

## The AVID Australia Summer Institute 2016

## **REGISTRATION HELP GUIDE**

 The registration form for the 2016 AVID Summer Institute can be accessed and <u>downloaded here</u>. The registration form is an Excel file which you must download, update and send back to us. Click on the blue 'Download' button on the top right hand corner of the page (as indicated in the picture below) to save the Excel file to your desktop. If you have any issues downloading the Excel file please contact <u>AVID.events@vu.edu.au</u>.

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AVID Austra	lia Winter Instit	ute		Registr	Comments	Option
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2. Open the Excel file in Excel and fill in the fields in white at the top. Please make sure to provide a contact name and email for your finance officer as this is who we will send your invoice to.





3. In the enrolment section, fill in the details for each participant including their email and mobile number. In the strand preference collumn, allocate a 1<sup>st</sup> and 2<sup>nd</sup> preference strand to each participant by clicking on the cell and selecting a strand from the drop down menu that appears.

nroiment (enro	iment details for each p	articipant enrolling)	·	Click cell and select from drop of			
irst Name	Last Name	Email Address	Mobile Ph	Strand Preference 1	Strand Preference 2		
errence	Davis	terrence@stanwell.cor	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	Critical Reading	Student Success		
ane	London	jane.l@stanwell.com.a	XXXXXXXXXXXXXXXXXX	XXXX Critical Reading English: Reading and Writing XXXX Foundations (Primary) Implementation Maths 1 Science 1 Secondary Implementation	Science 1		
errence ane arah	Sullivan	sarah.s@stanwell.com		Foundations (Primary) Implementation	Critical Reading		
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4. Similarly, please specify their dietary requirements by clicking on the cell and selecting an option from the dropdown menu.

Click C	ell and select from drop dov	wn menu	
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5. Once you have completed the form and checked that all fields are accurate, save the updated file as an Excel spreadsheet (.xls or.xlsx) and email the file to <u>AVID.events@vu.edu.au</u>. Please write "Registration Form" and the name of your school in the subject field of the email.

