Using the Festival Form

- **What is it?**
  This is a form for easily working with the Spring Festival (piano) spreadsheet. It is an Excel file that is loaded into Excel, providing an interface for your spreadsheet that requires much less typing and is much less prone to errors.

- **How do I get it?**
  Just click on this link: www.bridger.biz\Festival\Festival Form.xlsm. Your browser will ask you if you want to open it or save it. Save it. Remember where you save it, or just save it to your computer's desktop. (Your antivirus software may pop up a warning. This is normal for this type of file, so don't be concerned.)

- **How do I open it?**
  Open it as you would any other spreadsheet. If you see the spreadsheet but nothing else happens, see if there is a security warning just above the spreadsheet data. Look for the little yellow shield. Next to the warning will be a button labeled Options. Click on it, then click on Enable this Content. (This is Microsoft's way of protecting you from a program running without your knowledge.)

- **First Time Opening**
  Festival Form will display a window asking you for the location of your spreadsheet. Select the Festival spreadsheet you received by email and saved to your computer. It will be loaded into the new form. Now you can select a student and change the information easily. If you want to work with the spreadsheet without the form, just close the form (click on the X in the upper right corner of the window).

- **Delete Original Spreadsheet**
  To avoid using the wrong spreadsheet in the future, delete the Excel file you saved from your email, the one without the forms. You will still have a backup attached to your original email.

- **Form Buttons**
  There are 6 buttons in the form's Entries area, right under the list of student entries. These allow you to **Add** or **Delete** student entries, **Load** a different worksheet, **Save and Close** the spreadsheet and form, and **Sort** the spreadsheet entries alphabetically. Use **Export** when you are ready to send the entries to your mentor or chairman. Send the exported file rather than the entire Festival Form file.

  On the right side of the form, you can click on a field and change the information for the selected entry. Fields that are gray cannot be changed on the form. The **Birthdate** field can be changed using the three buttons underneath (for month, day, and year), and the **Grade** field can also be changed with its buttons. Select the event type (**Solo** or **Concerto**) by clicking on the appropriate choice. If the student is entering both, check the **Entering Both** checkbox. You don't have to type in the class, just select it from the drop-down list by clicking on it. You can type in the Required composition yourself, or just click on the **Select** button to select it from a list of available choices for the selected class. When all required fields have data entered, an asterisk appears next to the entry in the list.

- **Turn off the Security Warning**

  If you would like to disable the security warning every time you open the Festival Form, follow the instructions below.

  - **Setup a Folder**

    Create a new folder and call it Festival. For simplicity, you can create it on your desktop. Now put the Festival Form file into this same folder.

  - **Opening Excel Trust Center**

    Open Excel. Click on the **Office Button** (round button in the upper left corner). A menu will open. Click on the button at the bottom of the menu window that says **Excel Options**. A new window will open, with a list of options on the left. Click on the one that says **Trust Center**. Ignore all the stuff that appears to the right, except the button at the bottom that says, **Trust Center Settings**. Click on that button**.**

  - **Trust Center Settings**

    On the left of the Trust Center window are different groups of settings. Find the one that says **Trusted Locations** and click on it. A new window opens. Look for a button near the bottom that says **Add New Location** and click on it. Yet another window will open with a button that says **Browse**. Click on that. Now you have to select a folder. Browse to the Festival folder you created earlier, then click on the **OK** button. Excel will add it to the list of trusted locations. Now you can open the Trusted folder and then open the file Festival Form. There should be no more security warnings.