ACBLscore Player Number Report

Players often forget their player numbers – both ACBL members and those with assigned pseudo numbers. Thus, it is often convenient to have a printout available with player numbers for people who normally play at your club – including both ACBL member numbers and pseudo numbers assigned to non-ACBL members.

The following procedure describes how to create a "Player Number Report" for your club.

You may use the "Group Code" field to be able to create a report of player numbers that have been assigned. This can also be used to create a complete roster of club mambers/players.

To enter a Group code:

F3 → A → (enter alpha or numeric "Group") → TAB →
(repeat the alpha or numeric "Group") → TAB → F3

> Do this for each player to be included with your "report" of player numbers.

This is an example where the Group Code "M" is being used to identify players who normally play at a club.
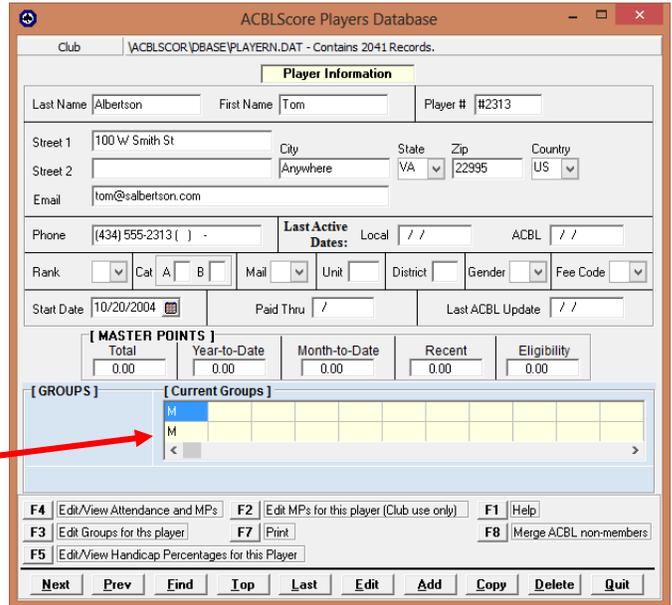
To create a "Report" of all players with the assigned Group Code:

- Data Base → Reports/Exports → 6 Custom Report → 1 Restrict by GROUP codes → (Select "Group" for the report – left click on group character) OK → OK (on Select report restrictions) → 6 Player # → OK → (highlight desired sort, i.e., "Surname" or "Player number" – click) OK → (enter "Report Title" – Click) OK → OK (for date)

- Select a destination for the report.

  Note: The report will include the pound sign (#).

  Use an external program to edit the report to remove the pound sign.
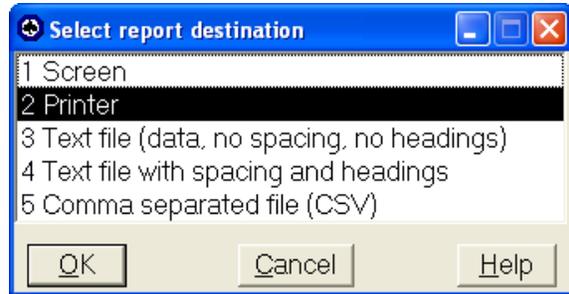
- Select 5 … (CSV) file and import it into a spreadsheet (such as Microsoft Excel).
  Or – select 4 Text …with spacings.. file and then open that file with a word processor (such as MS Word).

Use the "Find and Replace" command to 'Find' the # and 'Replace" it with "nothing."

Print the report from the spreadsheet or word processing program.

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