

Tips for Printing Your Team's Hockey Score Sheet Labels

- 1) Gather your team roster including players first name, last name and jersey #
- 2) If a player has two different numbers because of two different jersey's, list both or remember to update scoresheet at each game
- 3) Get your team coaches names with correct spelling, CEP certification number (CEP), Level & Exp. Date
- 4) Organize your players names by number, lowest number first
- 5) Enter player number next to the player's names
- 6) For Goalies, enter a (G) to identify the player as a Goalie(s)
- 7) For ease, enter one column of complete player data and proofread, when satisfied that it is correct, Copy and Paste the data into the other scoresheet label columns in the template.
- 8) Once the scoresheet is complete, use "Save As" in Microsoft Word and give the scoresheet a new name. Save it to your hard drive or thumb drive or cloud space.

To Print

- 1) Use the print feature in Microsoft Word. Make sure the page orientation is "Landscape"
- 2) Send to your printer
- 3) Early in the season, you may want to print only one sheet of labels since player changes are likely.