

FILLING OUT THE BC CAMPERS SELECTED FORM

Please do not make any modifications to this form by changing field names or the order in which the columns appear. In order to keep paperwork to a minimum, the forms used by the Branch Coordinators and the Camp Directors must flow one into the other. Also, please do not use all caps.

There is no need to number the lines. If you look at the Excel window, the line numbers appear on the left side of the screen. Since row 1 contains the titles of the fields, the number of campers will be the row number minus one. (Example: if you have 12 campers, the last camper's name will appear on line, or row, 13.)

	A	B	C	D	E	F	G	H
1	FIRST NAME	LAST NAME	ADDRESS	CITY	ST	ZIP CODE	CAMPER E-MAIL	HOME PHONE (NUMBERS ONLY)
2					CA			
3					CA			
4					CA			
5					CA			
6					CA			
7					CA			
8					CA			
9					CA			
10					CA			
11					CA			
12					CA			
13					CA			

All of the phone number fields are designed to add the dashes, so please just type in the 10 digits of the number. Once you leave the field, the dashes are automatically inserted (see below). To simplify matters, we only need a total of four phone numbers for the camper: the home number; the camper cell number; and the parent cell numbers. Please do not put the word None, or N/A in any field. If there is no data for that field, leave that cell blank. Do not add any letters or numbers not specifically requested to phone numbers or email addresses (like n or d, or m or d).

H
HOME PHONE (NUMBERS ONLY)
1234567890

H
HOME PHONE (NUMBERS ONLY)
123-456-7890

We are going to assume that the parents have the same address as the camper, so those fields have been dropped from this form. If that is not the case, please use the NOTES field to make note of the address.

There is one field for the parent's names. If they have different last names, you can place both of them in the same field. As you can see below, the emails are listed in the same order as the person they belong to (Patty, then Fred). The same order would be used in the PARENT 1 CELL and PARENT 2 CELL fields (Patty's first, then Fred's). If you had placed Fred first in the PARENT NAME(S) field, then his information would come first in the PARENT EMAIL(S) and PARENT CELL fields. Do not add any extra letters to the email addresses listed (like m or d).

PARENT NAME(S)	PARENT EMAIL(S)
Patty Smith and Fred Jones	pattysmith123@gmail.com; fredjones@yahoo.com
Jane and John Smith	jane.smith432@verizon.net; jsmith87@cox.net
Gerald and Sherry Johnson	thejohnsons@gmail.com

In the BRANCH field, please type in the name of your branch as it appears in the AAUW California 2015 Directory. The State uses a dash between branch names for branches that have combined. Once you have typed a name, you won't have to type it again, as it will appear as a choice once you type in the first letter, and you can select it.

BRANCH
China Lake-Ridgecrest
C
China Lake-Ridgecrest

For the SCHOOL field, please type out the complete name of the school. Please do not use abbreviations. Once you type it in the first row, it will appear as an option for subsequent rows as soon as you type the first letter, so you will only have to type it out completely the first time.

Two of the fields have drop-down lists for you: the CAMP NAME, and the T-SHIRT SIZE. Please select the item from this list.

CAMP NAME
Fresno
Sonoma
Stanford Curie
Stanford Hopper
UC Davis
UC Irvine
UCSB Hypatia
UCSB Blackwell
UCSD
Whittier

T-SHIRT SIZE
XS
S
M
L
XL
XXL

If you cannot see all of the information in any one field, you can widen the field by placing the cursor over the line between that field and the next (for example, the line between column K and L). The cursor will turn into a plus with a straight vertical line and a horizontal line that ends in arrows. Once that cursor appears, double-click the line between the columns, and the column will expand to encompass the longest item in that field. You can also drag the right edge of the column (again the line between columns K and L) to the right to increase the field size. The only drawback of this method is that you may have to do it more than once if you didn't move it far enough to the right, or moved it too far.

K		PA (NU
PARENT EMAIL(S)		
fredjones@yahoo.com		

K		PA (NU
PARENT EMAIL(S)		
pattysmith123@gmail.com; fredjones@yahoo.com		

Once you have completed the form, please save it to your desktop, and then email it to the appropriate Camp Director. They are listed on the form "3. Camp Directors receiving names.2016.doc" included in the **5-Sending Names to Camp Director** folder of the Branch Packet.

Please remember that any modifications you make that are not specifically asked for will increase the work of those processing the paperwork for the camps, as well as requiring extra work before the data can be imported into the Tech Trek database.

If you have any questions about this form, or how to do something in Excel, please don't hesitate to contact me. I will be more than happy to step you through the process. I work with both PCs and Macs. My email is lstinebaugh@verizon.net and my cell number is 805-340-1740.