

## GAME CARD TEMPLATE INSTRUCTIONS

Do not complete this form till the day before your 1<sup>st</sup> game in case of roster adds/drops

1. Open the attached file "Game Card Labels" in Microsoft Word
2. Enter your team name, player names, and jersey numbers in the upper left table.
3. As you tab/click to the next field in the table, the other 3 labels will be automatically filled out
4. Select "File Save As..." from the drop-down menus and select the location and file name where you want to permanently save this file.
5. You have two choices for printing the labels.
  - a. Use label stock (Avery 5168 or the equivalent).
  - b. Print on plain paper or any full sheet stickers, cut out the rosters and paste or tape each roster on a game card.
6. If you plan to use label stock
  - a. Print a test copy on your printer and eyeball it vs. the labels to make sure things line up.
  - b. Load the label stock in your printer, making sure it is correctly face up or face down depending on your printer and that it will feed from the edge marked "Feed from this end".
  - c. Print it!
7. If you plan to use plain paper or full sheet stickers, just print the page and start cutting!