




PRINTING ROSTERS

To print rosters you must have a Team Manager, Head Coach or Assistant Coach account on the Online System. If you do not have an account on the system, contact your League Registrar or Club Administrator.

You must also have Popup Blockers turned off in order to proceed with printing.

- 1) Sign on with your username and password
- 2) Click "Edit" where your team is listed
- 3) Click on Print Roster Button located at the bottom of your team roster screen.
[This should open the roster in the Crystal reports screen].

NOTE – In the Crystal Report window there are icons that allow you to perform the following functions. By hovering over the icon the system will inform you what function it performs.

- a. Export to a different file format - 
- b. Print - 
- c. Group Hide Tree (rosters are always aligned to the right, to move to flush left, you will need to close the tree using this icon 

- 4) Once you have opened the roster, click on the print icon to print your roster.
- 5) Another window will open select all and click the Print button
- 6) If your internet browser has placed a security bar in your Window you will need to repeat Steps 4 & 5 at which time you will be prompted to open or save to save the roster.

TIP: (If you choose to save we recommend saving to your desktop)

- 7) Click on "Open" which opens the roster in Adobe Reader
- 8) Click on the Printer Icon located in the Window tool bar - and then select OK.

PRINTING PLAYER AND ADMINISTRATOR PASSES

- 1) Sign on with your username and password.
- 2) Click the edit link to the right of your team name.
- 3) Check the boxes to the left of the names whose cards you wish to print.
- 4) Click on the print selected cards button.
- 5) If you have not printed cards before you will be prompted to download our printer software **Mead Co** and update your Active X settings to prompt or enable.
- 6) Once you have downloaded the printer software the cards will print

NOTE: All printers operate differently and you may need to adjust your print settings in order for the print to align with your Passes. We recommend that you

first print a test page and then proceed with adjusting the settings. Only change the setting in small increments 0.0 to 0.01, etc. Save and then print another test page. When you are satisfied save the final settings. If you use several different printers you will need to do this on each printer.

PRINT TROUBLESHOOTING

- 1) To print you will need to use a PC and the browser Internet Explorer (MAC computers and some browsers are not compatible with our printing software **Mead Co.**)
- 2) Make sure your pop up blockers are turned off ***
- 3) If you have not downloaded **Mead Co** (our printer software) previously the system will prompt you to do so as a pop up and may appear as an information bar beneath your address bar say yes to all when installing

STILL EXPERIENCING DIFFICULTY

- 4) Shut down any programs or internet sites that are not related to what you are printing
- 5) Double check that you can print something outside of our program

***** To turn off your pop up blockers *****

- (a) Go to “tools” on your browser (up near file, edit, view.....)
- (b) Click on pop up blocker, make sure Turn On Pop Up Blocker is the option that is not grayed out

If these steps above do not work and you have downloaded Mead Co before:

- (a) Go to “tools” on your browser (up near file, edit, view.....)
- (b) Click “internet options” this will bring up a box with several tabs that automatically defaults to the general tab.
- (c) In General in the middle of the page you will see the Temp Internet files section within which there are two buttons “delete cookies” and “delete files”
- (d) Click on both “delete cookies” and “delete files” buttons.
- (e) Once your system has deleted your cookies and temp files,
- (f) Click on the “security” tab
- (g) Click on the “custom level” button this will pull up another window.
- (h) You want to look for anything that says active X and make sure it is set to prompt or enable (there are about 5-7 active x selections.

To verify if you have Mead CO installed on your system proceed with the following steps.

- 1) From you window toolbar select “Tools” and “Internet Options”.
- 2) Click on Settings
- 3) Click on View Objects – This will list your program files. Mead Co should be listed.
- 4) If Mead Co is not listed you will need to contact Affinity Sports so we can provide the link to download the print software.

