

1. Note that the Race Notice templates contain Word tables. If there is a row that you do not need, use “Table Tools > Layout > Delete” to remove the row. Similarly, use “Table Tools > Layout...” to insert rows, or merge or split cells.
2. A QR code for the link to a virtual Team Captains Meeting (e.g., Zoom or Teams) can be inserted in the square area next to **Team Captains Meeting**, size the picture as 2 x 2 cm, or .78 x .78 inches.
3. A QR code for the link to a communications channel (e.g., WhatsApp group) can be inserted in the square area next to **Communications Channel**, size the picture as 2 x 2 cm, or .78 x .78 inches.
4. Adobe has a QR code generator.
5. <https://tinyurl.com/app> is a handy utility to shorten URLs so they fit better. Click on “Shorten another” before pasting in another URL when you want to use the utility again.

Email [officials@alpineontario.ca](mailto:officials@alpineontario.ca) if you have any questions.