

Prestige Tournament Supplies, LLC

Scoring Software Instructions & Helpful Tips for MS Excel 2007 or newer

Requirements:

You must be connected to the Internet and logged into your account in order to use the scoring software.

Recommendation:

Your computer should have MS Excel 2000 or newer to fill in the scoresheets. Older versions have not been tested and therefore may or may not work with all features of the website and software. **The scoring software runs through MS Excel and a connection to the Internet, so you must stay connected to the Internet while filling in the scoresheet. Since MS Excel is one of the most common office applications, filling out the scoresheet should be easy for all users.** All forms have been pre-set to fit 1 page wide by 1 wide tall.

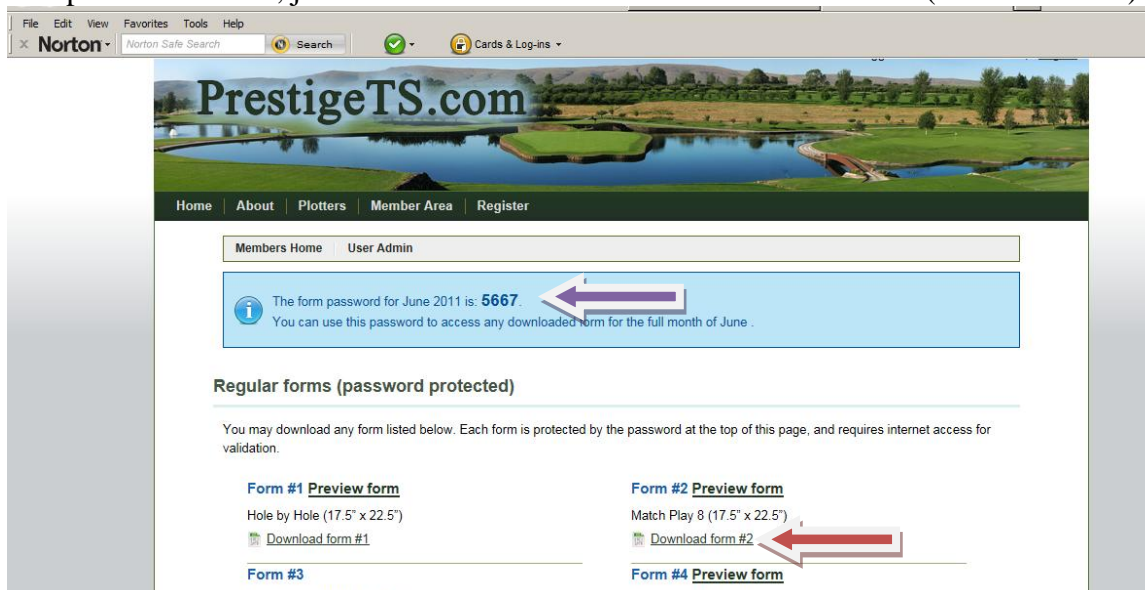
Getting started:

Once you have logged into the MEMBER AREA of the website, you will have access to over 30 blank scoresheets and other useful forms for running your pro shop, tournaments and daily needs such as Starting Time Sheets, Club / Lockerroom Storage, Hole In One Awards, and more.

Many of the scoresheets have a PREVIEW link showing how the scoresheet could look when filled out. There is a lot of versatility with MS Excel and therefore many of the PREVIEW links show multiple ways to fill out the scoresheet in the same PREVIEW.

Opening a scoresheet:

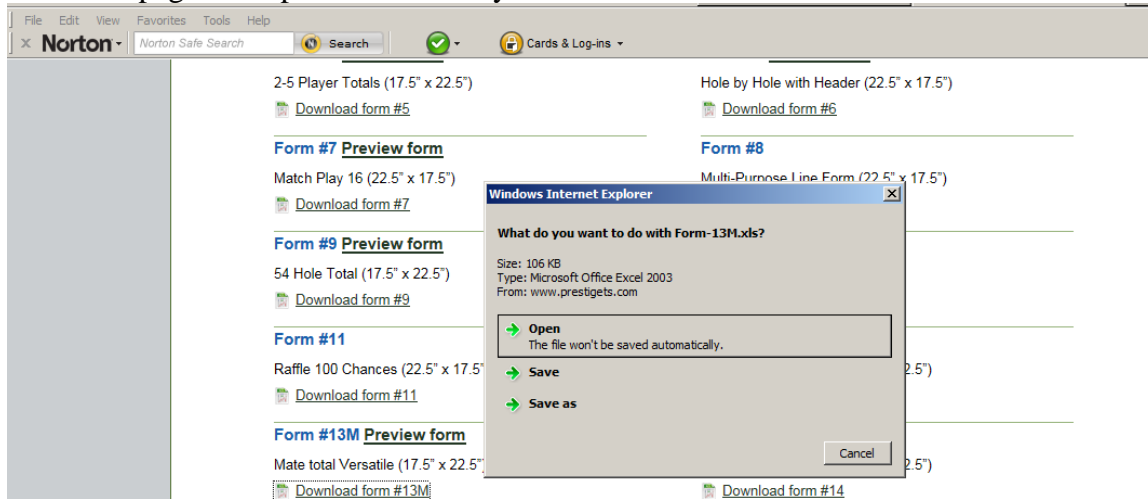
To open a scoresheet, just click on the link “DOWNLOAD FORM...” (see Red Arrow)



