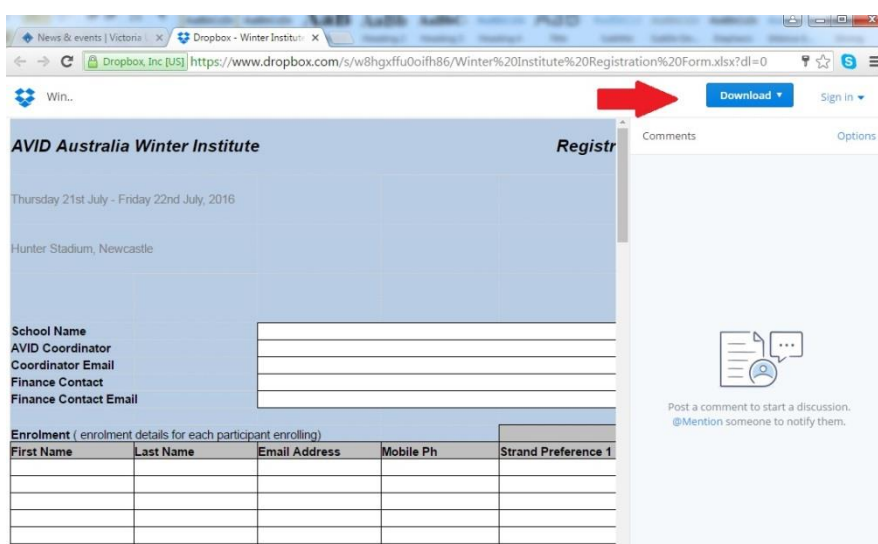
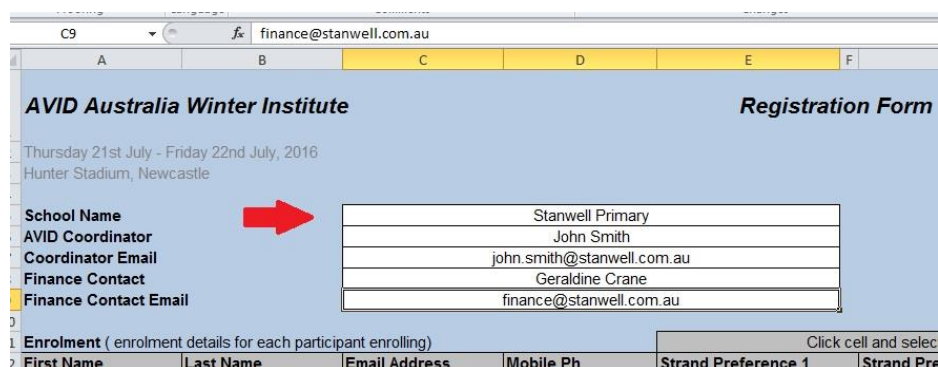


REGISTRATION HELP GUIDE

1. The **registration form** for the 2016 AVID Summer Institute can be accessed and [downloaded here](#). The registration form is an Excel file which you must download, update and send back to us. Click on the blue 'Download' button on the top right hand corner of the page (as indicated in the picture below) to save the Excel file to your desktop. If you have any issues downloading the Excel file please contact AVID.events@vu.edu.au.



2. Open the Excel file in Excel and fill in the fields in white at the top. Please make sure to provide a contact name and email for your finance officer as this is who we will send your invoice to.



- In the enrolment section, fill in the details for each participant including their email and mobile number. In the strand preference column, allocate a 1st and 2nd preference strand to each participant by clicking on the cell and selecting a strand from the drop down menu that appears.

Enrolment (enrolment details for each participant enrolling)				Click cell and select from drop down	
First Name	Last Name	Email Address	Mobile Ph	Strand Preference 1	Strand Preference 2
Terrence	Davis	terrence@stanwell.com	xxxxxxxxxxxxxxxx	Critical Reading	Student Success
Jane	London	jane.l@stanwell.com.au	xxxxxxxxxxxxxxxx	Critical Reading	Science 1
Sarah	Sullivan	sarah.s@stanwell.com	xxxxxxxxxxxxxxxx	English: Reading and Writing Foundations (Primary) Implementation Maths 1 Science 1 Secondary Implementation Student Success Tutorology	Critical Reading

- Similarly, please specify their dietary requirements by clicking on the cell and selecting an option from the dropdown menu.

Click cell and select from drop down menu		
Strand Preference 1	Strand Preference 2	Dietary Requirements
Critical Reading	Student Success	Vegetarian
Foundations (Primary) Implementation	Science 1	None
English: Reading and Writing	Critical Reading	Vegetarian
		Gluten-Free

- Once you have completed the form and checked that all fields are accurate, save the updated file as an Excel spreadsheet (.xls or .xlsx) and email the file to AVID.events@vu.edu.au. Please write "Registration Form" and the name of your school in the subject field of the email.

