

# 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 type in all student and faculty names and email addresses, and select a t-shirt size for each. For students, fill in an anticipated graduation date; for faculty, add an X in the Faculty Indicator column. NEW FOR 2024: Please be sure to check the box for any student or faculty member that would like to opt-in to free NALP membership. **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. TEST EVENTS do not count towards the 5.)*
- 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.