Read me: This Template may be used for any Event.... Sports, Proms, Homecomings, Underclass, PreSchool Etc, Also Weddings or Trader Cards only orders.

YOU NEED MICROSOFT OFFICE OR MICROSOFT EXCEL SOFTWARE TO RUN THIS ORDER ENTRY TEMPLATE

Microsoft Office or Excel Software Installation

1.Close all Open Programs before installing
2. Insert CD.
In a moment the Microsoft Office Install Program will auto run.
If auto run is turned off on your computer, you will need to Double-click My Computer,
Then double-click on your CD-ROM drive's icon. Then, double-click on setup.exe.
3. Fill in Customer information
User Name:
Initials:
Then, Click on next
5. Click box next to I accept, then click Next.
6. Click on Install Now.
Microsoft Office or Excel will now install its basic components.
After install Close all open Windows

INSTALLING TPI ORDER ENTRY TEMPLATE.

Copying TPI Log sheets.
1.Double-click My Computer
2.Right-click on CD-ROM Drive and choose Open
3.Drag the TPI Log sheets folder to your Desktop.

USING TPI LOG SHEETS.

When opening Excel click on DISABLE MACROS, then you will see 3-Tabs on bottom of log sheet.
(Wedding Log Sheet – Event Log Sheet – Trader Only Log Sheet) Please Click on Appropriate tab for your needs.
Start by filling in the top columns- studio name, bag #, league, and Job.
Be careful when filling out Studio name and League for those FIELDS will also populate these areas on your Digital Trader Cards.

Next:
You are ready to create your log sheets.

Product codes must be typed in lower case.
Under item column, enter product code then tab over and enter quantity for that product. When ordering your group pictures, type 57g for 5x7 group & 80g for 8x10 groups.

When typing in Players Names, be sure to capitalize the first letter only.
Example: Dennis
Your First Column is used only for packages (Pkg only)
If your customer does not order a package, Start in the second item column.

IMPORTANT:
When using a Digital Camera you MUST ONLY submit the images that are to be printed.
When using Film, submit the same quantities in all rows on log sheet for all Group Shots Taken.
Any extra images that are not accounted for will throw off your numbering system,
thus printing the wrong items for your customers.

If we are scanning your film please number 1 thru ?, however many images there are.
If we are picking best picture, please fill in quantities for all images.

EXAMPLE: On a 30 exp roll of film Roll 1 Frame 1 thru 30, when you start
Roll 2 the frames should be 31-60, Roll 3 the frames should be 61-90 etc.

When you have finished filing in your log sheet you MUST NOT save it in Excel.
You should create a temp folder on your desktop with event name.
Save the log sheet to the temp folder.

When you close out of your Excel log sheet after saving,
Answer NO, when prompted to save your changes.
Answering Yes will corrupt your log sheet.

Until you are fully comfortable with the system please take your time and double-check your work.
You are telling our printers what to print.
We do not accept any responsibility for misspelling of names or mistyped product codes.
If TPI does NOT have a Specific Digital Sport item Listed use the Generic Item Code or Call the Lab.

ITEM CODES:

3x5 = 35	**4-4X5** = 445
4x5 = 45	**2-5X7** = 257
5X7 = 57	**1-5x7 & 4-wallets** = 574w
8X10 = 80	**1-5x7 & 2-4x5** = 5745
8X14 = 084	**2-4x5 & 4-wallets** = 2454w
10X13 = 013	**5x7 Coaches Plaque** = 57cp
10X14 = 014	**5x7 Sponsor Plaque** = 57sp
2 WALLETS = 2w	**8 x 10 Wooden MM Plaque** = mmp
4 WALLETS = 4w	
8 WALLETS = 8w	
16 MINIWALL = 16mw	
8 MINIWALL = 8mw	
Button = but	
Keychain = kc	
Cut Out Magnet = com	
Wallet Magnet = wm	
Mug = mug	
Wall Mount Plaque = wmp	
Statuette = stat	
Picture Pennant = pen	
Puzzle = puz	
Sports Ticket = stk	
Stickers = dstk	
Traditional Mag Covers = tmc	
Traditional Individual Calendar = tic	
Traditional Team Calendar = ttc	
Wheaties 4 x 5 Magnet = wmg	
5x7 Group = 57g	
8x10 Group = 80g	
Classic Sports Wallets = csw	

Individual Sports

Baseball = ba	**Generic Sport** = gn	**Dance** = dc
Basketball = bb	**Preschool** = ps	**Danceline** = dl
Football = fb	**Volleyball** = vb	**Swimming** = sw
Soccer = sc	**Track** = tr	
Cheerleader = ch	**Hockey** = hk	

