

Instructions for filling out the YCDTC awards sheet

1. Open the Excel sheet and save a copy somewhere that you can work with it. Please name the file with your last name followed by YCDTC Awards 2016. For example, I would name my sheet : Mccloskey_YCDTC_Awards_2016
2. Start in row 2, directly under the headings. Type in your last name, first name and your dog's call name in the columns with the appropriate headings.
3. The rest of the information will be filled in using drop down menus built into the sheet.
 - a. Left click in the box under Activity_Type. After you click, to the right of the box, you should see a small box with a downward pointing arrow. Left click on the arrow and a menu of choices should appear. The choices in the menu are in alphabetical order. If you see the choice you need, left click on it and that choice will then appear in the box under activity type. If the choice you need is not visible at first, scroll down in the menu using the down arrow, or by left clicking on the bar between the arrows and dragging the bar down. When you see the choice you need, left click to select it. If you make a mistake and select the wrong thing, just left click in the same box again, use the down arrow to activate the drop down menu and make a new selection.
 - b. In the same manner, use the drop down menus to select
Organization
Organization, Abbreviation (a choice must be made in this column before you can make a choice in the "Titles" column)
Titles
 - c. Save your work using File Save
4. Repeat the above steps for until you have entered all of the titles for your dog.
5. If you have more than one dog who has earned titles, start your next dog in the row after you complete the entries for your first dog.
6. Continue until you have entered all of the titles for all of your dogs.
7. Make sure you have saved the sheet.
8. Please email me the sheet with your information. Please send it to dem15psu@gmail.com
Please include your last name and YCDTC awards data 2016 in the subject line.

I have populated the drop down menus for Organization with the names of ones that I have been made aware of. If you have earned titles from an organization that is not listed, please email me with information about that organization, including the official website address, if you know it.

I have populated the drop down menus for Title_Description and Abbreviation using information, about the titles issued by a given organization, from the website of the Titling organization. If you think I have missed a title, please verify that you are looking for the title by the official title as designated by the Titling organization. If you still can't find it in the menu, please email me with the following information: Titling organization, Title earned, and Title abbreviation.