

1. Open the “**2017shrallyRegistration.xls**” file.
2. Enter the **First Name** of your first registrant.
3. Press your tab key, or click in the cell to the right under **Last Name**.
4. Enter the **Last Name**.
5. Click in the cell to the right under **Parish**. It is easier to keep using your mouse/cursor from this point on.
6. Notice the double triangle to the right of the cell.

	A	B	C	D	E	
1	First Name	Last Name	Parish	Registration Type	Phone/Cell Number for Parish Leader/Contact Person Only	Spe
2						
3						
4						
5						

7. Click on the double triangle to reveal a list of parishes/schools.

	A	B	C	
1	First Name	Last Name	Parish	Re
2				
3				
4				
5				

Big Lake, Our Lady of the Visitation – se
 Blue Grass, St. Hubert
 Bluffton, St. John the Baptist
 Bowlus, St. Stanislaus Kostka
 Braham, Ss. Peter and Paul
 Brandon, St. Ann
 Breckenridge, St. Mary of the Presentati
 Brennyville, St. Elizabeth of Hungary
 Brooten, St. Donatus
 Browerville, Christ the King

8. Select your **Parish** or school by clicking on it.
9. Click in the cell to the right under **Registration Type**.
10. Click on the double triangle and select the **Registration Type**.
11. Click in the cell to the right under **Phone/Cell Number for Parish Leader/Contact Person Only**.
12. Click on the cell and add digits of number.
13. Click in the cell to the right under **Special Needs**.
14. Click on the double triangle and select the choice. Please send details in the email used to return the file to Kent (see number 17 below).
15. Click in the cell to the right under **Shirt Size**.
16. Click on the double triangle and select the size.
17. When finished entering the information, save the file with your **parish name** and email
 To: laura.gorder@gw.stcdio.org
18. For any new registrations after you send in initial registrations, be sure to fill in a new and clean “**2017shrallyRegistration.xls**” file with ONLY the new registrations using all the above steps.

Note: If you are repeating any selection for a number of registrants, you can insert it for the first registrant, and then click on the cell, drag down the appropriate number of cells and use the “fill down” command.

Example:

1. Enter the parish or school in the first row. Click and drag to highlight that part of the column that corresponds to your list of names.

	A	B	C	
1	First Name	Last Name	Parish	Regi
2	Joe	Jones	Belle Prairie, Holy Family	
3	Brandon	Franklin		
4	Brenda	Schwartz		
5	Jeremiah	Washington		
6	Mariah	Adams		
7	Jacenta	Kuniapotchik		

- Choose your **Fill > Down** command. In some versions of Excel, it is under the **Edit** command

	A			
1	First Name			
2	Joe			
3	Brandon			
4	Brenda			
5	Jeremiah			
6	Mariah			
7	Jacenta			

Paste Special...
 Paste as Hyperlink
Fill ▶ Down
 Clear ▶ Right
 Delete... Up
 Delete Sheet Left
 Move or Copy Sheet... Across Workbooks
 Find... ⌘F Series...
 Justify

- Done!

	A	B	C	
1	First Name	Last Name	Parish	Regi
2	Joe	Jones	Belle Prairie, Holy Family	
3	Brandon	Franklin	Belle Prairie, Holy Family	
4	Brenda	Schwartz	Belle Prairie, Holy Family	
5	Jeremiah	Washington	Belle Prairie, Holy Family	
6	Mariah	Adams	Belle Prairie, Holy Family	
7	Jacenta	Kuniapotchik	Belle Prairie, Holy Family	