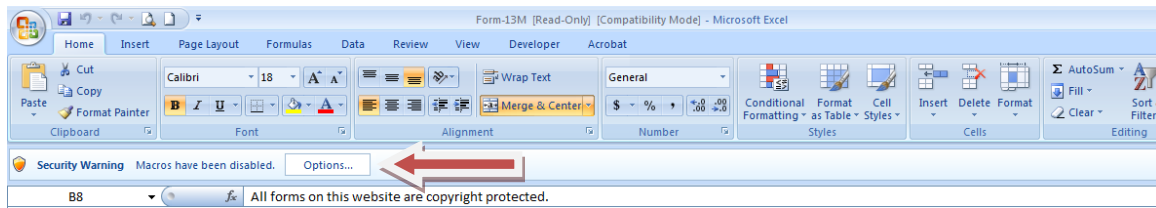
The screenshot shows a web browser window displaying the PrestigeTS.com website. The browser's address bar shows "Norton Safe Search" and "Cards & Log-ins". The website header includes "PrestigeTS.com" and navigation links for "Home", "About", "Plotters", "Member Area", and "Register". Below the header, there are links for "Members Home" and "User Admin". A blue notification box states: "The form password for June 2011 is: 5667. You can use this password to access any downloaded form for the full month of June." Below this, a section titled "Regular forms (password protected)" contains a list of forms. Each form entry includes a "Preview form" link and a "Download form" link. A red arrow points to the "Download form #2" link, and a purple arrow points to the "5667" password in the notification box.

Form #	Form Name	Dimensions	Download Link
Form #1	Hole by Hole	17.5" x 22.5"	Download form #1
Form #2	Match Play 8	17.5" x 22.5"	Download form #2
Form #3			
Form #4			

After you click on a scoresheet, a pop up box may appear like the one in the screenshot below. Click on OPEN if you get a pop up box. If you do not get a pop up box, then the Introduction worksheet page will open automatically.



Once the Introduction worksheet appears, you need to ENABLE MACROS to proceed. On the Security Warning line, click on the box labeled OPTIONS... (see Red Arrow). Next, Select ENABLE THIS CONTENT and then click OK.



To complete the download of this scoresheet from the website, you must turn on / enable MACROS on your computer.

