

## Registration Spreadsheets – FAQ's

- Please note that the Registration Spreadsheet has been created in Microsoft Excel, and contains formulas and macros. It is important to click on the Enable Macros button (if it is available). Otherwise, click on OK.
- This spreadsheet is highly protected so that only certain cells can be filled or modified.
- Enter any missing information (ie. Mailing address, phone number, postal code, etc.).
- Clubs are responsible for updating their spreadsheet. This would include the member's rank, name spelling corrections, birthdate corrections, etc. There is a Comments column to point out any corrections.
- Please do not delete information. Also do not leave blank rows. This causes calculation problems.
- Also be sure to fill out the Dojo Information. It is important to have a courier type mailing address (not a box number), as Judo Canada sends membership cards via Purolator.
- For returning members who have been away for a few years – whether or not they have a Judo Canada number – mark them as 'R' Returning. If they have been away for many years, they may get a new Judo Canada number.
- The same is true for members who have switched clubs. The club that they were at does not register them, but their current club puts them as Returning. In this case, they will keep their Judo Canada number.
- If a club has registered their members, but have some to register later in the year, add them to the first spreadsheet. Submit the difference in fees.
- For new clubs, Judo Canada provides a blank spreadsheet. Ask the Registrar for a copy of it.
- It is important that all clubs use the new registration spreadsheets. If you are unable to use the provided spreadsheet, find someone in your club who can do this for you.
- If you need assistance, please do not hesitate to call me. I will assist as much as I can on the phone, or can make arrangements to meet and work with you one-on-one.
- **Registration fees must be sent to Registrar.**

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