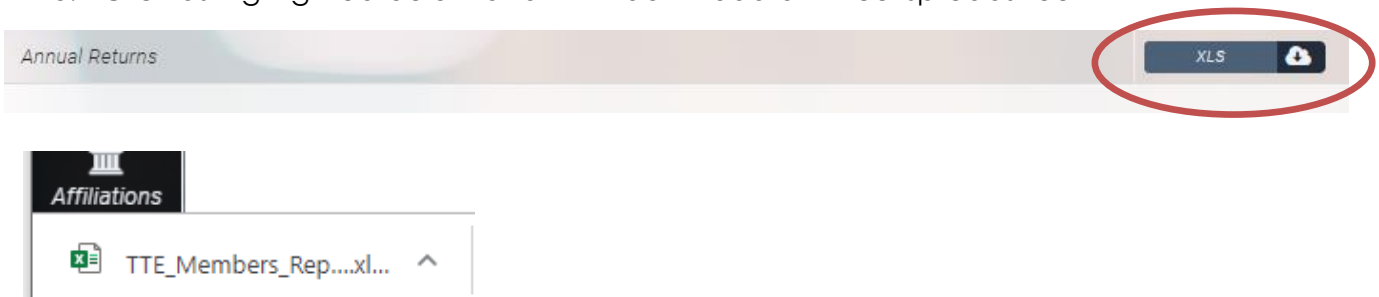


Annual Returns Help Guide

1. Sign in to your league in Sport80
2. Click on the custom reports in the bottom left hand panel
3. Click as highlighted below and it will download an Excel spreadsheet



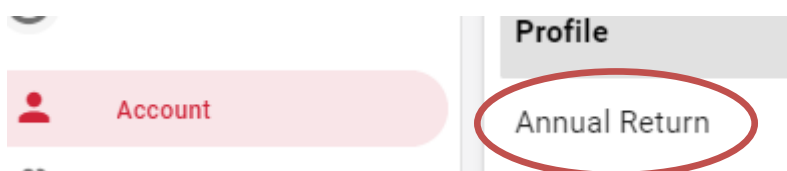
4. Click on the spreadsheet and it will download in the order you need to complete the annual return as below (except teams that you will need to input from your records).

TO COMPLETE THE ANNUAL RETURN

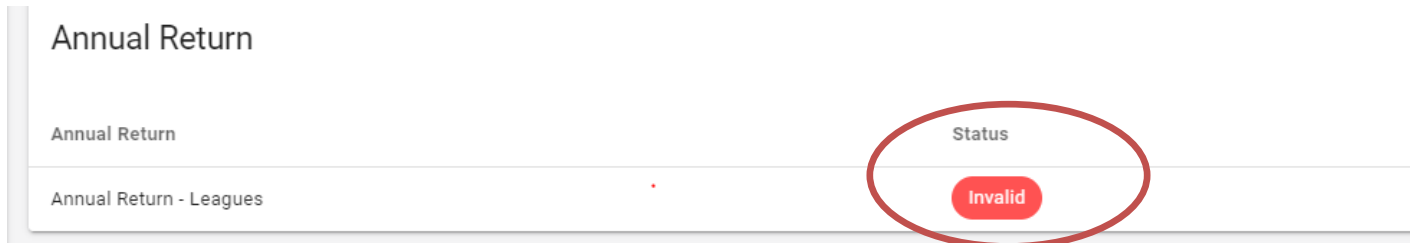
1. Click back into the account tab top left



2. Click on the Annual Return tab



- Click where it says invalid/ if says **current in green** there is no need to do anything



- Add the date current date

Accurate as of: *

- Manually add in the number of teams you have
- Complete the areas as per the spreadsheet you have downloaded, clicking next when each page is completed
- When all completed click add and the invalid will go to current as below

Annual Return - Leagues



- You have now completed your annual return