

Instructions for **Fête 2010 Registration Worksheet**

Checklist for *Fête* 2010 registration:

1. Excel Spreadsheet -- 2 pages (Worksheet) (sent as an e-mail attachment--see below)
 2. Payment (sent to Becky Lee--see below)
 3. Mandatory scheduling session (see main *Fête* web page and Regulations document for information)
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Registration worksheets are available as an Excel spreadsheet with instructions (below). Please fill out the spreadsheet and send it via e-mail to Megan Diercks.

No late registrations will be counted.

It is recommended that you download and print the following documents before preparing the worksheets: Criteria & Event Rules ([FeteCriteria2010.pdf](#)) and Regulations ([FeteRegulations2010.pdf](#)). You will need to use these to determine eligibility for the events. Also, you may wish to print a copy of the registration worksheet in Word for your reference.

Payment

Your payment of \$6 per student must be sent by mail to the chapter treasurer at the following address:

Becky Lee
8817 Tyler Drive
Lantana, TX 76226

Excel:

1. **Download** the worksheet ([FeteWorksheet2010.xls](#)).
2. **Save** the document as the name of your school.
3. **Type** the requested information in the form. Please note that there are limitations on the number of participants for some categories; please refer to your criteria before entering students. Please fill out both pages, the first page will be the number of students you intend to enter into each category, the second page will be a list (Last name, First name, Level of French) of all students you intend to bring to the Fête.
4. Once you have finished typing in your entries, make sure you have saved the spreadsheet [SchoolName+INITIALS].
5. **Send** the document as an e-mail attachment to Megan Diercks at diercksm1@lisd.net or mdiercks@verizon.net. You will receive a confirmation e-mail from Megan with the total number of students you have registered and the amount you owe. **If you do not receive a confirmation, please send an e-mail to verify that it was received.**