**How to Print Player Cards Procedure.**

1. Go on spdsa.net
2. On the top left corner click on Admin Login
3. Enter the provided login information (will be sent to all coaches and Managers) and Press Login
4. On the left-hand side click on Players (All your players should be Listed on this Page.)
5. Click on this Icon 
6. A New Page with all your Player cards shows up.
   1. Scroll through and check if all cards are on this page
   2. Check all expiration dates and make sure no cards are expired.
   3. Check all Pictures and make sure all pictures are Head shots shoulders and up.

If there are any issues, please contact the office.

1. Press Ctrl+P to view the Print Page. And Check Cards
   1. If the Player cards are missing the Background, you need to select the Print Background option just scroll down on the print view page and select Print background.
   2. If Cards are cut off or writings are on different Pages adjust the Scale on the right side of the Print Preview Page till all cards show properly. (scale 82 usually works)
   3. Set Margins to Minimum.
   4. Make sure the pictures of the players and officials are like a passport photo (head and shoulders, no hats). If they are not like this. Please contact your player to make sure they upload a new photo to their profile through the registration link. Referees will not accept cards with pictures that are not like a passport photo.
2. Hit Print.