

# How Do You Send In Your Entries?

*Please read the following carefully before you make changes to the excel program (see other attachment in email).*

**Before you start, you MUST have Microsoft Office Excel, and the entries MUST be sent back in Excel, in the exact format!**

## *What to do:*

1. Open the excel file which was the other attachment with this email.
2. Click on 'file', 'save as', and save it on your computer
3. There are two forms in the Excel document. There are tabs at the bottom of the page; click on these and your form will appear.
4. The first one you need is the Qualifying form. Put your team information into the chart by placing your cursor in the box, and typing. Note, only level one's are entered on this form.
  - Do not modify the headings, as they **MUST** be in the order shown.
  - Please do not make changes to the 'division' column (column E). If you do not have 5 participants please clear out the example in the cell.
  - A team may have 1, 2, 3, 4, or 5 members; be sure to list your athletes by their seed (in order of best to worst)
  - DO NOT add extra cellsThe second form is the Championship form. On this form you will entry all your level two's and any level one's that qualified for the Championship.
5. Be sure to fill in the chart above the seed information, your names and phone numbers, and the number of people coming. For purpose of tow tickets, we need three separate numbers entered in the second grid - the number of competitors, the number of additional people skiing, and the number of comp. tickets for the coaches.
6. Once the form is completed, click on 'file', and go to 'save as', enter disk to hard-drive, and save the document to your disk.

Once this entry file is complete, email it back (as an attachment) to **both** Katy and Laura at the addresses below. In the 'subject', please include your school name, and "alpine entries" before you send your email.

  - [catherine.phelan@peelsb.com](mailto:catherine.phelan@peelsb.com)
  - [laura.mcjill@peelsb.com](mailto:laura.mcjill@peelsb.com)

Note: We ask that you bring this disk on the day of the meet, should there be any complications, we have a disk which will be handy and helpful!

## *Cost for event:*

Schools are responsible for their lift tickets on the day of the meet. To assist in the process you must advise me as to the exact number of tickets you require; this number is to include both those racing and/or skiing on that day plus the number of coaches (coaches tickets are complimentary). Note, members of the Caledon Ski Club, must still pay for their lift ticket if competing.