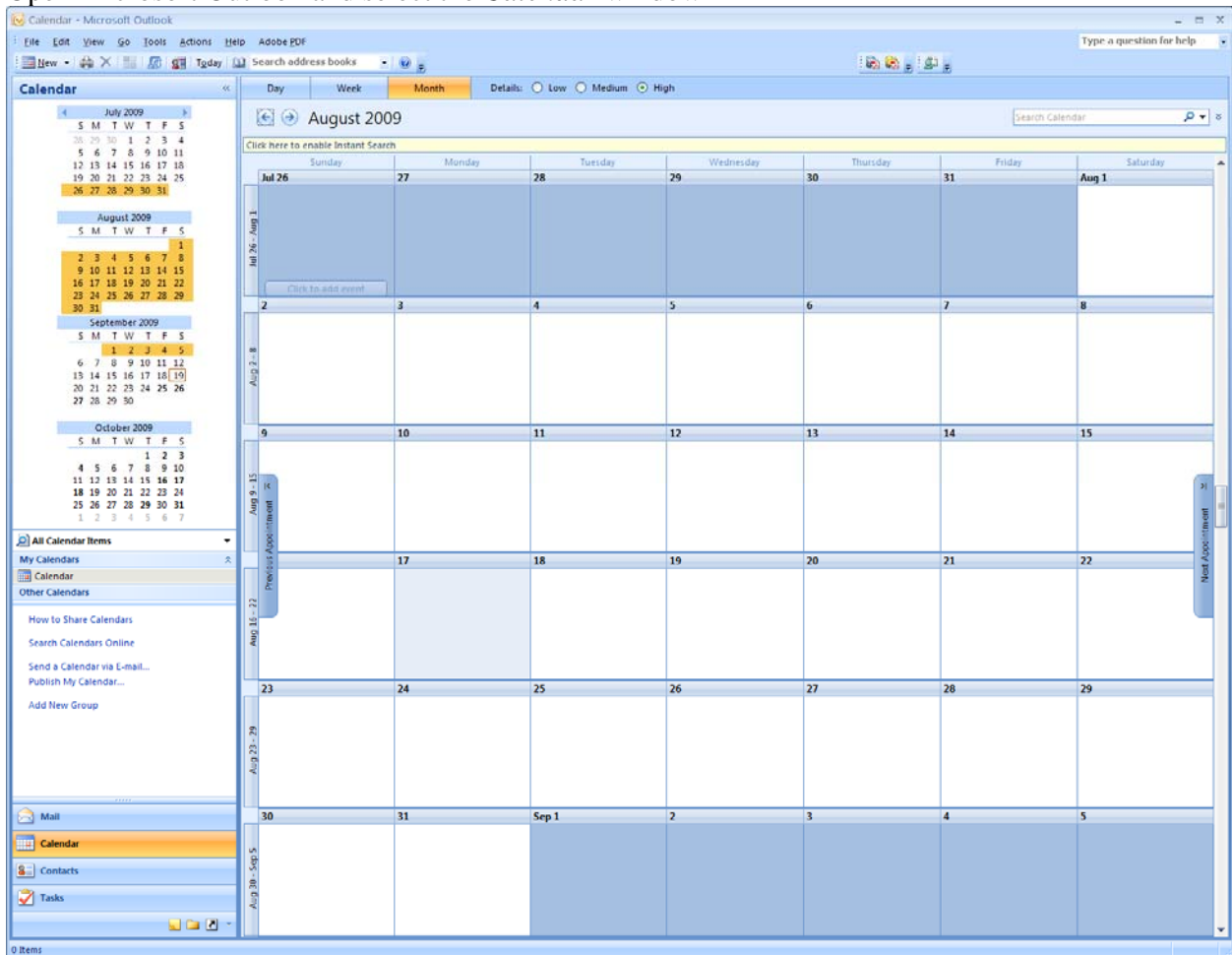


The Jr Coyote 97 hockey schedule saved as a Microsoft Excel comma separated value (.csv) file to allow for import into Microsoft Outlook. The “*JrCoyotes\_Hockey\_2009\_2010.csv*” file can be edited so that you can change the “ReminderTime” and “Description” fields to your desired choices. However, it may be easier to edit appointments once they are imported into Microsoft Outlook rather than editing the csv file.

Dryland is always scheduled to start 1hr and 15 minutes ahead of a schedule practice time. Dryland is 45 minutes with a 30 minute break between dryland and practice to allow the players to dress. Appointment reminder alerts are set to go off 1 hr prior to a practice or dryland.