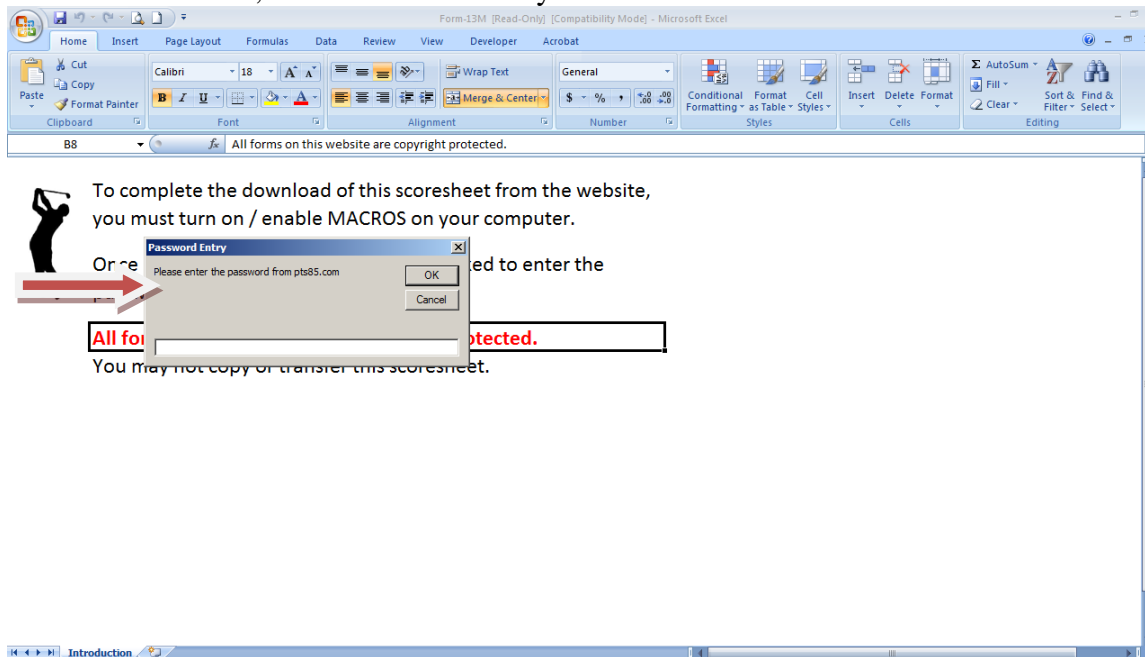
Once MACROS are enabled, you will be asked to enter the password from the website.

All forms on this website are copyright protected.

You may not copy or transfer this scoresheet.



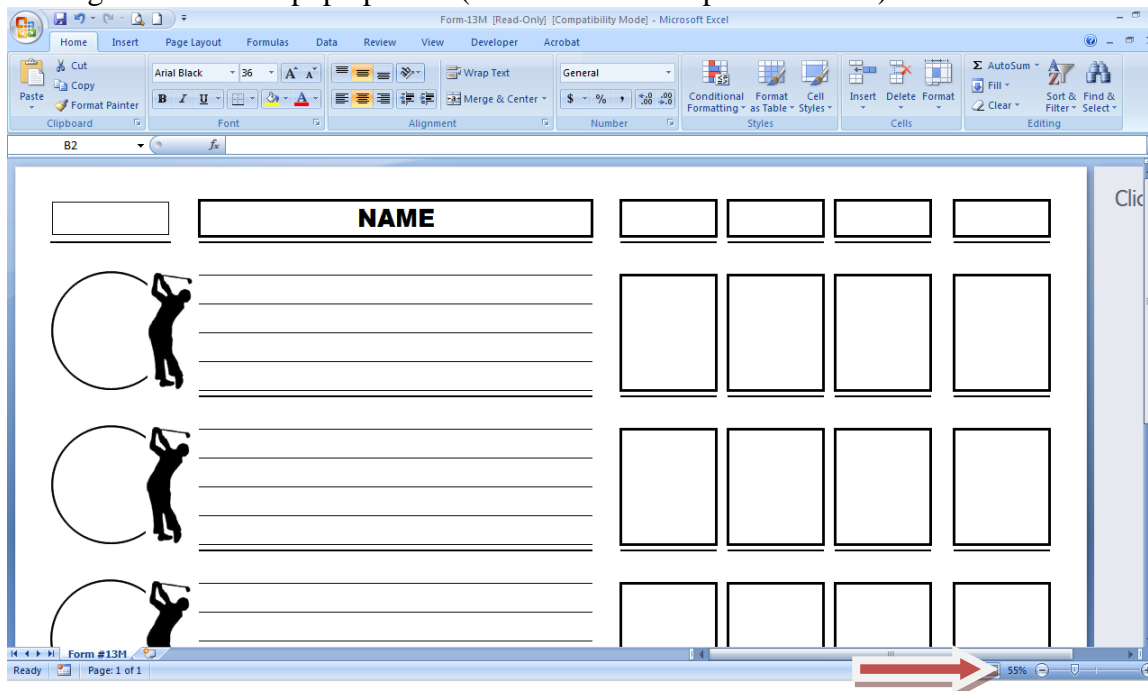
Next, a PASSWORD ENTRY box will pop up. Depending on the speed of your computer and Internet connection, this could be instantly or within 20 seconds.



Enter the 4 digit password posted on the MEMBER AREA of website (see Purple Arrow from first image) and click OK. You will now have access to the scoresheet you selected.

