

## **INSTRUCTIONS FOR COMPLETING THE VARSITY ONLY EXCEL ARBITER SCHEDULE FORM**

**Excel is an exact program. No deviations can be made from these instructions, or the import program will not work, and the schedule will be returned to you for correction.**

**On the schedule sheet, when you click onto an open box some will display up and down arrows on your right. Use the arrows to click through the pre coded selections. These are the only selections available to use. If no up/down arrows appear, enter the data exactly as described below. If there is a problem contact Bob Gunning to resolve.**

**Date: you must use mm/dd/yy format only (no up/down arrows)**

**Time: use xx:xx AM or PM (we only list the time of the first game, so for most it will read 6:00 PM) (no up down arrows. Use a space between time and AM or PM which must be in CAPS, no periods)**

**Game: not used. Do NOT enter data in this box**

**Sport: select Basketball from the up/down selections**

**Level: Varsity (for schools that add JV games onto their varsity games; please DO NOT include them here. Send a separate email to have me add them manually to the system.)**

**Home Team: use the drop down menu to select the team**

**Away Team: use the drop down menu to select the team**

**Away level: use Varsity**

**Site: select appropriate game site from drop down menu**

**Sub Site: not used. (DO NOT enter data in this box)**

**Bill to: not used. (DO NOT enter data in this box)**

**Officials: not used. (DO NOT enter data in this box)**