Exeter & District Volleyball Association

Web Site Guide

Welcome to the EDVA Web site

The EDVA web site performs a number of roles within our organisation. It is for advertising the sport and our services to our members throughout the region. It is also our business server and hence will store all our EDVA League matches, results and scoresheets etc.

A number of user guides are available to explain how to use the various web site facilities. This guide will explain how to upload league scoresheets to the EDVA web site. These instructions are for PC Window users only, I'm sure similar programs exist for Mac users.

Once uploaded, the Fixture Secretary will check the scoresheet before it is added to the EDVA results server.

Uploading EDVA League score sheets

Requirements:

- All home teams are responsible for uploading their own scoresheets.

- The scoresheet needs to be a single file of less than 2 MB in size.

- The file format needs to be PDF.

Software Required

If you already have appropriate software that can scan or photo the scoresheet and save it in a single PDF format for you, then please use it. If you do not, then the following free software can be used to produce a PDF file, ready for uploading to the EDVA web site.

Adobe Reader, free from http://get.adobe.com/uk/reader/otherversions/

Adobe Writer, various free software programs available, we use CutePDF, available from: http://www.cutepdf.com/download/CuteWriter.exe [FREE for personal and commercial use! No watermarks! No popup Web advertisements!]

Via a Photo (Camera, Smart Phone, Tablet)

1. Using a camera or a Smart Phone, take a photo of the scoresheet in good day light conditions, (you may wish to use the macro setting on your camera).

2. Download the image from your camera (trim the image to show just the score sheet if you are able to) and convert it to a PDF image via the Print to CutePDF function (or similar program). Save the scoresheet using the match number as the file name. The match number is listed on the web site next to each fixture.

3. Check that the file size is less than 2 MB and that you can clearly read the score sheet. (If larger than 2MB, reduce the image size and re-save to a PDF file)

4. Upload the scoresheet via the "Upload Div x Scoresheet" page on the EDVA web site (Under Upload).

Via a Smart Phone or Tablet

If you have a smart phone or tablet that can also take a good quality photo, then you may wish to purchase the "Cam Scanner Pro" app. Its available from www.intsig.com and works with Blackberry, iPhone, WinMo and Android phones, cost about £2.99.

The application will photo the scoresheet, trim it and convert it to a pdf.

Open the file and check that the score sheet is readable.

Email it to yourself or upload it direct to the web site via the "Upload Div x Scoresheet" page on the EDVA web site (Under Upload).

Via a Scanner and MS Office

1. If you have an A4 scanner, scan the left and right halves of the scoresheet (75 dpi, image quality 80%).

2. Open up a two page blank PowerPoint presentation (change the page set-up to portrait if it defaults to landscape).

3. Insert the left and right hand side scanned images of the scoresheet to page one and two respectively.

4. Adjust the image size to fill each page.

5. Save the scoresheet (via the printer CutePDF Writer command), use the match number as the file name, check the file size. [The file size should be just less than 1MB however if you are over the 2MB limit, try saving again using the Black & White settings (not colour)]. The match number is listed on the web site next to each fixture.

6. Open the file and check that the score sheet is readable.

7. Upload the scoresheet via the "Upload header" page on the EDVA web site.