

Instructions to complete Excel registration worksheet

1) Click on “Interscholastic Registration Form”. 2) Save the file to your computer: (“Save As”) give the file a name that will be easy for you to locate later. 3) Each time you make changes, be sure to save the changes. 4) Follow the example as shown below.

	First Name	Last Name	Test 9:30-10:20	Test 10:30-11:20	Test 11:30-12:20	Test 12:30-1:20
<i>Example:</i>	<i>Susan</i>	<i>Smith</i>	<i>4</i>	<i>8</i>	<i>16</i>	<i>27</i>
	<i>Johnny</i>	<i>Cochran</i>	<i>3</i>	<i>9</i>	<i>15</i>	<i>25</i>

Refer to the test sections listed on the left side of the Excel table. Enter the corresponding test number in each of the cells to the right of each student’s name.

Please note:

- A student may not take more than one test per time period.

Upon completion of listing your students on the Registration Form, save the changes on the form to your computer and email the file as an attachment to:

m.sims@sscok.edu

Please refer to the attached Interscholastic Meet Brochure for official rules and guidelines. If you have any questions or concerns, please do not hesitate to send an email or call me at: (405) 382-9604.

Thank you,

Melinda Sims
Residential Life and Student Activities Coordinator