

Local Association Average Export Instructions

[Steps to submit averages to MTUSBC \(Please note there are two places that need the current bowling year\)](#)

- 1) Enter January 1st averages for each league in WinLabs12
 - a) On each league click on Update Averages
 - b) Enter Pins, Games & Average
 - c) Verify data is correct
- 2) In WinLabs12 export the Yearbook
 - a) Reports/Association/Average/Yearbook
 - b) Bowler Criteria
 - i) All bowlers
 - ii) Exclude unpaid bowlers
 - iii) Exclude suspended bowlers
 - iv) Exclude deceased bowlers
 - c) League Criteria
 - i) All leagues
 - ii) Status: Active
 - iii) **League Year: 2019-20 (use current year)**
 - d) Average Criteria
 - i) **Year of Average: 2019-20 (use current year)**
 - ii) Type of Average: Established
 - iii) Minimum games required: 21
 - e) Report Options
 - i) Show Association Name
 - ii) Show Report Title
 - iii) Show Selection Criteria
 - iv) Show Sort Order
 - v) Show Footer
 - vi) Age Category: Adult Only
 - f) Output Options
 - i) Stock: 8 ½ x 11 (1 Column)
 - ii) Preview Report
 - iii) The top of the report should have Local
 - iv) Association and the current bowling year
 - v) Export/Text
 - vi) Select Desktop
 - vii) File Name: **Yearbook.txt**
- 3) Send the file **Yearbook.txt** to AssocManager@mtusbc.org
 - a) Include association name in the email
 - b) Include association number in the email