

Judged Show Person Instructions

(Internet Explorer is the preferred browser)

REGISTRATION SUMMARY

Your league's Registration Summary Report is available to print by going to:

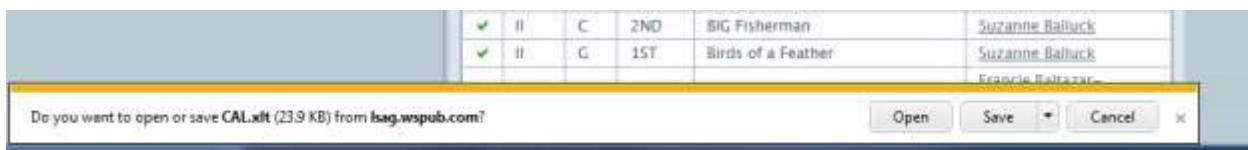
REGISTRATION tab, then "Generate Registration Summary" button to the right of "League"

This will create an excel spreadsheet. When the message below pops up—click on “here” (quickly). It will disappear if you wait too long.

The screenshot shows a web-based application for managing artist qualifications. At the top, a message box says "Spreadsheet exported. You may download it [here](#)". Below this, the title "LSAG Convention Qualified Artists" is displayed. There are two dropdown menus: "Select a Division:" and "League", both with dropdown arrows. To the right of these is a blue "Generate Registration Summary" button. Below these controls is a table with the following data:

	Div	Cat	Award	Artwork Title	Name
	I	H	1ST	Tiny Boxes	Barbara Able
	I	A	2ND	Basilica De San Marco	Barbara Able
	I	A	3RD	Venice Cafe	Barbara Able

If you are using Internet Explorer, you will see this at the bottom of your screen—



Answer the question and either open or save to your hard drive.

You will likely receive the following message-

The file you are trying to open “____”, is in a different format than specified by the file extension. Verify that the file is not corrupted and is from a trusted source before opening the file. Do you want to open the file now?

Say YES

REGISTRATION SUMMARY

Excel may open the file in “Protected View”. If it does, click on Enable Editing. **NOTE: This file does not contain formulas.** All of the calculations were done by the database and then spit out in a format that is familiar to us.

“Total Registration Fees For This League” is the sum of the last colored cell to the far right under “Total Fees” plus “Guest Fees”.

Make sure all of the numbers reconcile to the registration forms you have received from your artists.

If you have received checks without a form:

1. go to REGISTRATION
2. Click on the artist's name
3. Print a copy

Send:

1. a copy of the registration forms
2. your registration summary report, and
3. **one check made out to LSAG** to the address noted at the bottom of the “Registration Summary” report.