

Tips for Using the Interactive Excel Bingo/Raffle Application

Microsoft Excel is required in order to use the interactive Excel format of the Bingo/Raffle Application. The primary advantage of this interactive format is that the user is able to download the form and save it to disc. Thus once it has been filled out the form may be saved and edited. If you do not possess this application, you may use the printable or interactive Adobe Acrobat formats. PDF, however, does not allow for the saving of the document.

Please note the following tips for the most effective use of the interactive Excel format of the Bingo/Raffle Application:

- The "**Tab**" key is the most effective way to navigate the form.
- **Radio Buttons** - There are several instances where you will be asked to select one of a type or to answer either "yes" or "no" to a question. These have been formatted as radio buttons. Your answer may be selected by clicking on the appropriate box. The form will permit you to choose only one of these selections. If you make a selection in error, you may deselect a choice by simply selecting another option. Users with Windows 2000 or XP may need to adjust the Macros security settings in order use these functions. These settings may be accessed in Excel by going the Tools menu to "Macro" to "Security". Users with Excel 97 may not be able to use the radio buttons on-line. If you can not use them on-line, save the document to your computer. After re-opening document, the radio buttons should work. If you are still unable to use the buttons, then you may need to fill them out manually once you have printed the document.
- **"State:"** - Enter the two-digit state abbreviation - i.e. "VA".
- **Any telephone no.** - The form will automatically format numbers, placing the area code in the parentheses. Please enter the numbers of the ten-digit phone number only without parentheses or dashes.
 - Examples of the correct format: 1234567890, (123) 456-7890
 - Example of incorrect format: 123-456-7890
- **Time** - Input the "x:xx" format for the beginning ("From") and end ("To") times of the games and then select "am" or "pm".

- Examples of the correct format: 12:01, 8:30, 9:00.
- Examples of incorrect format: noon, eight o'clock, 8 pm, 8:30 pm.

- **Social Security no.** - Form will format the nine-digit number either with or without the dashes.

- **Date of Birth** - Form will automatically convert into mm/dd/yy format.

All pages must be filled out and the completed document must be notarized prior to submission.