

Microsoft Excel Directions

Go to www.mhsfpi.org

Click on **Coaches**

Coach Info

Open Coach Info

Click in Column A – Row 2

There will be an arrow to the right

Click on the arrow and that will show a drop-down list

Find your school and click on it

The remaining fields need to be filled in

Save with your school name – i.e. Pembroke Coach Info

E-mail to me (davisrichard@comcast.net) as an attachment

Player Info

Open Player Info

The following columns/fields have drop-down lists:

H/College Div

I/Off

J/Def

K/Hgt

M/Sp/40

N/Gpa

The remaining fields need to be filled in

Save with your school name – i.e. Pembroke Player Info

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Thank you for using this new feature.