Prestige Tournament Supplies, LLC

Scoring Software Instructions & Helpful Tips for MS Excel 2000 or older

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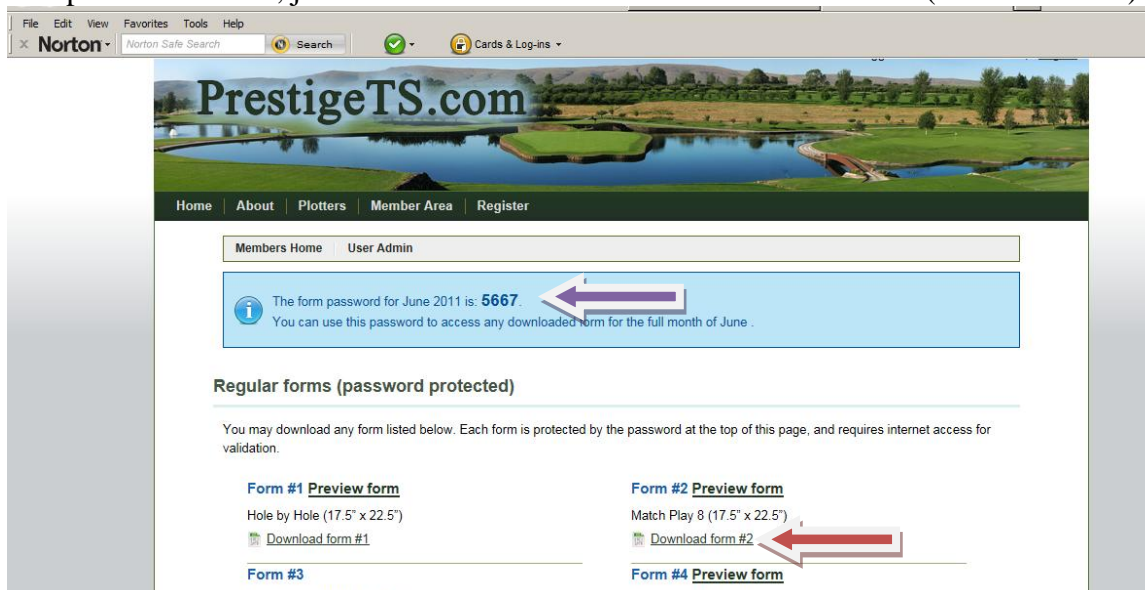
Getting started:
Once you have logged into the MEMBER AREA of the website, you will have access to over 30 blank scoresheets and other useful forms for running your pro shop, tournaments and daily needs such as Starting Time Sheets, Club / Lockerroom Storage, Hole In One Awards, and more.

