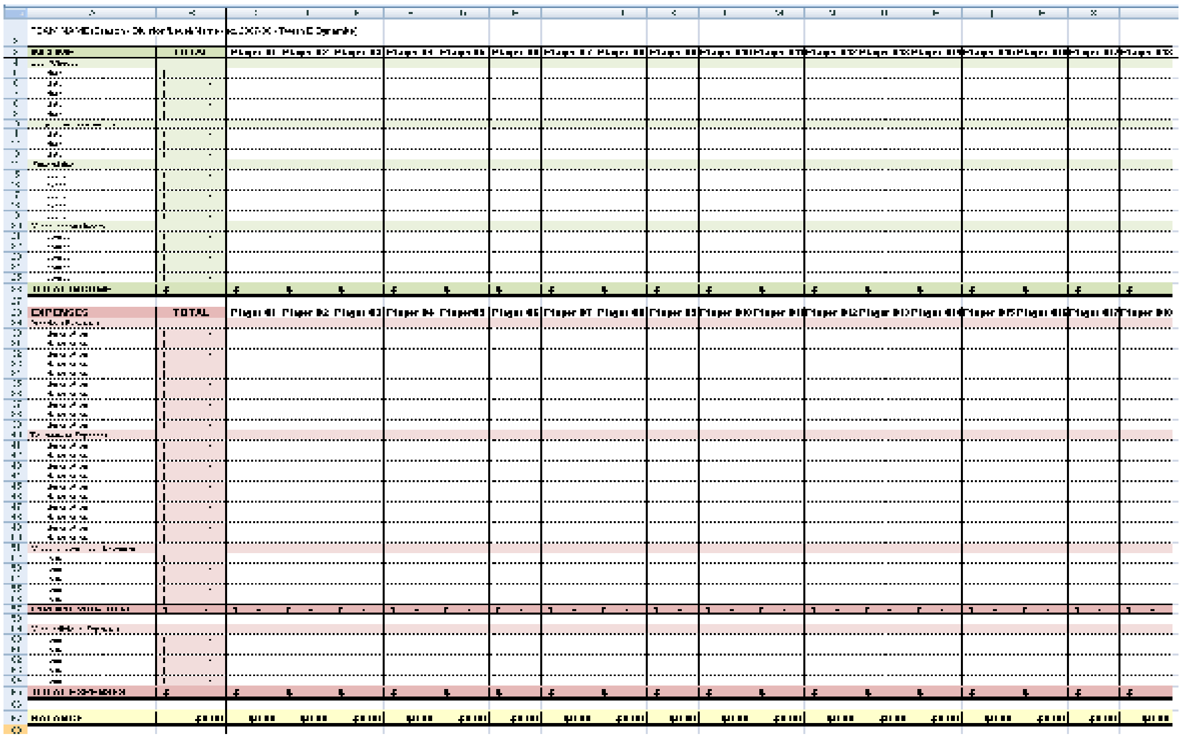
Team Financial Spreadsheet Instructions

1. Save the file to a desired location on your computer
   naming it > Season *years* - *team name* (ex. 2007-08 - Tween B Dynamite)

2. Enter your team name in Cell A1 following the format shown

3. Enter your players' last names alphabetically in Row 3 beginning in Column 3
   Remember to include any additional staff (without a player on the team) or pick-up players that may be covering some of their own expenses in the end Column(s)
   NOTE: Row 28 will automatically be updated with the information from Row 3



4. Remove any extra Columns by highlighting (click-hold & drag), then right-click in the highlighted space and select delete.

5. <u>DO NOT ENTER DATA INTO THE SHADED CELLS</u> – THESE CELLS CONTAIN FORMULAS.

6. If more rows are needed for various items – right-click on the Row # of an existing Row without data, select Copy, then right-click again and select Insert Copied Cells. Don't insert new Rows at the top or bottom of a section as it may be missed in the formulas. By copying existing rows, you will ensure that your formatting is accurate.

7. Most Expenses will be a set amount per Team. This amount will need to be divided by the number of players on the team and will most often not divide out equally (ex. $500 / 11 players = $45.4545. The pennies MUST be dispersed ($45.45 x 6 players & $45.46 x 5 players) until the Total equals the amount paid. To ensure an even distribution throughout the Season, check the Expense Sub-total.
   NOTE: The Expense portion of the spreadsheet is divided into 2 sections. The top section is for Expenses that are common to all players. The bottom section is for Expenses that may vary from player to player, such as socks, team apparel, etc.

If you have any questions, please e-mail me at treasurer@reginaringette.sk.ca