

Entry Instructions
NCCC DUES 51 % SHEET SHORT FORM 10-01-07

Open file DUES 51% SHEET SHORT FORM 10-01-07

1. Under menu item "File" select "Save As" to save the file under a new name that you will remember so as not to alter the original file. **NOTE: Do not worry if you see a notice for "Minor loss of fidelity", this is due to development of the file using Excel 2007. Just click "Continue".**
2. **NOTE:** Any cell with a small red triangle in the upper right corner has a note explaining it that can be seen by pointing at the cell with the cursor.
3. Select the blank for entering the Club NCCC number at the top of the page by clicking on that cell (E1).
4. Type Region and Club Number in space provided at the Top of Page (no hyphen between Region and Club) – Tab.
5. Type Date – Tab.
6. Enter the date that your RMD has specified that your Club's renewal memberships are due to him or her – Tab.
7. Enter the number of "New Primary memberships" in cell C12 – Tab. Continue to enter the number for each NCCC membership type and Tab to the next cell until the number for all NCCC membership types has been entered -- Tab.
8. Enter the total number of members in your Club in cell F30 without counting those members that have a NCCC number with another Club – Tab.
9. The current Club Governor can electronically sign the form in cell A34 if allowed by the RMD and/or VP-Membership – Tab.
10. Type Club Name – Tab.
11. Type Current Governor NCCC Number – Tab.
12. Type New Governor Name – Tab.
13. Type New Governor NCCC Number – Tab.
14. Type Address of New Governor – Tab.
15. Type City – Tab.
16. Type State and Postal Code – Tab.
17. Type Phone Number(s) – Tab.
18. Type E-Mail – Tab.
19. Type Fax Number – click Enter.
20. This completes the NCCC 51% SHEET data entry portion.
NOTE: Any field that is not applicable can be left blank.
21. Save your file.
22. Cell C28 on the "NCCC 51% Sheet" shows the number of NCCC members in your Club. The number in Cell C28 will be in **green font** if it is equal to or greater than 12. If the number in Cell C28 is less than 12, it will be in **orange font** and you should check with your RMD to see if that is acceptable for your Club.
23. Cell F31 on the "NCCC 51% Sheet" shows the percentage of your Club that is NCCC. The percentage in Cell F31 will be in **green font** if it is equal to or greater than 51%. If the percentage in Cell F31 is less than 51%, it will be in **orange font** and you should check with your RMD to see if that is acceptable for your Club.
24. The Governor only has to review and sign the form if an electronic signature is not allowed.
25. Print two copies of the NCCC 51 % SHEET and sign the GOVERNOR'S SIGNATURE block if required.
26. Send two (2) copies of the NCCC 51% SHEET with any new applications or change of addresses with your Club's check to your RMD before the deadline as specified by your RMD.

QUESTIONS:

1. If you have questions on the use of this form, contact Gary Kelly at formstechsupport@corvettesnccc.org or 414-422-0874.
2. If you have questions regarding membership, contact your Regional Membership Director.

IF ALL ELSE FAILS OR IF YOU DON'T WANT TO DEAL WITH EXCEL FILES: You can just print the worksheet with the tab "NCCC 51% SHEET" in the file "DUES 51% SHEET SHORT FORM 10-01-07 and fill out the worksheet manually. However, I strongly encourage you to take the time and do the form correctly using the tools provided to you.