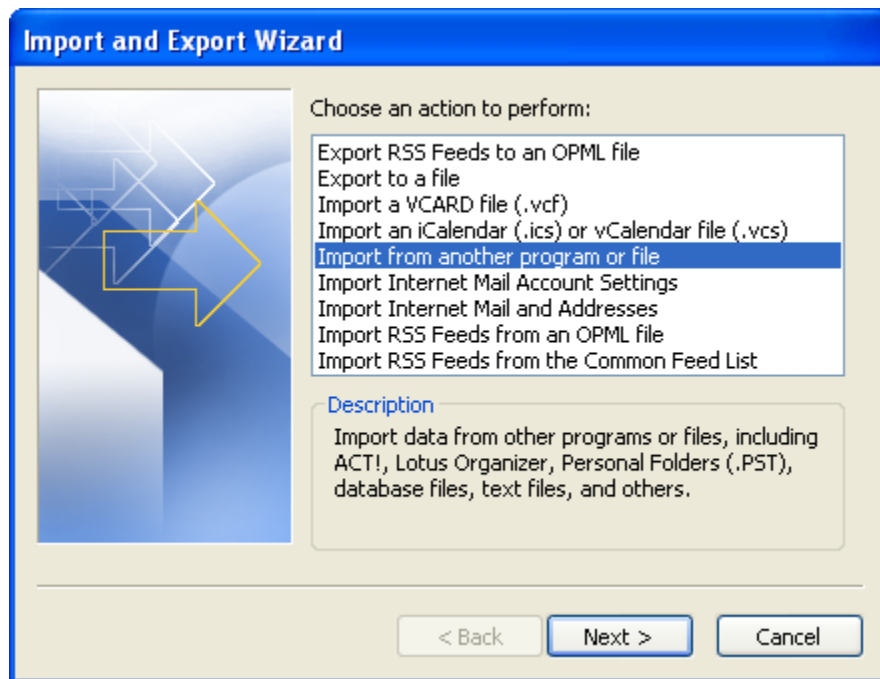
The following are step by step instructions for importing cvs file:

Open Microsoft Outlook and select the *Calendar* window

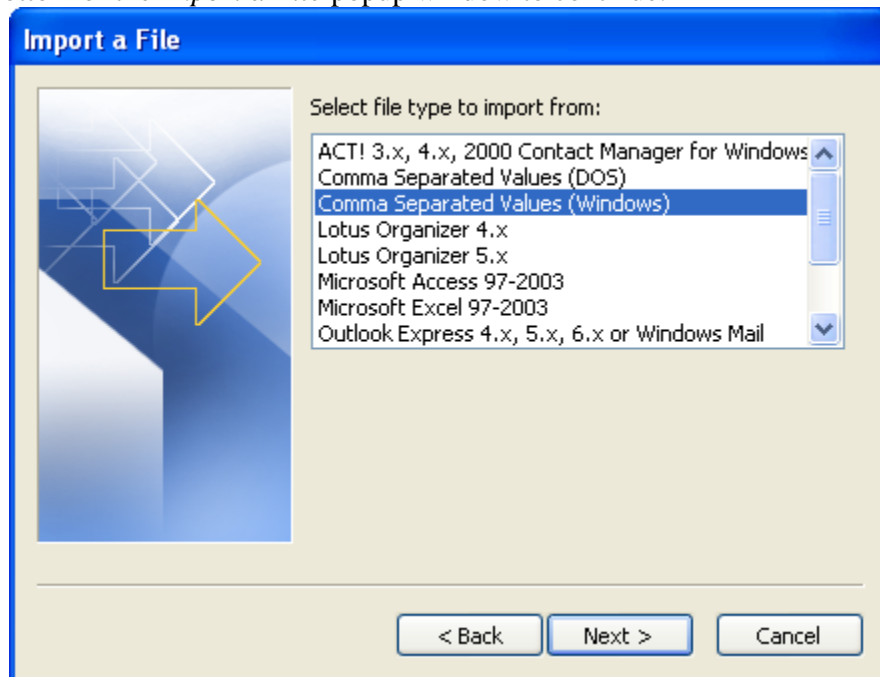


Select *File* on the menu bar to pop-up the *File* pull down menu. Select the *Import and Export...* option from the pull down menu.

An *Import and Export Wizard* popup window will open. In the “Choose an action to perform” window, select the “*Import from another program or file*” (it will be highlighted when selected). Select the “*Next*” button at the bottom of the *Import and Export Wizard* popup window to continue.

