

# Instructions for National Collegiate Landscape Competition

## School Spreadsheet

- 1) Open the spreadsheet and enable the macros. (Enable Editing, Enable Content).
- 2) Save it to your computer - rename the file with your school name as you would like it to appear in all event publications, programs, marketing, etc.
- 3) Fill in your school name where indicated on the spreadsheet. Then you will type in all the names, email addresses and graduation dates of your students and faculty with their t-shirt sizes. **SAVE your entries.**
- 4) Click on the box next to the first event, you will notice a down arrow will appear to the right of the box. Click on that down arrow, and you will get a list of all your students. Pick the students for that event from that list. Do the same thing for each event (leave blank the events you don't have students competing in). **SAVE your entries.** *(Note: There is a maximum limit of 5 events per student - please double check your entries before sending the spreadsheet.)*
- 5) Click column that says Workshops. If you have paid for your students to participate in the workshops, this is where you will select which workshops they will attend. Clicking on the boxes will give you the same drop down list as before; select your students from the list. **SAVE your entries.**
- 6) Email the completed spreadsheet to [jenn@landscapeprofessionals.org](mailto:jenn@landscapeprofessionals.org). PLEASE DO NOT FAX SPREADSHEET.