USING THE CAMP GOES GLOBAL CAMPER LIST (PROVIDED)

To use the spreadsheet to create recognition certificates:

1. Open both "CampGoesGlobalCamperCertificate.doc" and "Camp Goes Global – Camper List.xls"
2. Enter each camper's name in column "A"
3. Enter your camp's name in column "B"
4. Enter the current year in column "C"
5. Enter the camp Director's name in column "D"
6. Enter your camp's name again in column "E"
7. Repeat for each camper who participates ensuring that all columns are correctly and completely filled out
8. Save the Excel file. DO NOT rename or move the file to another folder
9. In the Word Document click on the "Mailings" tab along the top of the window.
10. Select the drop-down menu "Start Mail Merge", within the menu select "Step by Step Mail Merge Wizard". It is the last option in the menu.
11. A box will appear on the right side of the screen. Make sure the "Letters" dot is selected then click "Next" at the bottom of the box.
12. Make sure "Use the current document" is selected, and click next.
13. Make sure "Use an existing list is selected", and select the Excel document we just used. Click "Next: Write your letter"
14. Since we have already composed our document, click "Next: Preview your letters"
15. The Document should change to show the different fields from the Excel document that we selected. It will show the first camper in the document, each can be previewed by clicking the arrows to scroll side to side. When you are sure the certificate is correct, click "Next: Complete the merge"
16. Select "Print" to print out the Certificates, or click "Edit individual letters…" if any need particular attention.

To use the spreadsheet for a raffle (participants can win GCA T-shirts if requested by director):

1.Enter all participating campers' names into the provided Excel document (each camper should have a row associated with his/her name).
2. Randomly choose a number between "2" and the total number of campers participating.
3. The winning number should be matched with the row number in the Excel spreadsheet. This is your winning camper.