

Directions for use of the Excel Form for Roster Submissions

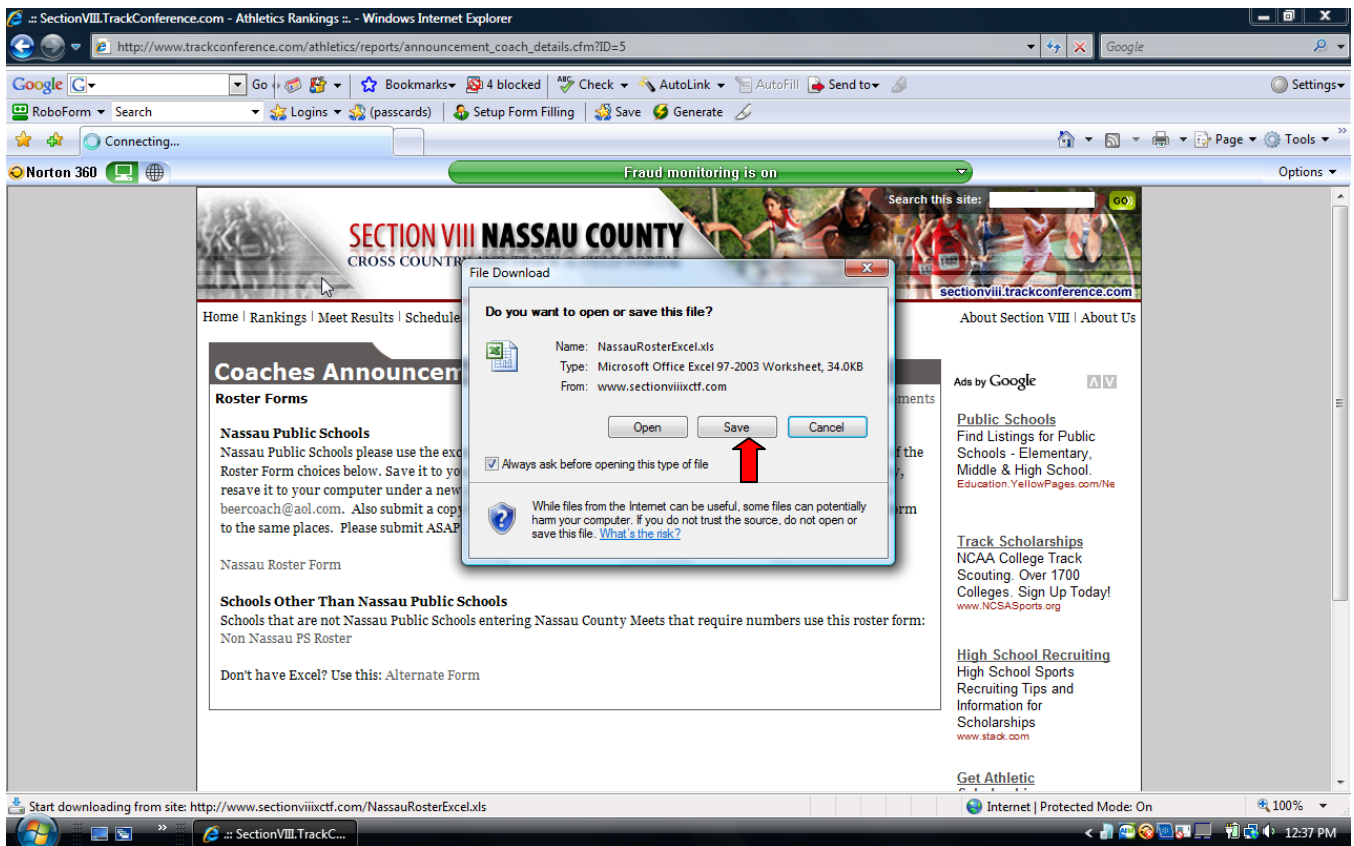
If you are not already there, go to the website, www.sectionviiiixctf.com will take you there.

