

PLEASE make sure to use the **2023 EXCEL TEMPLATE** when filling out your HOME SCHEDULE

Dear Coaches,

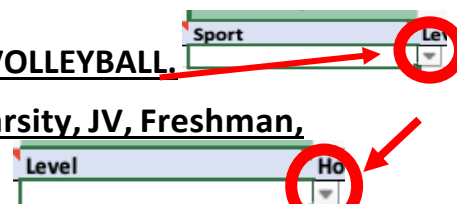
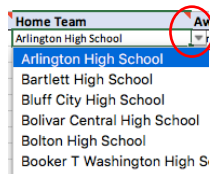
Below you will find the instructions for the 901 Memphis 2023 Volleyball Match Template that you will be using this year to submit your schedule[s]. You **MUST** submit all **HOME MATCHES** via this form.

PLEASE PRINT THIS INSTRUCTION SHEET FOR REFERENCE. The template utilizes drop down menus [see below]. You must use the drop-down menus to select everything except date and time.

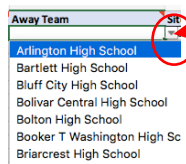
Download the attached 2023 Excel template found in the email to your computer.

1. START BY inputting ALL your **HOME MATCHES BY DATES** [IMPORTANT if you have multiple teams - Varsity, JV, Freshman, etc.]

- Date — **REQUIRED: 9/12/22** (NOTE FORMAT — month, day, year)
- Time — **REQUIRED: 6:00 PM** (NOTE FORMAT—must list hour: minutes [SPACE] PM or AM, all CAPS)
- GAME ID/CUSTOM GAME ID/PARTNER — **NOT REQUIRED**—LEAVE BLANK!
- Partner — **NOT REQUIRED**—LEAVE BLANK!
- Sport — **REQUIRED** — use the **drop-down list** and choose **VOLLEYBALL**.
- Level — **REQUIRED** — choose **APPROPRIATE LEVEL - Varsity, JV, Freshman, Middle School, etc.** from the **drop-down list**.



- Home Team—**REQUIRED**—Use the **drop-down menu** and choose the team listed on the master schedule. **DO NOT make up your own names for teams as it will add multiple teams when we import your schedule or may not import at all!**
- Away Team—**REQUIRED**— Use the **drop-down menu** and choose the team listed on the master schedule. **DO NOT make up your own names for teams as it will add multiple teams when we import your schedule or may not import at all!**



- **Your opponent not listed on the dropdown menu?? Choose TBA then please include the name of the team[s] in your email when you send the spreadsheet.**

- Site—**REQUIRED**—PLACE WHERE MATCH IS PLAYED ex: Lily High School
- Sub-Site— **REQUIRED**—Using the drop-down menu, *choose the site.* ex: Court 1; Gym, etc., **DO NOT choose "Use Home Team Defaults"- your schedule will not import!**
- Bill To—**NOT REQUIRED**—LEAVE BLANK!

2. **Save as** YOUR SCHOOL'S NAME 2023: example: **Lily High School 2023** as an **Excel spreadsheet**.
3. Email the renamed **Excel spreadsheet** by **July 1, 2023**, to Mickey Pitts at pickeymitts@gmail.com
4. **There will be a late schedule fine of \$50.00 for schedules not turned in by July 1, 2023.**
5. If you have any questions about filling out the template, please contact Janet Daleke at 901-619-4282 or JMDaleke@yahoo.com

Please see page 2 for an example of the attached template/ spreadsheet

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