Directions for use of the Excel Form for Roster Submissions

If you are not already there, go to the website, www.sectionviiixctf.com will take you there.



Click on Link for Roster Form



Click on Nassau Roster Form



Select Save as shown above



Save to a location that you select, you will need to remember this location. A suggestion, a folder named Rosters might be a good idea.

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Now open excel and find your file.

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1	A Please fill out this do not do aputhing	B form compl	etely. F	C orm is for one Boy	D ys or One (E Girls Team only	/. Use a	F separate fo	G orm for each te	H am. Fill in	Sheet 1	l only,		J	K	L	Μ	N	
3	New Entry Roster	use * mean	s if this i	is an addition to y	our original	roster olease	mark ead	ch new add	ition with * in t	nis column.	Cell.								
4	For date of Birth a	nd 9th Grad	e entry p	olease use form n	nm/dd/yy, it	t will automatic	ally char	ige to dd-M	IMM-yy form. F	Please do n	ot use al	capital or	all lower	case letter	s,				
5	rather use standar	d form capit	alizing fi	rst and last name	s. Do not	use any comm	nas in any	/ cell. Save	roster to your	hard drive a	ind then	E-Mail to b	eercoach	@aol.com					
7	as an attachment										N	ew Entry							
8	Number (1,2,3,4) First Nam	1e	Last Name	Grade	School Name	•	School#	Date of Birth	9th Grade	Entry R	oster use *							
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Now complete the form. Leave column A alone it contains a number so I have a count, fill in First Name, then Last Name, grade, School Name please do not abbreviate and include HS at end. Date of Birth and 9th Grade Entry are required, use column I New Entry only when adding to an already submitted roster, then put an * in the I column for all additions

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When all of your athletes have been added go to Save As and give the file a NEW NAME, a good idea is your school name abbreviated (Farm for Farmingdale or Mac for MacArthur) and then a B for a Boys roster or a G for a Girls Roster. Doing this makes it easier for me to tell which roster is which, when everyone just sends in the form with the name unchanged it is difficult to tell which Nassau Roster Form is which.

Now e-mail the form to <u>beercoach@aol.com</u> as an attachment. If sending an attachment is not something you are familiar with call me at 631-345-9414 and I will try to walk you through it.