

HOW TO SUBMIT A COMPLETE ROSTER

SELECT BACKGROUND COLOR & STYLE

No color/style Background color _____ Background style _____ Designer Series _____

FILE TYPES ACCEPTED & SUBMITTED

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

... Example of Roster file in Excel ...

1	A	B	C	D	E	F	G	H	I	J	K	L	M
2	LAST	FIRST	CHILDREN	STREET	ZIP LINE STREET ADDRESS	CITY	STATE	ZIP	PHONE	PHONE2	PHONE3	EMAIL	EMAIL2
3	BARIAK	Frank & Ruth		414 West 900 S.		Hebron	IN	46341	219-996-6311	219-242-4043		babiakruth@gmail.com	
4	BARIAK	Gina & Angela	Alec, Elyse	412 West 900 S.		Hebron	IN	46341	219-744-0809			angeb@netnetco.net	
5	BAILEY	Joe & Rena		10695 North 300 W.		Wheatfield	IN	46392	219-956-4815			jorehena73@embarqmail.com	
6	BARBIAN	Katherine	Valor	232 South 800 W.		Hebron	IN	46341					
7	BRILL	Richard & Jill	Jonathan	502 S. Main St.		Hebron	IN	46341	219-998-8052			jdbell@netnetco.net	jsell1@gmail.com
8	BENNETT	Elizabeth		778 South 200 W.		Hebron	IN	46341	219-765-6305			lib_bzzy_11@hotmail.com	
9	BENNETT	Steven & Deborah		778 South 200 W.		Hebron	IN	46341	219-996-5728	219-730-8039	219-730-9229	sdibennett@hotmail.com	
10	BLANK	Paul & Julie	Lucy	876 Knoll Dr.		Hebron	IN	46341	219-488-7117			juliebark16@gmail.com	
11	BRADLEY	Leslie & Janet		797 South 575 W.		Hebron	IN	46341	219-956-3393		219-613-0040	jbradley@netnetco.net	
12	BRAWNER	Don & Sheila		182 Fairlane Dr.		Hebron	IN	46341	219-996-3153	219-744-1260	219-796-7424	donaibrawner@hotmail.com	

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.