Adjusting view of scoresheet:

When the document first opens, it may not appear fully on the screen. Since the scoresheets are large documents, it may be best to work with just a section of the scoresheet at a time. You can adjust the magnification of the document in pre-set increments or by clicking on the % and entering a value in the pop up box. (see Red Arrow in picture below):

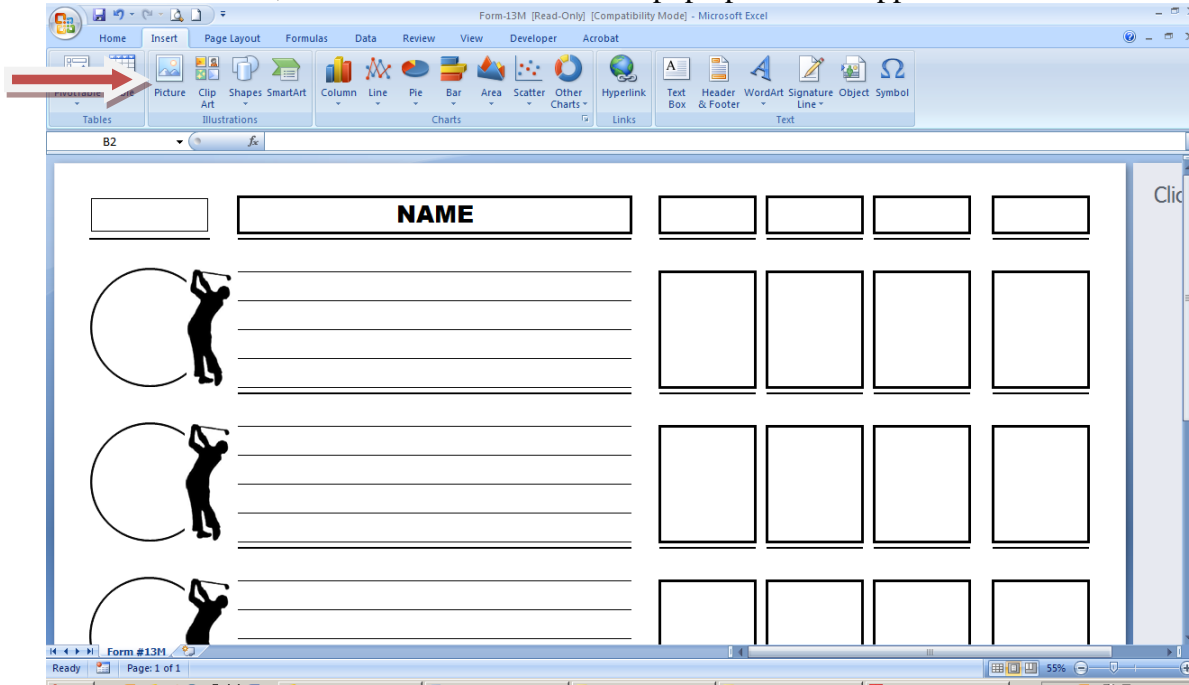


Fonts

You can select any font that is installed on your computer and adjust its size, appearance (bold / italics), position (align left, centered, align right, justified), and color.

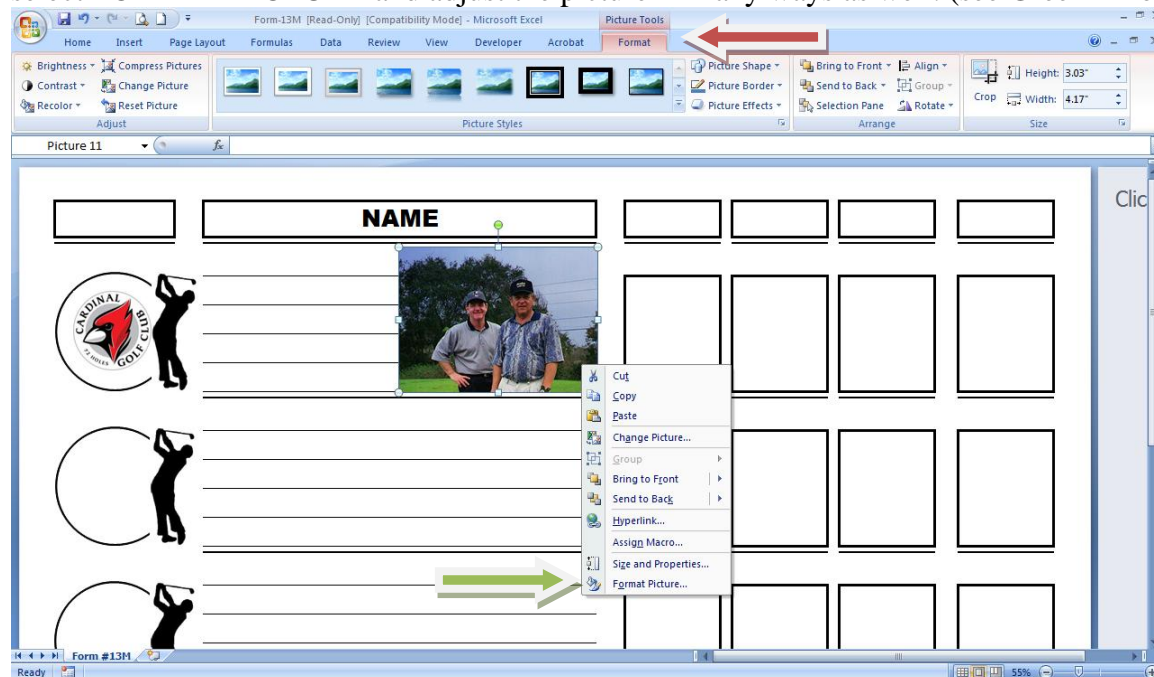
Inserting photos / digital pictures:

