**Student Tips for Typing Blood Drive Sign-ups**

* Be sure to put last name first and then first name
* Do Not use all CAPS
* **Do Not put Mr/Mrs** for teacher name
* Be sure to put the first initial of the teacher **IF** more than one with that last name **(A. Cauley NOT Cauley, A**)
* Make sure all combo classes are listed consistently (Ex: Crandle/Enfinger)
* Put AM or PM for Faulkner or No if they do not go (Do NOT leave it blank)
* Put Yes or NO (Not Y or N) for Bus rider – Do NOT leave it blank
* **PLEASE DO NOT TYPE PAST THE FORMULATED ROWS ON THE EXCEL SPREADSHEET**
* **INSTEAD SAVE THE FILE BY DOING THE FOLLOWING**
  + **SAVE AS**
  + **Your Last Name1 (for the first page)**
  + **Your Last Name 2 (for the second page) etc.**
* **IN OTHER WORDS, YOU WILL MOST LIKELY HAVE THE SAME NUMBER OF TYPED PAGES AS YOU DO COMPLETED SHEETS**!
* **EMAIL YOUR TYPED SHEETS TO BOTH OF THE FOLLOWING EMAIL ADDRESSES:**
  + [**scrandle@mcpss.com**](mailto:scrandle@mcpss.com)
  + [**shytownne@gmail.com**](mailto:shytownne@gmail.com)