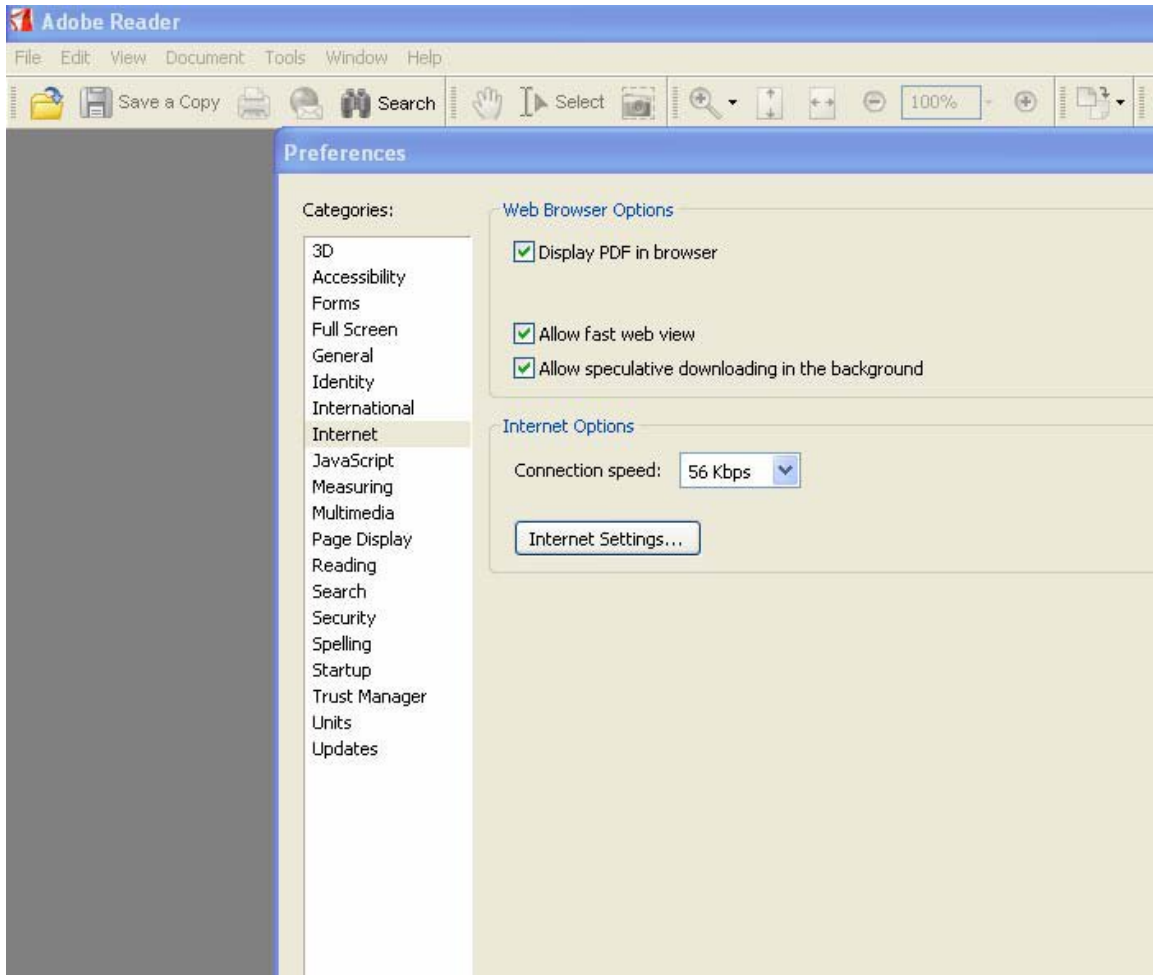
INTERNET EXPLORER AND ADOBE COMPATIBILITY ISSUES

Due to compatibility issues between new Microsoft IE Releases and Adobe PDF Releases you may encounter problems printing rosters in the PDF form. Please review the table below to see if you need additional instructions.

- 1) To verify what Release of IE is installed click on the HELP function at the top of the browser window and Click About Internet Explorer
- 2) To see what Release of Adobe Reader is installed Click on the HELP function at the top of the Adobe Reader and Click About Adobe Reader.

MICROSOFT IE RELEASE	ADOBE PDF RELEASE	ACTION REQUIRED
IE 6	6	Compatible will print
IE 6	7	READ INSTRUCTIONS BELOW
IE7	6	UPGRADE TO ADOBE READER 7
IE 7	7	Compatible will print
IE 7	8	Compatible will print

- 3) **To configure Adobe Reader Release to print with IE Browser**
 - a. On your desktop or start menu double **Click** on the Adobe Reader symbol/icon.
 - b. Under EDIT **Select** Preferences
 - c. Under Categories insure Internet is highlighted
 - d. Under Web Browser Options – uncheck “Display PDF in Browser.
 - e. **Select** OK [See Image on next page]



NOTE: If you change printers, install a new hard drive or replace your entire system you will need to set up your printer and once again install the Mead Co Print software.