The screenshot shows the website <http://www.trackconference.com/athletics/index.cfm?1> in a Windows Internet Explorer browser. The page features several sections: a top navigation bar with 'Norton 360' and 'Fraud monitoring is on'; a main content area with a 'State Quarter meet' result, a 'Photo Gallery', 'News and Announcements' (with links for Jobs, End of Season Photos, Performance data & quality control, and Missing performances?), 'Upcoming Meets' (listing Wheatley Invitational, League meet 1, and League meet 2), and a 'Coaches corner' (with links for Cross Country o8 - Revised Schedule, Cross Country Invitationals, Season Results Start, and Roster Forms). A red arrow points to the 'Roster Forms' link. The footer includes contact information and copyright details.

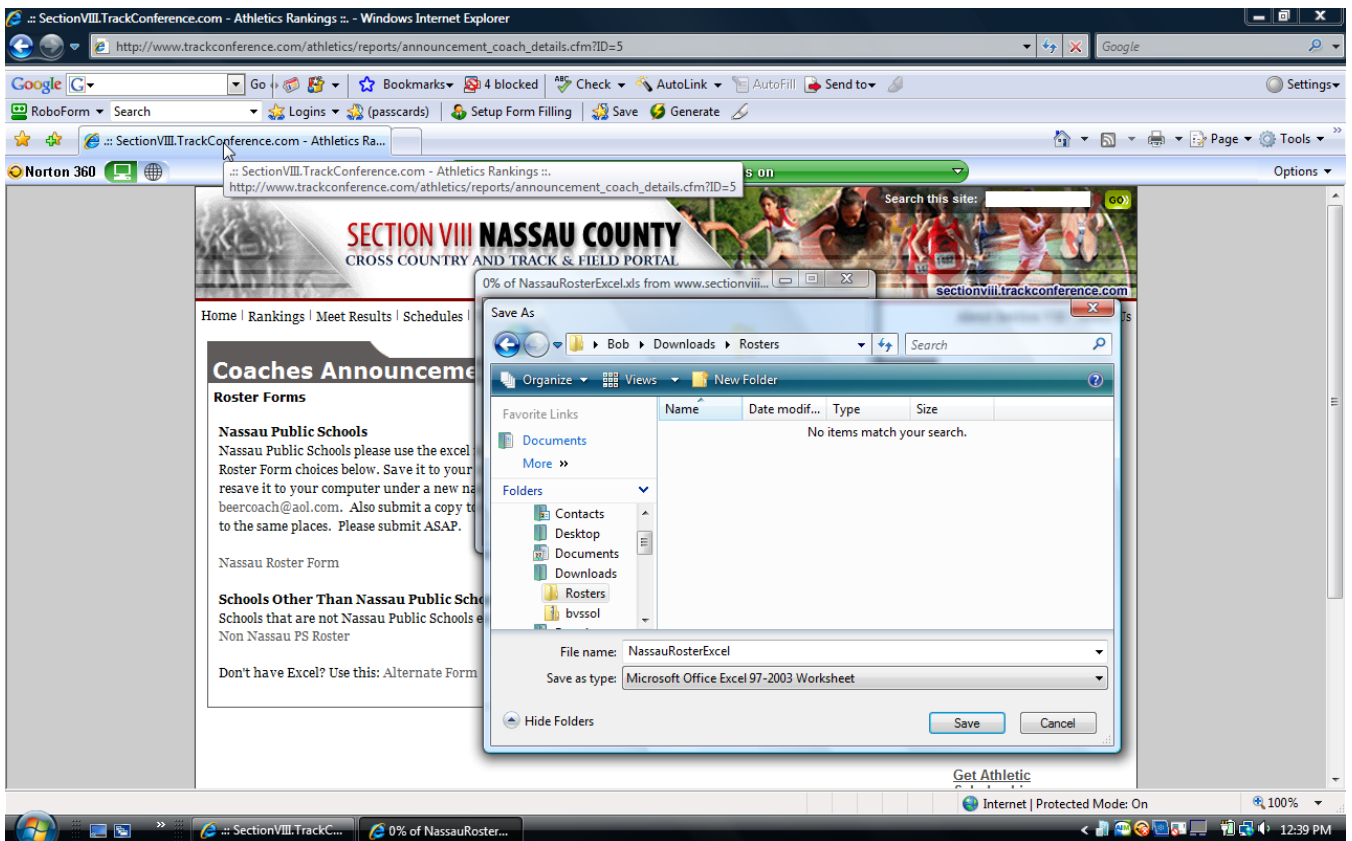
Click on Link for Roster Form

The screenshot shows the website http://www.trackconference.com/athletics/reports/announcement_coach_details.cfm?ID=5 in a Windows Internet Explorer browser. The page features a header for 'SECTION VIII NASSAU COUNTY CROSS COUNTRY AND TRACK & FIELD PORTAL' and a navigation bar. The main content area is titled 'Coaches Announcements' and includes a section for 'Roster Forms' with the following text: 'Nassau Public Schools please use the excel form link near the bottom of this page for your Rosters. Click on one of the Roster Form choices below. Save it to your computer. Open the saved file with excel. Fill out the form completely, resave it to your computer under a new name (school name + Boy or Girl) and then e-mail as an attachment to beercoach@aol.com. Also submit a copy to BOCES. Send updates and additions, but not deletions on the same form to the same places. Please submit ASAP.' Below this text, a red arrow points to the 'Nassau Roster Form' link. Other sections include 'Schools Other Than Nassau Public Schools' and 'Don't have Excel? Use this: Alternate Form'. The footer includes a contact email and copyright information.