Click on INSERT, then select PICTURE and a pop up box will appear...



Adjusting pictures:

You can crop, resize, adjust brightness and other attributes of the picture. Click on the picture and the Picture Toolbar should appear on the ribbon (see Red Arrow). You can also right mouse click on the picture, and a pop up menu will appear that gives you multiple options. You can select FORMAT PICTURE and adjust the picture in many ways as well. (see Green Arrow)



Inserting Word Art:

One can make very creative headers on scoresheets using Word Art. Click on INSERT, then select WORD ART

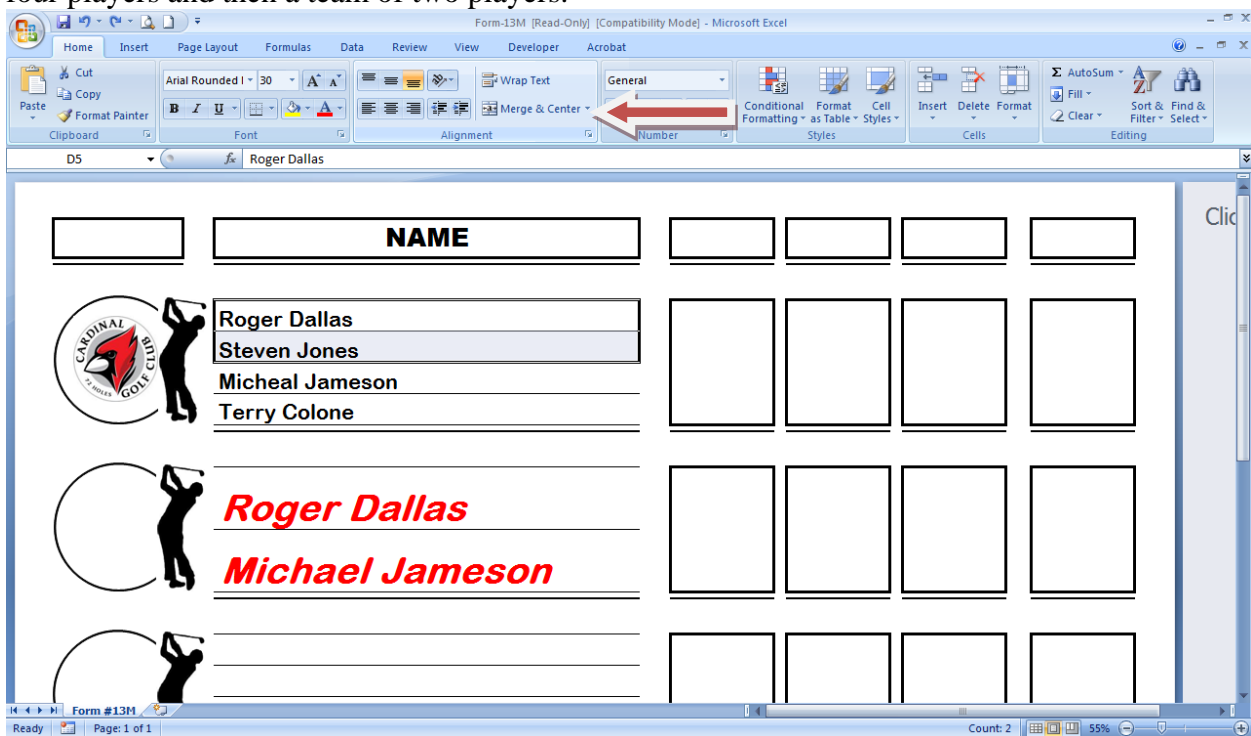
Reducing lines by merging lines:

Some of the scoresheets have room for up to five names. For teams of fewer players, you can merge lines together and use a larger font to put in the names of the players or the name of a player and his/her home golf course.

