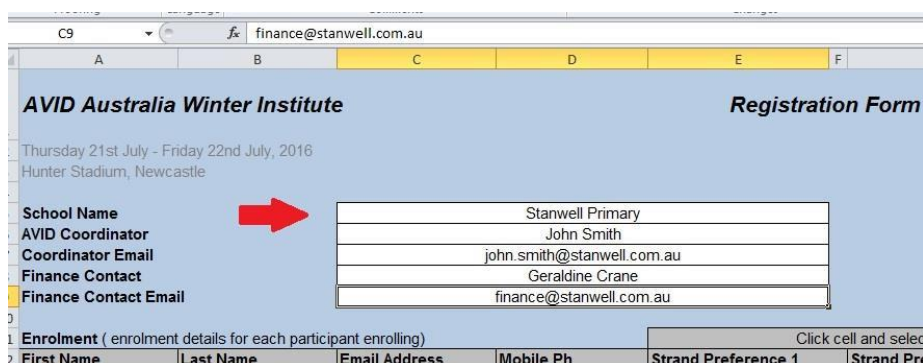


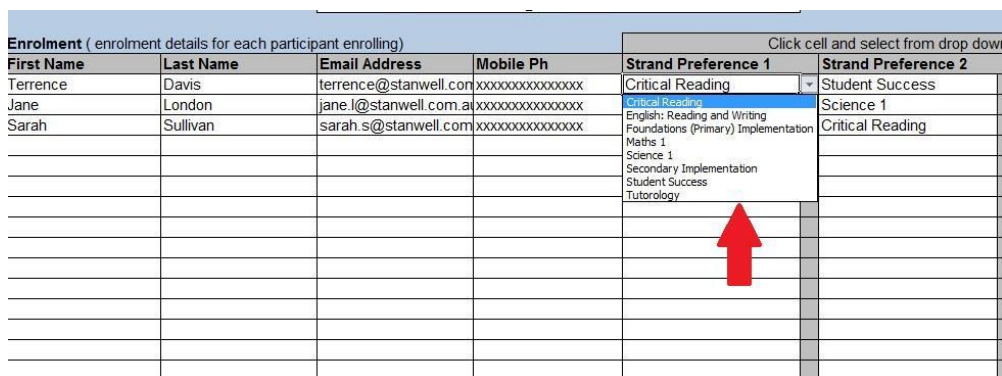
REGISTRATION HELP GUIDE

1. 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.



AVID Australia Winter Institute		Registration Form	
Thursday 21st July - Friday 22nd July, 2016			
Hunter Stadium, Newcastle			
School Name		Stanwell Primary	
AVID Coordinator		John Smith	
Coordinator Email		john.smith@stanwell.com.au	
Finance Contact		Geraldine Crane	
Finance Contact Email		finance@stanwell.com.au	

2. 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	xxxxxxxxxxxxxx	Critical Reading	Student Success
Jane	London	jane.l@stanwell.com.au	xxxxxxxxxxxxxx	Critical Reading	Science 1
Sarah	Sullivan	sarah.s@stanwell.com	xxxxxxxxxxxxxx	English Reading and Writing	Critical Reading
				Foundations (Primary) Implementation	
				Maths 1	
				Science 1	
				Secondary Implementation	
				Student Success	
				Tutorology	

3. Similarly, please specify their dietary requirements.

Click cell and select from drop down menu

Strand Preference 1	Strand Preference 2	Dietary Requirements
Critical Reading	Stude	Vegetarian
Foundations (Primary Impl	Scien	None
English: Reading and Writing	Critical Readin	Vegetarian
		Gluten-Free

4. 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.

