REGISTRATION INSTRUCTIONS & AGREEMENT

We are excited that your students will be attending the Georgia International Leadership Conference! The registration process of GILC has changed in order to try and make the process much smoother than in years past. Below are the instructions for the new and improved registration process along with the agreement. By registering students to the Georgia International Leadership Conference, you and the Advisor who is responsible for the students, are agreeing to the rules stated below.

Definitions

University Representative – person who is in charge of providing the names of the students in attendance from a University. This is the person we contact regarding any registration questions and who we will send the invoice.

Advisor – person who will be in attendance to the GILC conference with the student group. In some cases, the Advisor/University Representative will be the same. The advisor does not have to be from the same university as the University Representative or the students in attendance.

Registration Instructions

☑ A university representative will fill out the "GILC Attendance Request." A form with a link is sent to the Representative.

☑ The university representative will be granted full access to the link to add/delete attending students and staff as needed.

☑ The deadline for **ANY AND ALL** changes to this form is ***February 8th at 5:00pm***. Absolutely **NO** changes can be made after this date/time.

☑ After the deadline, the University Representative and the Advisor will be set a final copy of attendee from the university.

What to Do Now

❖ A page specifically designed for your university has been built. GILC uses Google Forms to make this process as easy as possible. You can either send the form out to the students/staff attending GILC from your university, fill out the form yourself with the attendees, or type the responses directly onto the spreadsheet. (Detailed directions are below)

❖ You can start using the page and spreadsheet designed for your university to add attendees.
   o There are 2 ways to add people. One is to use the form (it will auto populate the spreadsheet). The second is to type directly on the spreadsheet.

❖ The spreadsheet is similar to an Excel Document. You can add/delete and modify the rows and columns.

❖ On February 9th, we will send you a final copy of the spreadsheet with the attendees on the list with your invoice. The GILC planning committee will already have access to the Spreadsheet, so after you have ensured all entries are correct, your work is finished.

If you have any questions or need any assistance, contact the GILC Registrar, Brandy Rivera, at brivera@westga.edu.

Sending the Form

You can send a copy of the form to the students/staff you want to attend GILC to fill it out. All responses will auto-populate in the Spreadsheet. If a change needs to be made to a response, you should go in and make that change on the Spreadsheet.

Email a form

1. In the top right, click **Send**.

2. Add the email addresses you want to send the form to, along with the email subject and message.

3. Click **Send**.

Get a link to a form

If you want to share a form through a chat or email message, you can get a link to the form.

