

Steps to fill out Study Group Roster

1. Download Excel file
2. To save go to File

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. Please fill in all highlighted areas.
Make sure to do a Save throughout this process to protect your work. (File Save)
2. Then you can fill out the Study Group member's information.
Just click in each box starting with 1. Name. then tab to the next cell until the information is completed.
3. The last column under Check # is where you enter the number of the check that the member gave you to pay their Study Group Fees
4. Please date your roster at the top.

Once you have completed your Study Group Roster, please email it as an attachment to the Study Group Vice President over your category. If you need any help completing the roster, please contact your Study Group Vice-President.