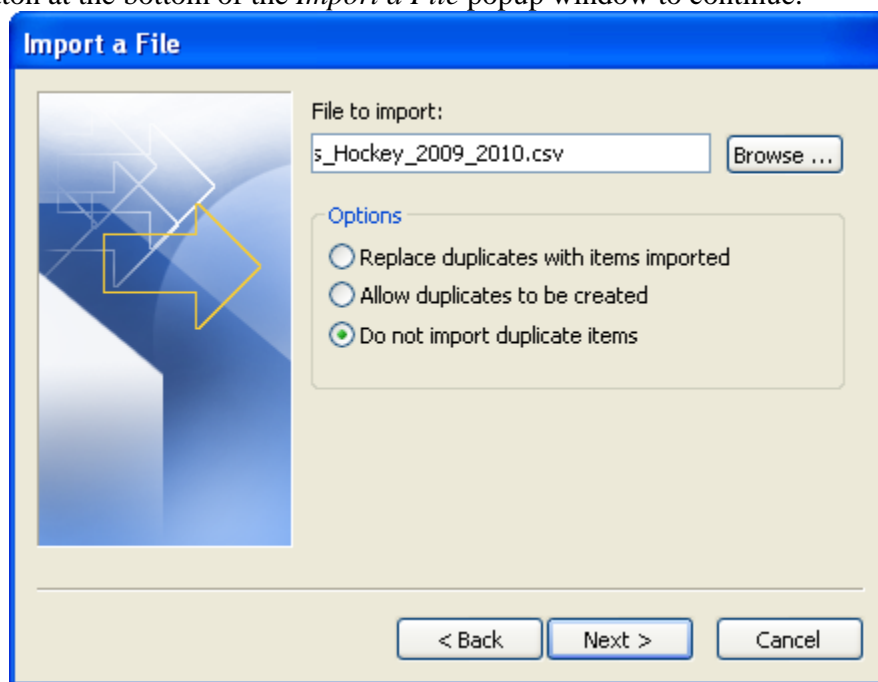


An *Import a File* popup window will open. In the “Select file type to import from:” window select the “*Comma Separated Values (Windows)*” (it will be highlighted when selected). Select the “*Next*” button at the bottom of the *Import a File* popup window to continue.

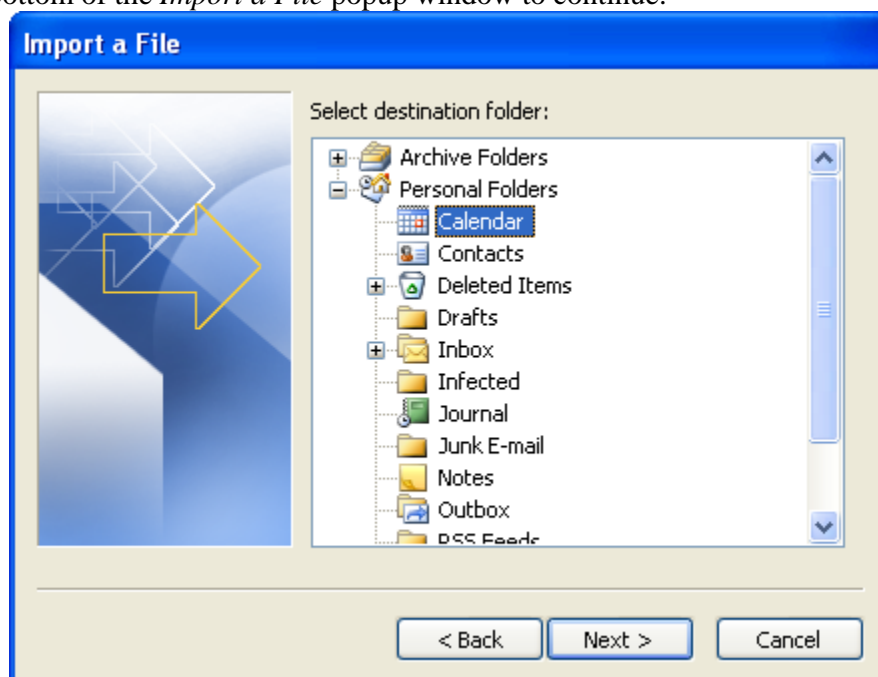


The *Import a File* popup window will request that you identify the “File to import:”. Use the *Browse* button and search your computer for the folder location of the JrCoyotes\_Hockey\_Schedule.cvs file.

The file name and path should be displayed in the “*File to import:*” window after you have completed the browsing process. In the options field select “Do not import duplicate items”. Select the “*Next*” button at the bottom of the *Import a File* popup window to continue.



The *Import a File* popup window will request that you “Select the destination folder:” Select Calendar in your Personal Folders directory (it will be highlighted once selected). Select the “*Next*” button at the bottom of the *Import a File* popup window to continue.



The *Import a File* popup window will show that you have selected to import. In the *Import a File* popup window select the Finish button at the bottom of the window to initiate the import. When the import is complete (its takes a couple of seconds), the popup windows will disappear.