First highlight the lines that you want to merge together.

Next, select the merge symbol on the shortcut command line (see Red Arrow).

Now you have a larger box for the name of a player. See example below that shows a team of four players and then a team of two players.

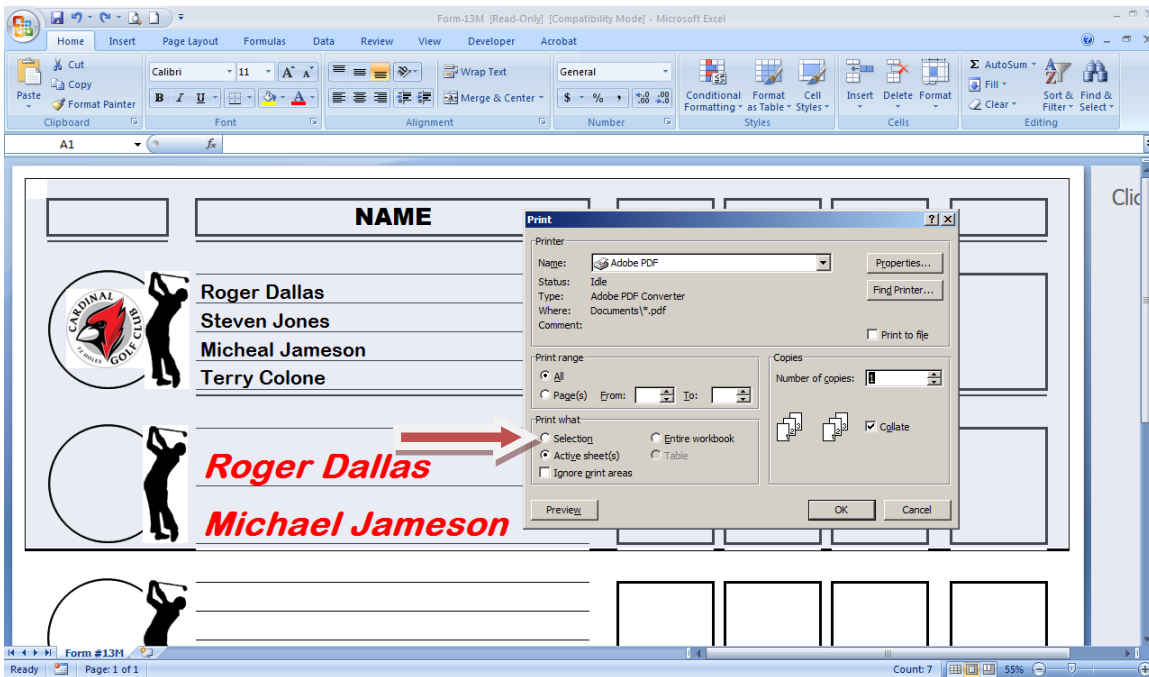


Printer settings

All of the scoresheets are set to appear 1 page tall by 1 page wide no matter what printer you use. When you are ready to print the filled in scoresheet, make sure you have selected your plotter / wide format printer. Once your printer is selected, you may want to check your margins and paper size by going to FILE, then PAGE SETUP from the drop down menu. Make sure your printer is ready to print to the correct size.

Print Selection option

You can print just a portion of a scoresheet if you want. For example, if you only want to print one team's scores from a scoresheet, just highlight the section of the scoresheet you want to print and on the Print menu under PRINT WHAT – click on SELECTION. (see Red Arrow below)



The screen shot above is set to print just the blue highlighted area which is just half of the scoresheet.

There are a lot of great, creative things one can do using this Scoring Software that works through Microsoft Excel.

If you have any questions regarding the scoring software or the opportunity to set up your own custom scoresheets, please contact Scott Brzoska anytime by email scott@swb23.com or between the hours of 8am and 6pm EST by cell phone (203) 231-2408