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.
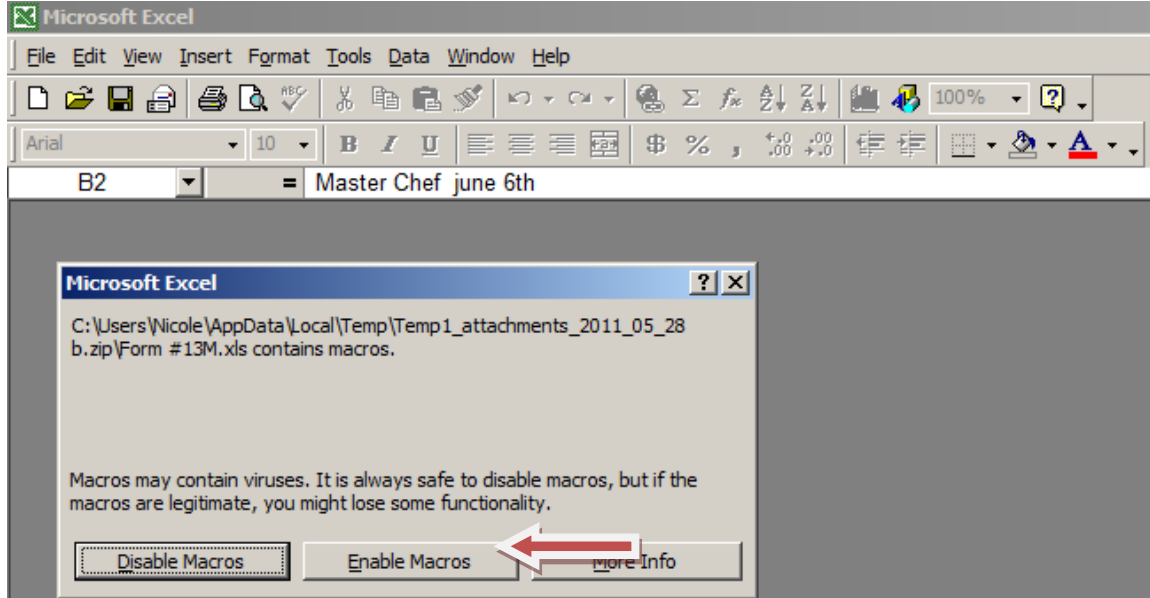
Opening a scoresheet:
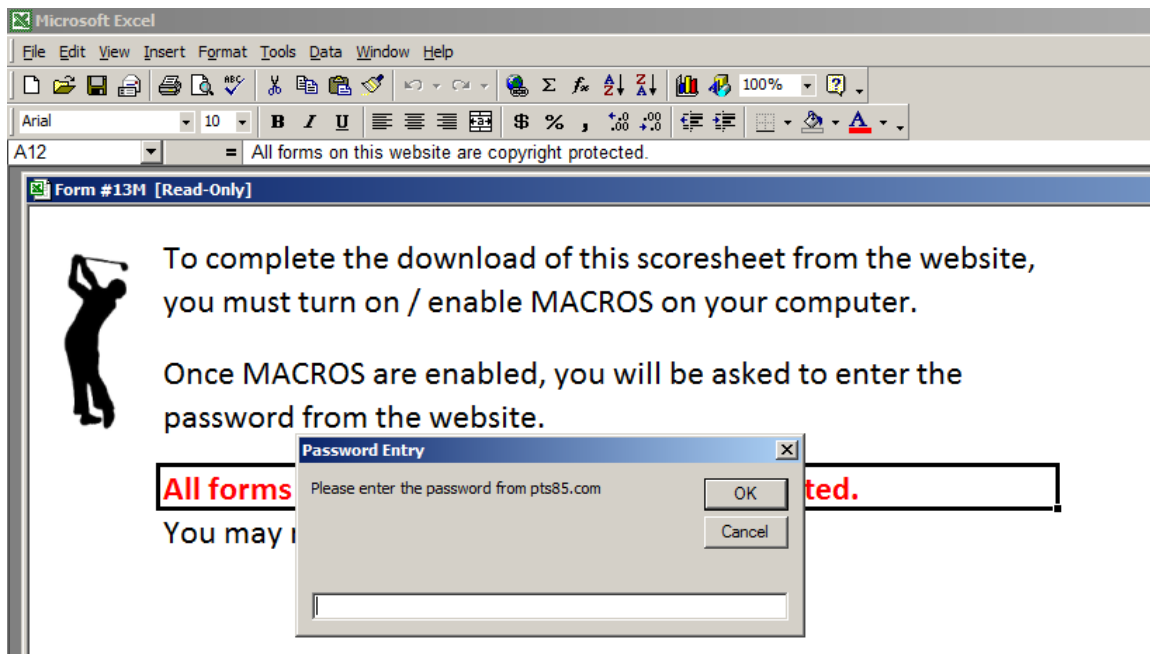To open a scoresheet, just click on the link "DOWNLOAD FORM…" (see Red Arrow)

After you click on a scoresheet, you will be asked to ENABLE MACROS. To proceed, you must select ENABLE MACROS.

