Creating a player profile. You will have two copies of each player's profile. A "template" file for editing, and another "electronically printed" copy for emailing college coaches and posting on the web page. I would recommend using two folders and keeping each file type separate to help keep track of them.

1. Save a copy of the file: "Gold Fastpitch Player Profile Template" to your computer.
2. Open file and "save as" one of your players. Example: "Analiese Huffman Player Profile Template"
3. Fill out information, add a photo, and save. Moving the mouse cursor over the various field on the form will display tool tips.
4. Save the file. This file can be edited at any time to add more information or make changes as necessary.
5. The next step is to create the file for emailing coaches and posting on the web page.
6. Click print, then select "Adobe PDF" or similar printer for the printer selection. Make sure to change file name and folder as necessary before clicking "save" button. This "electronically printed" file cannot be edited.
7. The "printed" profile can now be emailed to college coaches and sent to the webmaster to upload on your team's web page.

The reason for "printing an Adobe pdf" is to make the profile more user friendly for viewing, especially on mobile devices and the file size is smaller as well. Below are examples of a profile that I emailed to myself and opened on my iPhone to view. As you can see the screenshot photo on the left doesn't display the photo, but the photo of the "printed pdf" does. I sent both files in the same email.
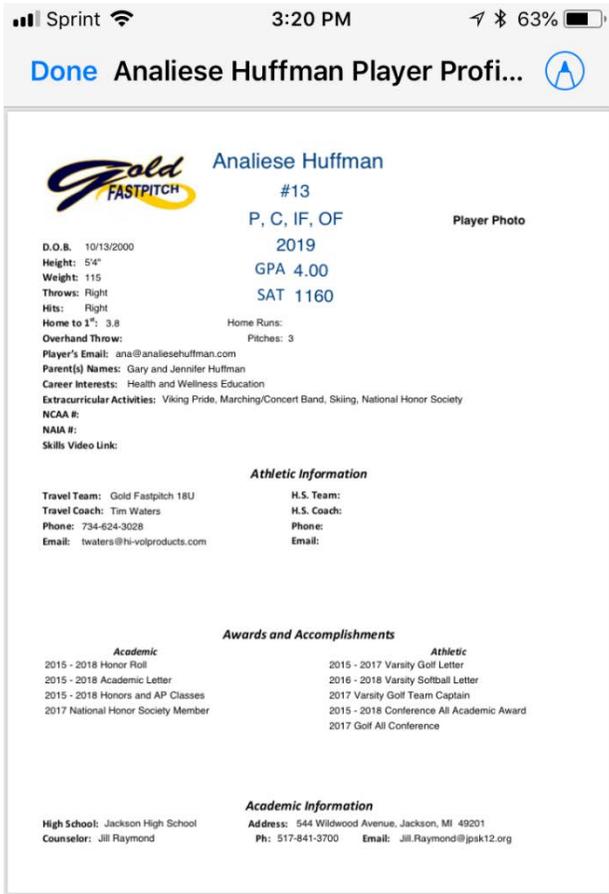
"Analiese Huffman Player Profile Template" emailed and viewed on iPhone.
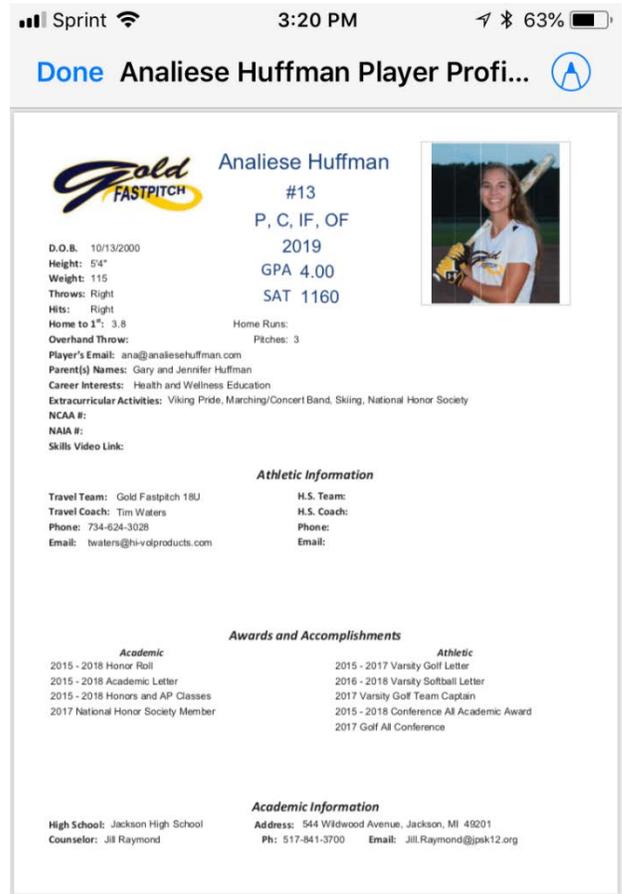
"Printed as Adobe PDF", saved as "Analiese Huffman Player Profile" then emailed and viewed on iPhone.