

SUBMITTING PAYSHEETS BY EMAIL

Locate the blank paysheet document. It is in Microsoft Excel format. Save it to your computer as your master document. Please use the following process to submit your paysheet by email.

1. Open your “Master” document.
2. Enter your “Name” and “Date Submitted” in the appropriate areas at the top of the paysheet.
3. Note that there are two rows of cells (bordered in pairs) for each game.
 - a. Use the bottom (numbered) row for game details (corresponding to the column headings).
 - b. Use the top row for comments, e.g. teams did not show, switched with, etc.
4. Game details include:
 - a. Age/Div U12B1 (for Under 12 Boys Div 1); M2 (for Men Div 2)
 - b. Game number as given by the assignor
 - c. Ref or A/R Mark with “X” as per your assignment (i.e., referee or assistant referee)
 - d. Day Mon, Tues, Wed, etc.
 - e. Date MMM DD format (e.g. Sep 26)
 - f. Time Scheduled starting time, (e.g. 8:00 am/pm)
 - g. Location Field or Floor (e.g. RW for Realtors West or Lenovo, Arcas, etc. for Indoor)
 - h. Match Fees If known, insert the appropriate amount in this field.

Use abbreviations to keep game details within the formatted cells

5. Save your paysheet in the following format: “YourLastNameandInitial 0805”, where 08 is the year and 05 is the month, e.g. RondeauG 0805
6. When submitting tournament paysheets, change the paysheet header (Monthly Paysheet) to identify the tournament (e.g. Summerfest Paysheet). Save it as, e.g. RondeauG 0806 Summerfest.
7. Create a separate paysheet for League, playoffs, High School, tournaments, RSA Cup, etc.
8. Create only one paysheet per file name. **Do not** create multiple tabs.
9. Submit your saved paysheet(s) as an email file attachment to george.rondeau@sasktel.net
10. Note the paysheet cutoff times/dates.
 - a. League Paysheets 9:00 pm on the posted cutoff date
 - b. Tournament Paysheets 9:00 pm on the last day of the tournament

Call or email me if you have any difficulties or questions.

George Rondeau
RSRA Treasurer
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(Revised: December 3, 2008)