Digital Items   **School Items**
Digital Traders = dt   **American Flag Group Print** = af
Digital Mag Covers = dmc   **American Flag Signature Group Print** = afs
Digital Memory Mate = dmm   **Classroom Trader (Aqua)** = cta
Digital Individual Calendar = dic   **Classroom Trader (Maroon)** = ctm
Digital Team Calendar = dtc   **Classroom Trader (Yellow)** = cty
Extreme Poster = dep   **Classroom Trader (Orange)** = cto
Grandparent Special = dgp   **Classroom Trader (Tan)** = ctt
Digital Button = dbut   **Classroom Trader (Green)** = ctg
Future Star Cards = fsc   **Classroom Trader (Red)** = ctr
                                           Classroom Trader (Blue) = ctb
                                           Digital Designer Wallets = ddw

When using the American Flag Prints in Excel please fill in the logsheet as seen below:
School Name Type Under League   (**ex. ABC Elementary**)
Grade Type Under Team   (**ex. 4**) The word Grade will automatically be generated.
Teacher Type Under Head Coach   (**ex**. **Ms. Williams**)

When using Classroom Traders in Excel please specify color.

Example: Johnny buys Digital Trader Cards for his baseball team. You would type - dtba
          Mary buys a Traditional Magazine Cover. You would type - tmcba

When entering your packages you will enter the Pkgs **1** thru **10** or **a** thru **p** in lower case. If your customer orders more than one different type of package just enter it in the next column over and please make a note of it to the lab for we will have to make sure to populate those packages in the 2nd column also.

When ordering Digital memory mates or Wooden Memory Mate Plaque , you must assign a Group Picture to go with the Individual. You can do this by using the Group ID column on your log sheet.

1st- You must assign a numeric number to each group shot being used. We recommend starting with 1 and numbering accordingly to the amount of group shots being used.

EXAMPLE: If You took digital group shots of 4 different teams, number them 1 thru 4. If you shot film and we are picking the best, number each group shot you take of the same team with the same number.

2nd- Go to the column on your excel log sheet which represents your group shots. Place the assigned number in the GROUP ID column and the last name column.

3rd- When entering your orders on the Excel log sheet. If your customer orders a Digital Memory Mate put their assigned Group Number in the Group ID Column. This will assign their correct group picture to the Digital Memory Mate you ordered.

VERY IMPORTANT: YOUR TOTAL AMOUNT OF ENTRIES IN THE LOG SHEET AND TOTAL AMOUNT OF FILES MUST MATCH EXACTLY.

When downloading updated versions of the log sheet do the following:
       -On our website right-click on **Download Event Log Template** and select Save Target As then
       navigate to your original folder with the existing excel log sheet and click OK. The new version
       will overwrite your existing log sheet.

If you have any questions please call the lab and ask for Dennis.

Print out these Codes for your convenience

ITEM CODES:
2 WALLETS = 2w
4 WALLETS = 4w
8 WALLETS = 8w
8 MINIWALL = 8mw
16 MINIWALL = 16mw
3x5 = 35
4x5 = 45
5X7 = 57
8X10 = 80
8X14 = 084
10X13 = 013
10X14 = 014
5x7 Group = 57g
8x10 Group = 80g
4 – 4 x 5 = 445
2 – 5 x 7 = 257
2 – 4 x 5, 4 – wallets = 2454w
1 – 5 x 7, 4 – wallets = 574w
1 – 5 x 7, 2 – 4 x 5 = 5745
Button = but
Keychain = kc
Cut Out Magnet = com
Wallet Magnet = wm
Mug = mug
Statuette = stat
Puzzle = puz
5 x 7 coaches plaque = 57cp
5 x 7 sponsor plaque = 57sp
8 x 10 Wooden MM Plaque = mmp
Wall Mount Plaque = wmp
Traditional Team Calender = ttc
Traditional Individual Calendar = tic

INDIVIDUAL SPORTS
Baseball = ba
Basketball = bb
Cheerleader = ch
Football = fb
Generic Sport = gn
Preschool = ps
Soccer = sc
Volleyball = vb
Track = tr
Hockey = hk
Dance = dc
Danceline = dl
Swimming = sw

DIGITAL ITEMS
Digital Traders = dt
Digital Mag Covers = dmc
Digital Memory Mate = dmm
Future Star Cards = fsc

TRADITIONAL ITEMS
Classic Sports Wallets = csw
Traditional Mag Covers = tmc

PERSONALIZED ITEMS
Stickers = dstk
Grandparent Special = dgp
Digital Button = dbut
Extreme Poster = dep
Wheaties 4x5 Magnet = wmg
Picture Pennant = pen
Sports Ticket = stk
Digital Team Calendar = dtc
Digital Individual Calendar = dic

NOTE: For swimming digital magazine cover is only item available. If a digital memory mate or trader cards are ordered for swimming please use our generic items.

School Items
American Flag Group Print = af
American Flag Signature Group Print = afs
Classroom Trader (Aqua) = cta
Classroom Trader (Maroon) = ctm
Classroom Trader (Yellow) = cty
Classroom Trader (Orange) = cto
Classroom Trader (Tan) = ctt
Classroom Trader (Green) = ctg
Classroom Trader (Red) = ctr
Classroom Trader (Blue) = ctb
Digital Designer Wallets = ddw

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