

## **Instructions for completing the Excel Spreadsheet 2017 MD FFA State Convention**

1. Download and open the excel sheet, click on enable editing, and save it under (your chapter name). That way when you send it, we will know who it's from.
2. Be sure to be on the correct worksheet marked "Registration" Tab at the bottom.
3. At the top left, you will see "Select A Chapter" Click in the box below, and a small arrow will appear to the right of the large box, click on the arrow and select your chapter name.
4. Click in the box to the right of the words, "Hall of Chapters", using the arrow to the right, select the option that best fits your needs.
5. Now to register your chapter, understand that each participant at the State Convention must be identified as a delegate, student, advisor, or chaperone. Only the two chapter delegates can be added in the first two blue rows. That will automatically give you the \$20 credit/delegate on your invoice. If you only have one delegate, then skip the other blue row.
6. Follow across each student's name, left to right by pulling down the menu to make the correct selection from each column.
7. The following instructions will coincide with the letter of the column:
  - B. First Name- Type in each person's first name
  - C. Last Name- Type in each person's last name
  - D. Role- Click in box, pull down arrow and select role attending the convention
  - I. T-Shirt Size- Select the T-Shirt size desired
  - J. Gender- Select appropriate gender of participant
  - K.Registration type- Quads and triples are only available for students, doubles and singles are only available for advisors and chaperones. If a person is not staying overnight, select either one-day overnight or full conference not staying, and DO NOT assign a room number.
  - M.Room Number- When designating room numbers for participants staying overnight, be sure to keep genders together. Understand that if you select a quad room, with partial occupancy, it may be filled with students from another chapter. However, if you have three students/room and don't want any other students assigned, simply select the triple option. Same policy holds true for advisors and chaperones selecting a double with only one listed for a room.
  - N. Monday 1-3:30 pm- Select only one CDE/LDE or workshop for that time slot.
  - O. T/I- Designate if Column N is a Team member or an Individual, leave blank if it's a workshop.
  - R. Monday 3:30-5:30 pm- Select either one CDE/LDE or Workshop A.

**S. T/I- Designate if Column R is a Team member or an Individual. If the student is signed up for workshop B & C, leave it blank.**

**W. Tuesday AM- Select either one of the CDE/LDE's, or Workshop D.**

**Y. T/I- Designate if Column W is a CDE/LDE, select Team, all others leave blank.**

**AB. Tuesday PM- If a CDE was selected in Column W that is all day, there is nothing to select. If a morning activity is selected, then Hort Bowl, or workshops E or F & G are available.**

**AF. Wednesday- Only students designated as a delegate will attend the delegate meeting. All other participants choose the Chapter Challenge Game.**

- 8. When everyone is registered, click on the tab, "Confirmations" and it will show you if everything was entered correctly. Sleeping Room Reservation Review: If a green box appears, the room is full. If a yellow box appears, the room is not full. And if a red box appears, there is an error on the registration form. CDE and Workshop Registration Review: This section will show you who all is registered for various CDE's and workshops. If a red box appears, there is an error on the registration form. All Advisors and Chaperones are to leave T/I Blank.**
- 9. When all the errors are gone, proceed to the "Invoice" tab. Double check to be sure the amount is correct. If you have one of the five Regional Star Greenhands (You will have been notified), type in their name in the box provided. If you are not able to type their name, just type it in the email when you send the excel sheet and we will send back a corrected invoice.**
- 10. If you run into any challenges with the excel sheet, feel free to contact a state staff to assist you.**
- 11. When you are ready to send it, simply save it under your Chapter Name and upload to our wufoo account that is posted on the homepage of the mdffa.org website for your convenience.**

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