An Introduction worksheet will appear. 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 entering a value in the box on the shortcut task line at the top of the screen. (see Red Arrow in picture below):
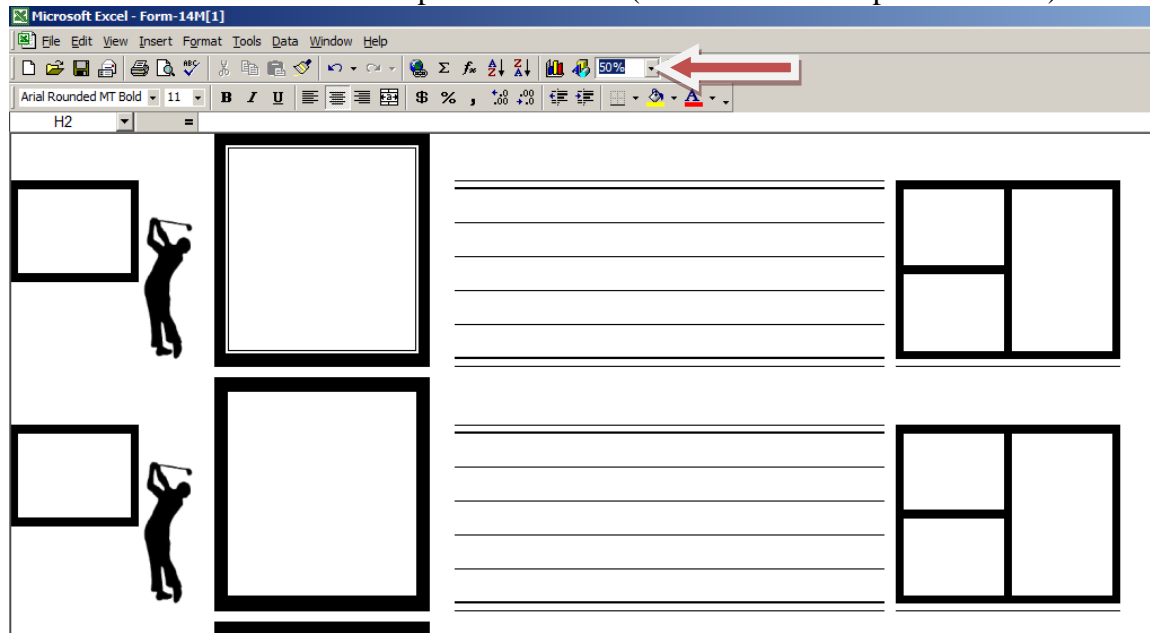

Fonts

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. All computers come with various fonts installed. You can download more fonts from the Internet for free.

Inserting photos / digital pictures:

Click on INSERT, then select PICTURE and then select FROM FILE…
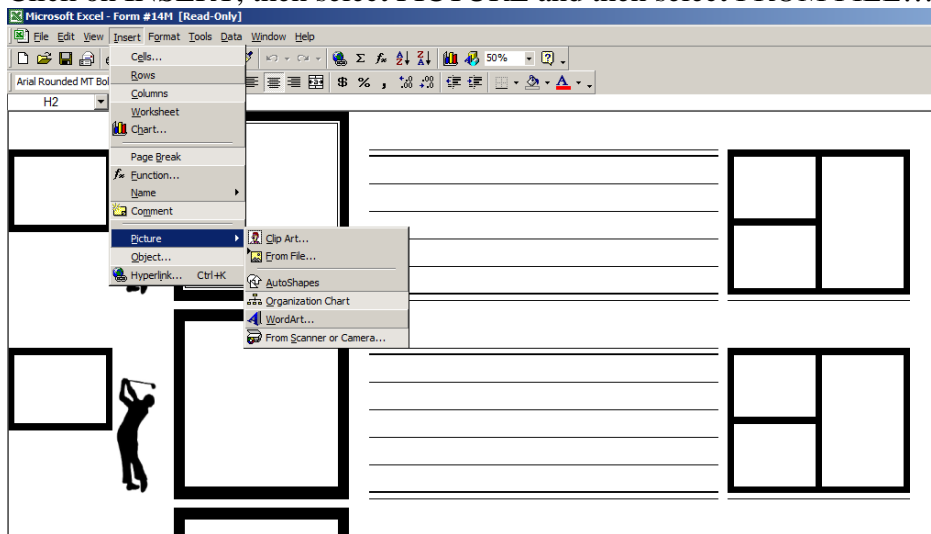
Adjusting pictures:
Once a picture has been inserted, you can crop it, resize it, adjust brightness and other attributes of the picture. If you right mouse click on the picture, a pop up menu will appear that gives you multiple options. You can select PICTURE TOOLBAR or FORMAT PICTURE and adjust the picture in many ways.

