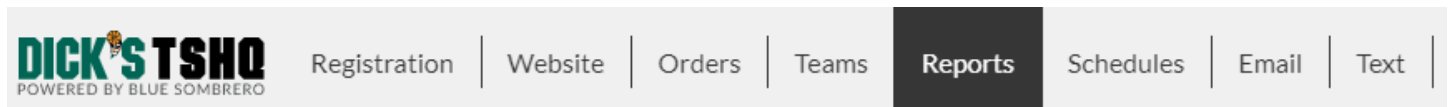


Save Bulk Registration forms to PDF

***Note for Division Coordinators: Please do not physically print the registration forms. Please follow the steps below to save them in bulk to PDF format.**

***Note for Coaches: If you physically print these forms, it will print both the Registration and CDC Concussion form which will result in 4 single-sided pages. Therefore, it is recommended to print double sided if your printer allows.**

1. After signing into Blue Sombrero, click **Reports**.



2. In the drop-down under Select Program, choose **2017 Fall Core**.

Select Program:

3. Scroll to Bulk Print Participant Esignature Forms and click **View**.

11 Bulk Print Participant Esignature Forms View

Use this report to bulk print participants' esignature forms for an entire division or team.

4. The Program Name should say "2017 Fall Core."
 - a. If it does not, choose **2017 Fall Core** in the drop-down under Program Name.

Program Name: *

5. In the drop-down under Division Name, select your division.

Division Name: *

6. In the drop-down under Team Name, choose the team you wish to print.

Team Name:

7. Click **Create Report**.

Create Report

8. When the print screen appears, click the **Print** button to print the forms.
 - a. *Note: If you are a Division Coordinator, change the Printer Destination to **Save as PDF** to send the forms to coaches before clicking the **Print** button.