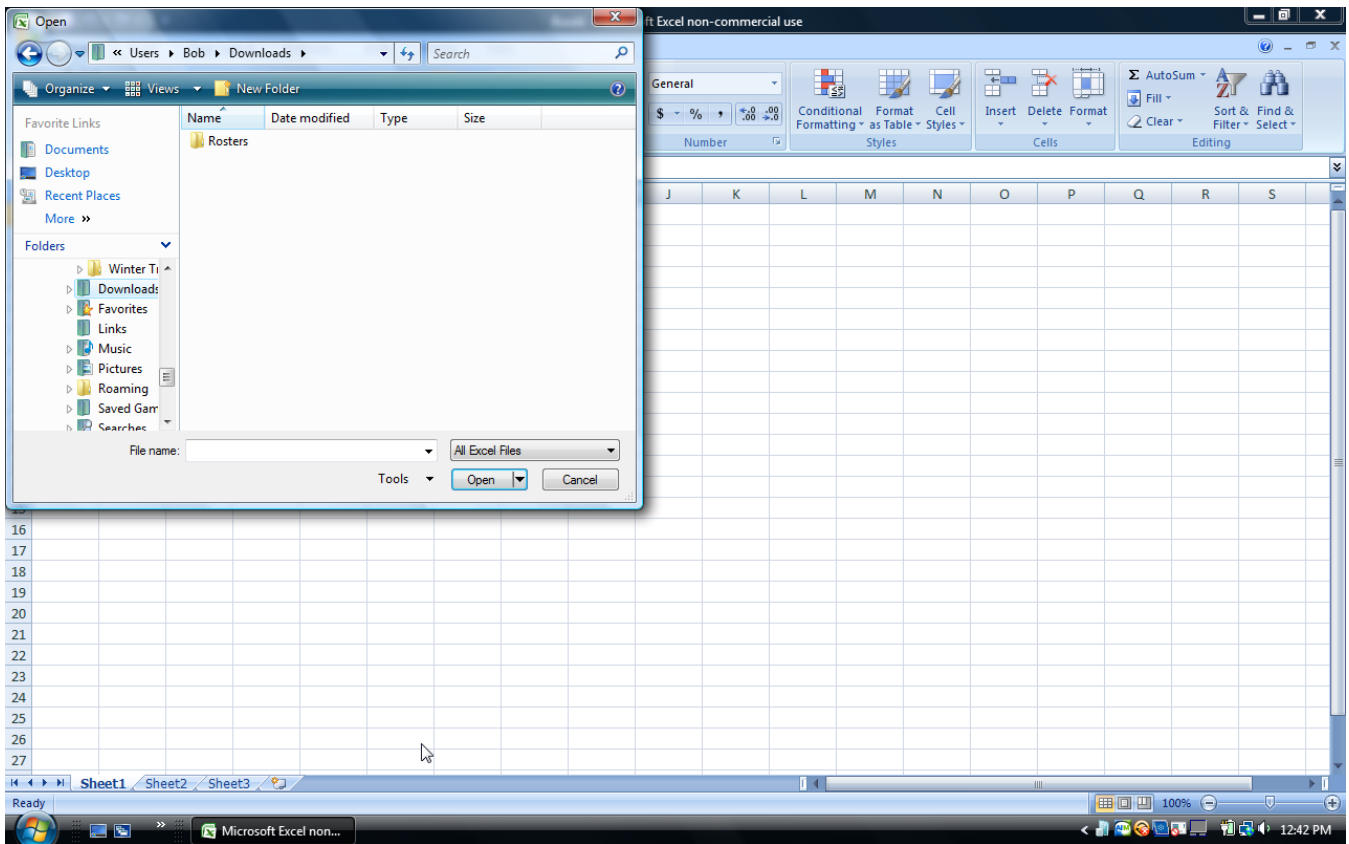
Click on Nassau Roster Form



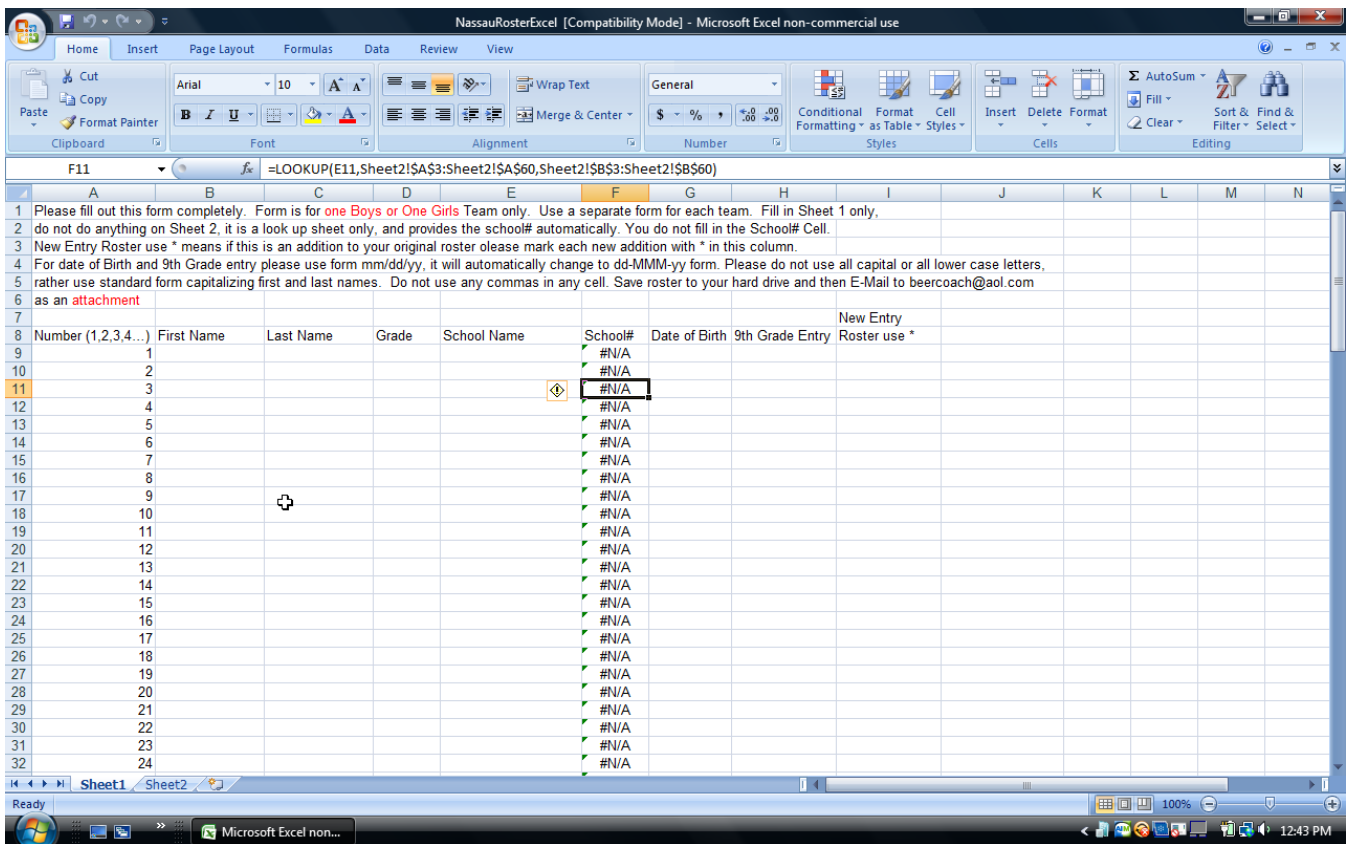
Select Save as shown above



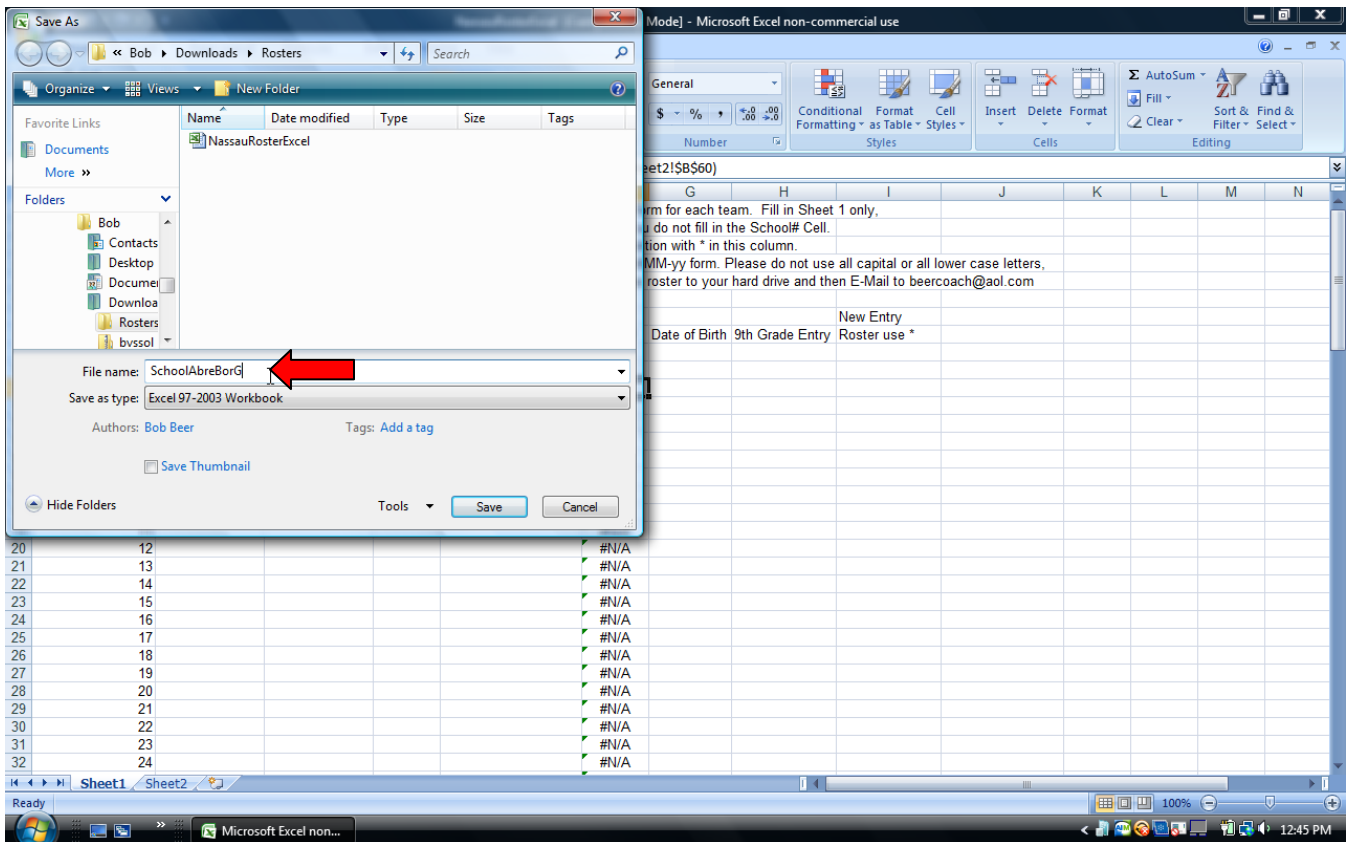
Save to a location that you select, you will need to remember this location. A suggestion, a folder named Rosters might be a good idea.



Now open excel and find your file.



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



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 beercoach@aol.com 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.