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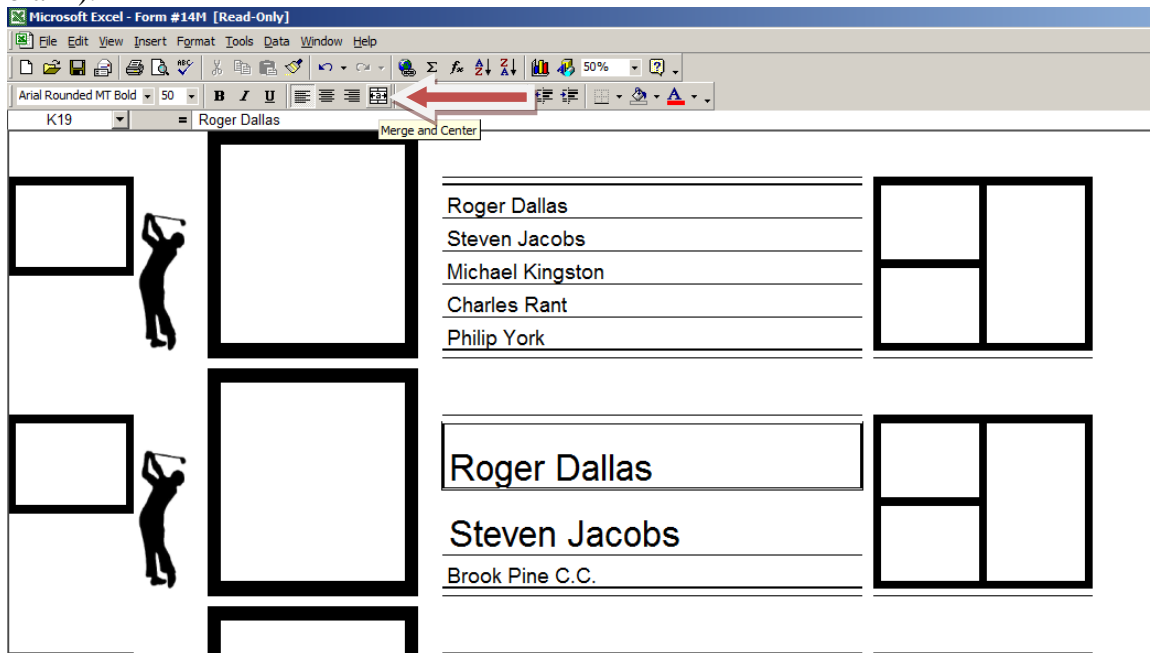

Reducing lines by merging lines:
Some of the scoresheets have room for up to five names. For teams of fewer players, you can merge lines together and use a larger font to put in the names of the players or the name of a player and his/her home golf course.

First highlight the lines that you want to merge together.

Next, select the merge symbol on the shortcut command line

Now you have a larger box for the name of a player. See example below that shows a team of five players and then a team of two players and an extra line for the name of a club (or left blank).

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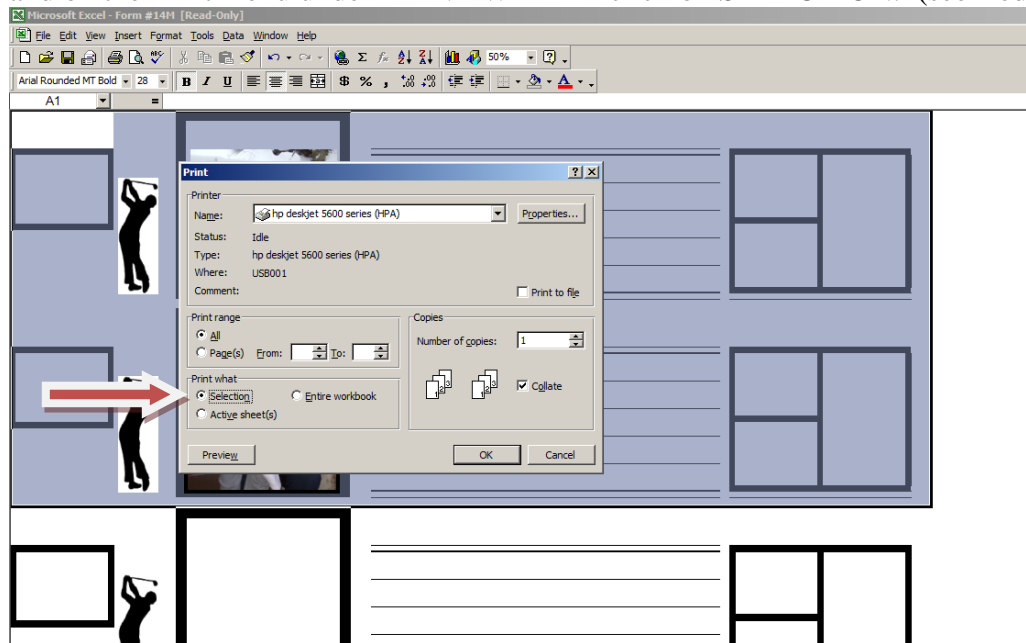
The screen shot above is set to print just the blue highlighted area which is just half of the scoresheet.

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