

CATHOLIC ATHLETIC ASSOCIATION ROSTER SUBMISSION DIRECTIONS

(Revised 09/08/2010)

Thank you for doing your part to streamline the CAA Roster Submission Process. This process was developed to ease the data entry requirements for office staff and to ease the roster creation process for our coaches and athletic directors. While it is different than what the Association has done previously, we are confident that it is more sensible than the handwritten forms used in the past. It requires only the ability to download a sample file from www.stpaulcaa.org, basic operations within Microsoft Excel, and an email account capable of sending file attachments to your school's athletic director.

Please follow these easy directions to submit your team rosters.

1. Go to www.stpaulcaa.org and visit the DOWNLOAD page.
 2. Right click on the symbol below the file BLANK ROSTER FORM.
 3. Click on SAVE TARGET AS...
 4. Leave the filename BLANK ROSTER FORM and click SAVE. For the purpose of these directions, we'll assume you saved the file to your desktop.
 5. Close your browser.
 6. Find the file on your desktop, right click on it, and choose RENAME.
 7. Create the unique filename that can only describe your one particular team. For example, calling your file only **Nativityvolleyball.xls** would be a very poor file name. Calling it **2007 Nativity Girls A Blue Volleyball Roster.xls** would be a far more exact, more meaningful filename, and you should be this specific! Remember that your roster will be saved to a location with dozens or hundreds of others. It is essential that every file follow this filename format.
 8. Once the filename has been modified, double click on the file to open it with Microsoft Excel and enter information into it. If your rosters already exist in Excel format, simply copy whole columns into this sheet – be careful to keep names and addresses correctly matched.
 9. When you're finished, choose file/save, and exit the program.
 10. Use your email account to email the spreadsheet as a file attachment to your school's athletic director. He/she will save a copy for future reference and forward all your school's completed rosters to the CAA offices at caarosters@gmail.com.
- Should you require help to understand these directions or to complete the process, your school's computer teacher or secretary should be able to assist you.

The CAA is not able to provide technical support. Questions about this process may be directed to Mark Courtney at 651 227-1741.