

Surrey Photographic Association
Exhibition 2012
Explanatory notes to Excel file completion

These are explanatory notes to the Excel file for completion by you for your club's entries to the Exhibition 2012.

- The file has three sheets, one for each class of entry for prints (viz: Monochrome prints, Colour prints and Nature prints) – Excel files are NOT required for the two digital classes.
- Please **DO NOT** in any way alter the format or border of the cells or the file as the data will then not transfer easily into the master file.
- Complete column A (club code) which is your club's code as in the SPA handbook – every line in column A will thus be the same
- When completing columns D and E, enter the details without any punctuation. Use lower case type except where capitals are appropriate - in particular, if there should be capitals in the title, give it so, since what you submit is what will be used in the exhibition presentation material. For example (col D) – Silvia Chamorro LRPS CPAGB; (col E) - The Dog Jumping on the Cat
- If any member enters less than 4 images in a section please leave the extra rows in columns D and E blank – in other words, start the next entrant's details at the next "Person Code"
- If you have any concerns about your data entry please contact me either by e-mail (<mailto:exhibitions@surreypa.org.uk>) or telephone (07980540681)

The file should be returned to me at the above email address by no later than 3 February 2012. Form A and a cheque for the combined entry fees of your club members should be mailed to me, also to reach me no later than 3 February.

Daniel Eugenio