

Instructions for the Sports Day Sign-up Sheet

1. RPL should have received a "Class Contact List" from school in Excel format.
2. You are going to receive "2011 Sports Day List" email from PTO this weekend.
3. Open the "2011 Sports Day List" and "Class Contact List" files (see below)
 - a) Copy students' info (such as **English/Chinese** name; **gender**) from class contact list to sports day list.
 - b) Fill out students' **birthday** ("Age" column E will automatically calculate, and it is based on the date of the race), **Date of Class** (e.g. Wed; Sat; or Sun class) and **Class Code** in English format (e.g. 2A; H4C; and etc.).
 - c) Enter the individual and team competitions based on the kid's age [**50M (up to 9 yrs of age) and 4x50M relay (up to 9 yrs of age with parent)** or **100M & 4x100M relay** (10 yrs of age and older)] with an "X".
 - d) Enter **parent's gender** for 4x50M parent & child relay only.
 - e) Put an "X" if the child wants to participate in the "**Long Jump**".

A	B	C	D	E	F	G	H	I	J	K	L	M	N
No.	English Name	Chinese Name	Birthday	Age	Gender	Date of Class	Class Code	50M (Age 9 & Younger)	4X50M	Parent Gender	100M (Age 10 & Older)	4X100M	Long Jump
1	Andrew Huang	黄朝榮	2/12/2001	10	M	Sat	4A				X	X	X
2	Ethan Chien	简于凯	7/21/2002	9	M	Sun	H4C	X	X	M			X

4. Save the file with class name (e.g. Sun H4C_2011 Sports Day List.xls).
5. Indicate class name in the email's subject line (e.g. Sun H4C 2011 Sports Day List).
6. Please email back the file by **November 6, 2011** to TOMHL77@GMAIL.COM.
7. Give us 2-3 days to review the file and you will receive an email confirmation from us.

Please do not change or format the spreadsheet's layout!!