

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. Please also note that I use Excel 2003, but can open files saved in Excel 2007.
- Enter any missing information (ie. Mailing address, phone number, postal code, etc.). In subsequent years, this information should already be there.
- Also please fill out the Dojo Information tab.
- 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 the new 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.
- Clubs are responsible for updating their spreadsheet. This would include the member's rank, name spelling corrections, birthdate corrections, etc. I have asked Judo Canada to provide a Comments or Notes column to point out any corrections.
- I have asked that the new spreadsheets be sent to me mid-summer. At that time, I will send to the club contacts.
- 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.

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