Instructions for entering names and titles for Team Photos
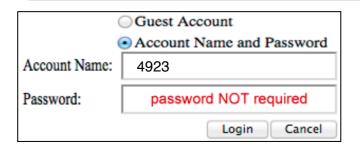
Data loaded usually within a day of photo night -

Names need to be supplied by the time specified (Friday 13th June).

To enter data go to - http://www.northstar.co.nz

Go to the *access database* page, open your clubs database.

Bay Olympic

○ Guest Account
● Account Name and Password

Account Name: 4923

Password: password NOT required

Login   Cancel

Database will be removed
for printing

Friday 18 July

- Find your team and click on **Edit Record**
- Teams are loaded in the order of photography
- The database will change slightly to enable data entry.
- Enter data (Titles and Names). Add absent players if needed.
- Make sure there is a name for every face in picture.
- Do not make line breaks or try to format text.
- Enter your Name & Date.
- Important you check for accuracy - this is what we print.
- Click on **Submit** - to post changes.
- **LOG OUT**
- Comments can be made in the blue comments field.
- We choose the best picture later - Web file is selected at random.

Any problems call/text 0274 443196 or email - info@northstar.co.nz