser to download the Game Card Label template.
2. Computer with Microsoft Word (Version 2000 and up).
3. Avery 8164 labels (3 1/3" x 4" – 6 per sheet) – 3 sheets are provided in your packet.
4. Ink-jet printer

## **Instructions:**

1. **Download the Game Card Label template.** The template is a Microsoft Word document.
  - a. Click on the link below or open your web browser and copy and paste the address below into your web browser's address input.  
<http://www.lssa.org/templates/AdultGameCardLabels.doc>
  - b. If your browser prompts you to "Save" or "Open" select "Save" and save the file to a location on your computer where you can easily find it again – e.g., your Desktop.
  - c. If your browser opens the file - you see the game card templates in your web browser or in Word – choose "File" from the web browser menu and then select "Save as..." and save the file to a location on your computer where you can easily find it again.
  - d. Your computer's security and/or anti-virus may interfere with downloading the Game Card Label template. **If you have trouble, contact webmaster@lssa.org.**
2. **Open the Game Card Label template**
3. **Enter common Game Card information**
  - a. Press "Ctrl" and "A" to select the entire document.
  - b. Press "F9"
  - c. You should be prompted to begin entering information common to all of the Game Cards.



- d. Enter the requested information and press the "OK" button. Repeat until there are no more prompts.
  - i. Enter the Team Number as found on the season's game schedule.
  - ii. Enter the Team Color as found on the season's game schedule.

- iii. Enter the Coach's first initial and last name.
- iv. For each player enter their shirt number and first and last name. **Players should be entered in order by their shirt number.**
- e. If you wish to make an entry blank, enter a single blank space
- f. You may repeat this step at any time to change any information.

**4. Enter schedule information**



DATE: 5/10		TIME: 6:15p		HOME: X	VISITOR:	
DIVISION: Adult		TEAM #	1	COLOR: Orange		
Coach		Vs		Opposing Coach		
#	Name			Y	R	Goals

- a. On each Game Card enter the information for each game as follows:
  - i. Enter the date of the game – month/day.
  - ii. Enter the time of the game.
  - iii. Place an “x” next to either “HOME” or “VISITOR”
  - iv. Enter the opposing coach's first initial and last name after the “Vs”

**5. Print Game Card Labels**

- a. Review the Game Cards for correct information.
- b. Game Cards with no schedule information can be used for tournament games.
- c. It is recommended that you print the game cards on regular paper first to test alignment and to determine how the labels should be fed into your printer.
  - i. Write and “X” on the top (facing up) of the next sheet of paper to be fed into your printer.
  - ii. Print the Game Cards on paper.
  - iii. On the first sheet, if the “X” you wrote appears on the side with the printing you will need to place your labels in label side up. If the “X” appears on the back of the first sheet, then you will need to place your labels in your printer label side down.
  - iv. Place one of the sheets of paper you printed over the labels and check alignment – will the Game Cards print on the labels? If the alignment looks off, you can adjust the margins and/or the tables in the document. Each game card should be 3.75” tall and 2.83” wide. The space between each game card should be 0.5”
- d. Place the labels in your printer according to what you learned in the previous step.
- e. Print the Game Card Labels.

**6. Apply Game Card Labels to Game Cards**

- a. Apply the label so that the top of the label is just below the Game Card title:

**LEE'S SUMMIT SOCCER ASSOCIATION  
TEAM LINEUP**

- b. The “TOTAL GOALS” line on the Game Card should still be visible.