Hello District Presidents,

Attached you will find a blank excel sheet to fill out for events in your district for the 2019-2020 school year. Please make every effort to be accurate with the information as I will combine it with other districts and import into the website calendar.

Just a few notes on filling the template out:

* Event Name - Please use the following format to name events:
	+ District Abbreviation (SW, SE, NW, NC, C, A)
	+ Followed by a space and then a dash and then a space
	+ Name of event
		- Level (E, MS, HS)
		- Name of event (MPA, Honor Clinic, etc.)
* Venue Name
	+ Please use full name of school using HS, MS abbreviations (Artesia HS, Cliff MS, Rio Rancho HS not RRHS, etc.)
	+ Use university abbreviations (UNM, NMSU, ENMU, WNMU, etc)
* Start Date
	+ Beginning date of your event in this format (MM/DD/YY)
* Start Time
	+ Enter start time if you know it. Leave blank if start time is unknown
* End Date
	+ Leave blank if the event is only one day
	+ Input end date of your event if it is a multiple day event (MM/DD/YY)
* End Time
	+ Enter End time if you know it. Leave blank if start time is unknown

If you would like a sample of last year’s uploads, please let me know.

Thanks!