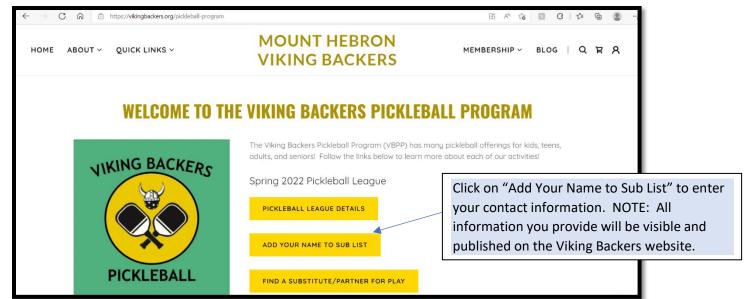
We have created an easy way for those interested in subbing for a team and/or looking for a partner to publish your contact information on our sub list and also a way to view the sub list if you're looking for a sub / partner.

## To Add your name and contact information as a sub / free agent:

- 1. Go to https://vikingbackers.org/pickleball-program
- 2. If you'd like to add your name and contact information to the free agent / sub list, see below.

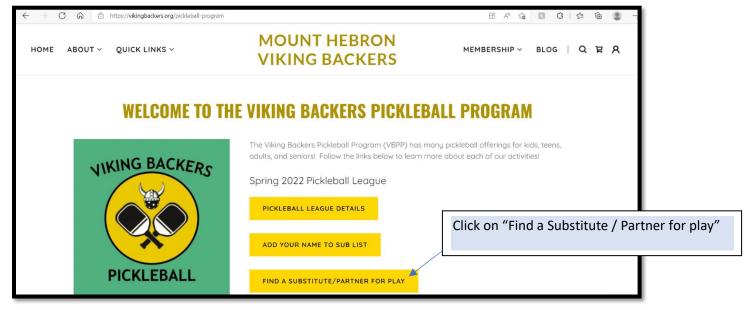


- 3. This will open up a Google Form for you to fill out. We require you provide your name, skill level, and best way to contact you. We also require you type your initials "to confirm you understand and permit the Viking Backers to publicize the information you've provided here on the Viking Backers website." Fields such as email address and cell number are optional. There is also an optional field for "additional information you'd like to share".
- 4. Once you complete the Google Form, hit the SUBMIT button at the bottom.
- 5. You will then see a pop-up window with a confirmation message: Thanks for submitting your contact info! To ensure our List stays up-to-date, Free Agents will be removed after 6 months. If your name has been removed and you'd like to continue being on the List, simply fill out the form again. If you have any questions about our program, please visit https://vikingbackers.org/pickleball-program . We hope to see you out on the courts soon!
- 6. If you'd like to see how your contact information is displayed in the free agent list, follow the steps on the next page for viewing it. Please note we will remove players' names 6 months after completing the form to ensure our free agent / sub list stays upto-date. If you have to change any of your information, simply fill out the form again with the correct information and send an email to <a href="mailto:pickleball@vikingbackers.org">pickleball@vikingbackers.org</a> asking us to delete your older information.



## To view the sub / free agent list:

- 1. Go to <a href="https://vikingbackers.org/pickleball-program">https://vikingbackers.org/pickleball-program</a>
- 2. If you'd like to view the free agent / sub list, Click on "Find a Substitute / Partner for Play".



3. This will open the spreadsheet showing those who have indicated they are interested in being a free agent / sub. Anyone listed in the spreadsheet has agreed to have their contact information published so anyone needing a sub / partner can contact them in the way(s) they indicate. Please be sure to read all their information to determine if they would be a good match for you. We plan to remove data that is greater than 6 months old to ensure our list is up-to-date.

