# **HOW TO SUBMIT A COMPLETE ROSTER**

# SELECT BACKGROUND COLOR & STYLE

#### FILE TYPES ACCEPTED & SUBMITTED

- Excel Place headers at the top of each field/column
- Tab-separated (.tsv) or Comma-separated (.csv)

Plain Text

Google Sheets downloaded as .xls

If in doubt about your file, your church can email a sample file to the office for approval If you are unable to submit your roster on a CD or Thumb Drive, please call our office for assistance

### **CHURCH MANAGEMENT SOFTWARE**

If you use a church software program, most allow you to create a report file that can then be exported or saved to another file type. Usually there are several options to export to, such as plain text, .tsv (tabbed delimited), .csv (comma delimited) or an Excel file. *Any of the text options are preferred along with any spreadsheet file.* 

## ROSTER GUIDELINES BEFORE SUBMISSION

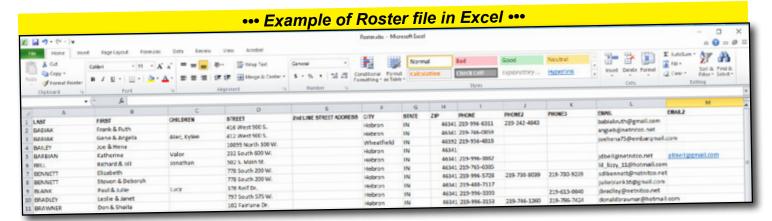
#### YOUR ROSTER NEEDS TO BE UPDATED BEFORE SENDING IT TO US.

(new members added, those no longer attending removed, etc.).

Any additional modifications to the Roster will be a charge, see the Cost Summary page

### The roster consists of all members in the household living at the same address

- Family's last name
- Parents name(s)
- · Children's names; separated from parents by a semi-colon; separated from each other by a comma
- · Street address, city, state and zip code
- Up to three phone numbers 1 home phone; 2 cell phone numbers
- · Up to two email addresses head of household; spouse
- Special characters should be placed after the name. In the rosters it should be placed after the individual name
- Please do not submit a roster with special formatting such as bold, underlined or italicized
- There may be a charge to list second addresses
- · Do not send in a spreadsheet file with hidden columns, please delete these columns before submitting



# **HOW TO SUBMIT A NON-PHOTOGRAPHED ROSTER**

#### When submitting a Non-Photographed Roster (for those not available for photography)

- Must be camera ready (ready to print). If using Word, Publisher or PDF, it must be sent in on a CD or Thumb Drive.
- Any changes to a Non-Photographed roster, at the time of proofing, must be made by the church and resubmitted with the proof book.