1. In the top right, click **Send**.

2. At the top of the window, click Link 🔗.

3. To copy the link that appears, click **Copy** or press **Ctrl + c** (Windows) or ⌘ + **c** (Mac) on your keyboard.

Share a form on social media

1. In the top right, click **Send**.

2. At the top right, choose Google+, Twitter, or Facebook.

3. Follow the instructions to share the form.

View Reponses

1. In the top middle, click RESPONSES

2. At the top right, choose the green box that has 2 white lines

3. A Google Spreadsheet will open with all of the responses. You can edit the responses from this spreadsheet.
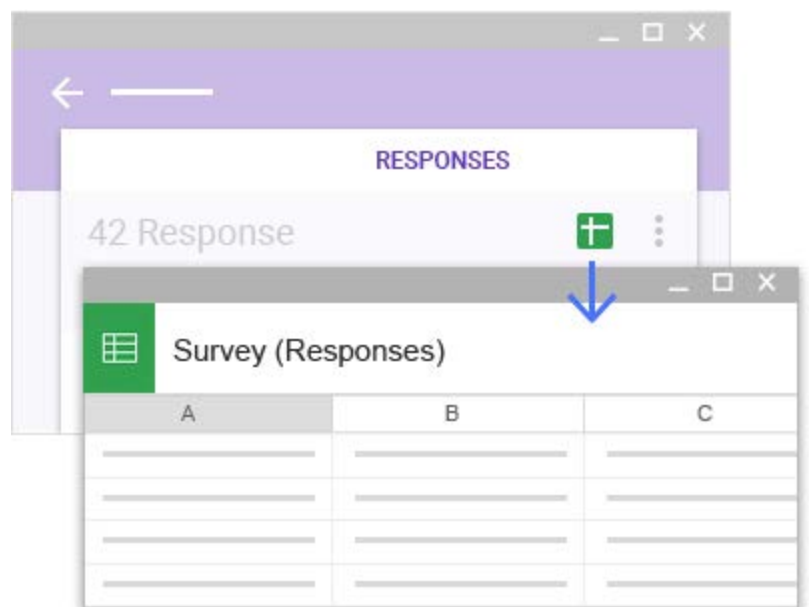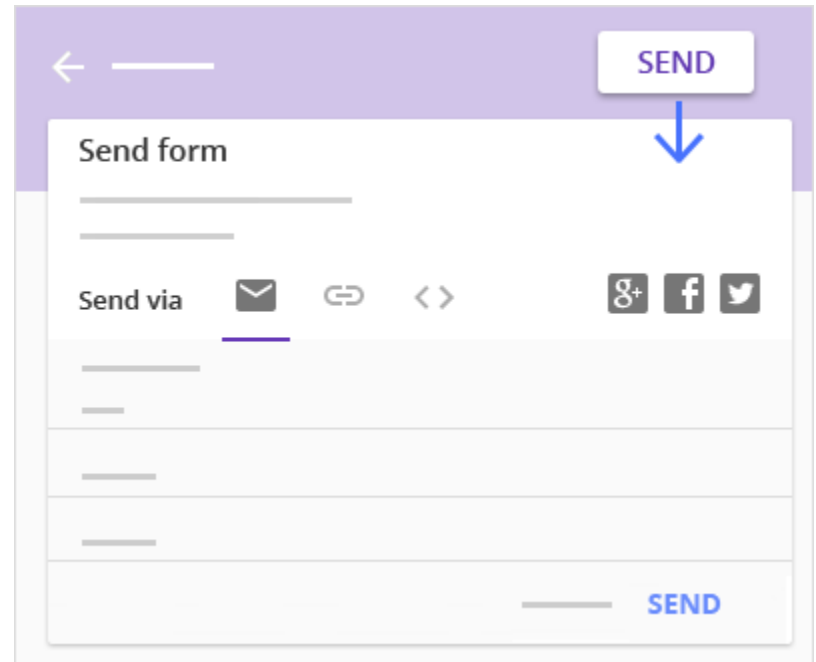
Google Spreadsheets

The form is an optional tool to help you get the information needed by the attendees of GILC. You may wish to enter the information directly into the Spreadsheet. If changes needed to be made to a submitted entry through the form, you can just click the cell and change the information.

Enter and edit your data

1. **Title of the Spreadsheet**: Please do not change the title. This helps us identify which university the attendees are representing.
2. **Enter text or data:** Just click a cell and start typing.
3. **Insert more items:** Click the **Insert** menu to add notes, functions, charts, images, drawings, and more.

Note: To see which functions are available, see the Google spreadsheets function list.
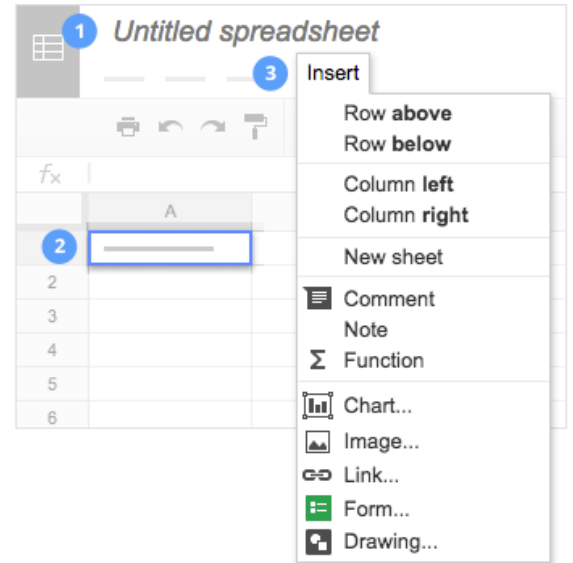
Work with rows and columns

1. **Add rows and columns**: Select a cell. Then, on the menu bar, click **Insert** and choose where to add the row or column next to that cell.
2. **Delete or hide rows and columns**: Right-click the row number or column letter and select **Delete** or **Hide**.
3. **Move rows and columns**: Click the row number or column letter to select it. Then, drag it to a new location.
4. **Freeze header rows and columns**: Freeze rows and columns to keep some of your data in the same place as you scroll through the rest of your spreadsheet. On the menu bar, click **View**. Then, choose an option under **Freeze**.