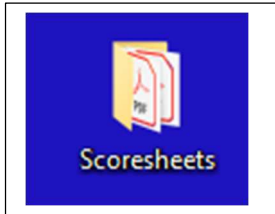


# Printing/Saving RinkWriter Scoresheets as PDF Files

After each period or after the game, you may Print/Save your scoresheets. When printing a scoresheet as a PDF file, the scoresheet must have a name.



To create a PDF document, your computer must have a PDF writer. It works like a printer.

PDF files can have almost any name, but you must follow these exact naming rules when uploading Scoresheets to RinkWriter Scoreboard:

If you open the link to a scoresheet on the RinkWriter Scoreboard and look at the URL link at the top of the screen you can find the scoresheet's **PDF file name**.

**Sample:** [https://www.rinkwriter.com/minot/minotboys\\_19\\_12\\_14.pdf](https://www.rinkwriter.com/minot/minotboys_19_12_14.pdf)

Scoresheet PDF Name

Print/Save scoresheet PDF files into the "Scoresheets" folder on your desktop.

After printing a scoresheet PDF, by default, the printer will always go back to the "Scoresheets" folder, to save the next scoresheet.

## PDF Names

### For regular season games:

1. Team Name (all lowercase)
2. Year (two digits)
3. Month (two digits)
4. Day (two digits)

The four parts are separated by an underline "\_"

The name for the January 7, 2020 Minneapolis boys game would be:

**team\_year\_month\_day** (all 2 digits)

**mplsboys\_20\_01\_07**

### For Tournament Games:

1. Tournament Name (abbreviated)
2. Tournament Year (two digits)
3. Tournament game number (g1, g2, g3, etc.)

The three parts are separated by an underline "\_"

The name for game 6 of the 2019 Granite City Classic is: **tournament\_yr\_g#**

**gcc\_19\_g6**