

## Entry Form Instructions:

1. Make sure you have saved the original document to your computer.
2. Open document and click on the Entry Fees tab at bottom of worksheet if it is not already active.
3. Fill in Your Info at top of page (rows 2 through 8). This information should automatically fill in on all the other worksheets. **Check to make sure the fees per event, hiring judges, etc., match those for the applicable tournament. You can change the entry fee amount if necessary. The rest of the form should fill in automatically as you fill in the other worksheets.**
4. Click on IE & Congress Tab at bottom of worksheet. All possible events have been listed. **PLEASE READ YOUR INVITATION TO FIND OUT WHICH EVENTS THE HOST SCHOOL HAS INCLUDED.**
5. Please start with your Duo teams if you have any. Type a "1" in the Duo column next to each student's name in the first team. Type a "2" in the Duo column next to each student's name in the second team, etc. For all other events, you can simply use an X.

Note: You should have plenty of rows available for your entries. If you scroll down to row 62, you will see a row with your total number of **entries** for each event. These totals should automatically transfer to the Entry Fees worksheet. The very first total under the students' names is the total number of **students** entered – this is for your information so you can count heads.

**DO NOT TYPE IN THE TOTAL ROW – EVER! THESE CELLS CONTAIN FORMULAS.**

If you need to insert a row, please do so **above** the total row. You may also delete rows above the total row for those of you with fewer entries so that you're not printing out blank pages.

6. Click on the Debate tab at the bottom of the worksheet – includes all debate categories
7. Public Forum: Put an X under Public Forum Team for each team entry and enter the student name. The number of team entries will automatically total and transfer to Entry Fee page. (You can insert rows above the total row if you have to.)
8. LD: No need to use X's. Simply type the students' names in the appropriate column (Novice or Varsity). Again, these will total automatically.
9. Click on the Judges tab at the bottom of the worksheet. Fill in the judges names and X the appropriate events.
10. At the bottom of this page is a Buy a Judge section. Indicate how many of each type you will need by typing in the number. Again, these totals will transfer to Entry Fee page.
11. You are now done! Save this document and print if desired. Close document, attach it to an e-mail and send to demosthenian.classic@gmail.com

Call Meg Turlington @ 864.363.2688 if you need help with form.