

# Uploading Scoresheets to *RinkWriter*<sup>®</sup>

## 1. Print your scoresheet:

- To paper for rink-side distribution and/or...
- As a PDF file (Portable Document Format)... used for sending scoresheets as e-mail attachments or for uploading them to the Internet.

Your computer may already have one or more printers installed and ready to use.

- To print a PDF file, you must have a PDF writer/printer installed on your computer (it looks and works like any other printer).
- You may download a free Adobe PDF writer/printer from the Internet at: <http://www.cutepdf.com>
- The CutePDFWriter saves/prints an electronic copy of your scoresheet (or any other document). CutePDFWriter always saves your scoresheets to the same folder (default); therefore, create a "Scoresheets" folder on your desktop... and always save your PDF files to this "Scoresheets" folder.

## 2. Naming PDF files:

You may assign any name to a PDF file, but use names that help when sorting/organizing your scoresheets.

If you wish to upload your scoresheets to the RinkWriter web site you must follow this naming format:

**"teamname\_year\_month\_day"**. For consistency, all letters must be lower case and all numbers must have two digits...separate each of the parts with the underline \_ symbol). A game on December 2, 2011, would be named as: **"apollo\_11\_12\_02"** or **"icebreakers\_11\_12\_02"** or **"cathedral\_11\_12\_02"**

If checking for a required PDF name, visit RinkWriter's scoreboard and click on the desired [Scoresheet](#) link...the PDF name should appear within the URL.

## 3. Uploading scoresheets:

- Open the "Upload" link on the RinkWriter web site.
- Enter your username: **XXXXXXXXXX** (case sensitive)
- Enter your password: **XXXXXXXXXX** (case sensitive)
- Browse to your "Scoresheet" folder... (after your first attempt, it should automatically become the default folder)
- Find the PDF file(game scoresheet) that you wish to upload and "Open" it
- Click on the "Upload Scoresheet" button.
- A confirmation message should appear.

## 4. Verifying your upload:

- Go to the RinkWriter web site and find the "Scoresheet" you wished to upload.
- Open your scoresheet.
- You may have to "refresh" to display your scoresheet...
- You may print paper copies from the Internet... at rink-side... or anywhere in the world.