1. State: Wisconsin District comes from the following source; Files > Preferences > Affiliation Affil. Must be WYSA. The 04 comes from the team name screen; Personnel > Team Names > Team Names

2. Member Field; Defaults to players when selecting player cards in step 10.

3. Club Name: Kimberly Area Soccer comes from the following source; Files > Preferences > League What ever info that is on the line one.

4. Players Name and Birthdate: From Personnel > Personnel > Players (Software assumes that all data is entered correctly, such as zero for zero, "o" for an "o".

5. Team Name: From the team file; Personnel > Team Names > Team Names

6. Team Number: Is part of the team file and is made up of the following characters. Team #: First Character is gender (C = coed, G = Girls), Next char. is the team level of play (R=Rec., C=Classic, P=Premier, 1=first division), the third char. is the level of play within their age group (A=National, B=World, C=American), fourth char. is a hyphen, the next three digits would be the club number as assigned by the state, next two digits are the age of the team, the last three are unique team number for this team.

7. Season: From the card print option; See step 10, Fall 2004 Summer 2005 (F04 S05)

8. Player ID: From the player file and is made as follows; Same as step 4, the first three characters of last name, six digit birthdate, first two letters of legal first name, followed by a zero, if the ID already exists use a one etc. PS. The software will automatically generate the ID number if you check the following option; Files > Preferences > Default > Check "Automatically create registration numbers".

9. Age Group: From the team file; See step 6. U – "age", "Gender", "Recreation or Competitive", "Level of play A, B, C the same step 6.

10. The player ID card is printed from the screen below; Do not use any other "Print ID" card option.
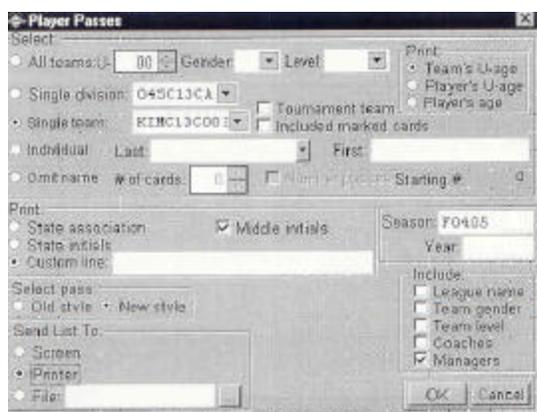
Personnel > WYSA > Player ; If the "include" fields are left blank you will print all players, if they have not been previously printed. If you would like a manager, hi-lite manager. You will still get the players if they have not been previously printed. Players or managers may be printed individually by selecting "Individual" and then finding the name