

Exporting Data from Affinity to an Excel Spreadsheet

- Log into Affinity -> (<http://oysa.affinitysoccer.com/>)
- Navigate to **Reports**
- Choose Report Type from drop down box – **Report: Team Roster - Players** – Click on **Generate Report**.
- Now you will be exporting your report.
- Click on the small File icon to the left of the printer icon at the top of the report.
- A screen will appear requesting the file format. From the drop down menu choose: **Microsoft Excel Data Only** – click **OK** – click **OPEN**.
- Once your report comes up you need to highlight the entire report and paste it into a new Excel sheet.
- Now you will be Comma Delimitating the report.
- Once you have the whole (very funny looking) report on a new Excel page Highlight Column A (all of the rows, but only column A)
- Select from the Window Tool Bar “**Data**” – “**Text To Columns**”
- Check “**Delimited**” and click **next**
- **Uncheck Tab and Check Comma** – click **next**
- Click **finish**

Now you just need to adjust your columns so things fit. You can delete or hide the columns you don't want to use. You can also sort what you want sorted (if you have any questions on any of this Excel stuff, let me know, I can easily walk you through ... I didn't know how much of an Excel wiz you are.)

Call me if you have any questions

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