

## Steps to fill out Study Group Roster

1. Download Excel file
2. To save go to File
3. Under File Name put in the name of your Study Group
4. If you lead more than one (1) Study Group we have sent you a file for each Roster.

Now you are ready to fill out your Study Group Roster.

The Roster is in an Excel Spreadsheet that will allow you to enter your information and save it.

1. Where you see the word group with an arrow pointing to the next open space, fill in the information required.
2. Do the same for each area you need to fill in.  
Make sure to do a Save throughout this process to protect your work. (File Save)
3. Then you can fill out the Study Group member's information.  
Just click in each box starting with 1. Name. At the end of the first line, only check the box that says \$15.00 ST GRP if the member has paid their Study Group Fee. The other two boxes are not your responsibility.

Once you have completed your Study Group Roster, please email it as an attachment to the Study Group Vice President/Director over your category.

If you need any help, please call or email Shelly Wasserman at:

[mdw5@aol.com](mailto:mdw5@aol.com) or call 818-451-3131