

**INSTRUCTIONS FOR USE OF ATTACHED FORM**

**IMPORTANT – PLEASE PRINT THESE INSTRUCTIONS NOW AND KEEP THE PRINTOUT HANDY, WE HAVE CHANGED THE FORM FROM PREVIOUS VERSIONS!!**

- Every school that has any entries for this event must complete this.
- Each and every dancer entered, whether dancing solo, team, traditional set, or any combination of these must be entered on this form. In order to be sure you have all needed information available to you when you begin the entry process, the following information is required:
  - School Name as it will appear in the journal (Once, at the top of the sheet)
  - Properly spelled First and Last Name of each dancer
  - Gender of each dancer (M for male or F for female)
  - Year of birth for each dancer (last 2 digits – e.g.- 83 for 1983, etc.)
  - Solo Competition Number if entering a Solo OR Traditional Set Competition Number if entering a Traditional Set.
  - Name of Set Dance – when you click on a box in this column, you will see a little box with an arrow – if you click on the arrow, a list of approved Set Dances will appear. Select a dance from that “drop-down” list and it will automatically be entered in the box. This column **MUST** be filled in for any dancer entering a SOLO Competition or a TRADITIONAL SET DANCE Competition.
- The remaining columns on the sheet are for teams:
  - If you are entering only 1 team in a given competition, place an “A” in the appropriate box for each dancer in that team.
  - If you are entering a second team in the same competition, place a “B” in the appropriate box for each dancer in that team.
  - Continue with “C”, “D”, etc. for each additional team in that competition.
  - If a dancer is repeating, enter the letter as above and an “R” for repeat (examples: AR or BR or...or GR or whatever team + “R”).

I recommend saving the form frequently to prevent the loss of data. I recommend using the “Save As” function and naming the file with your School name.

**SPECIAL REQUESTS:**

- 1. If you have 4-hand teams entered, please indicate whether they will be dancing the 4-Hand Reel or Humours of Bandon. This information can be in the body of the e-mail when you send the entry form.**
- 2. Please do not capitalize the full names of the dancers. The way you type the name is the way it will go into the journal. It does not look good when certain dancers’ names are capitalized and others are not.**
- 3. Please do not use X to indicate a team (unless you have already used A-W). Even if you only have 1 team, use an A.**

Congratulations- your entries are ready to be submitted.

If you have a question when you are entering information on the forms, please call Alicia at **407-620-8249**.  
If you get voice mail, leave a detailed message and you will get a return call as quickly as possible. You may also send your question to the same place you will be sending completed forms:  
[2009NEO@embarqmail.com](mailto:2009NEO@embarqmail.com). (Note:EMBARQ is spelled with a Q)