**Dunster Entry Form Notes**

Last year I had to chase up quite a few archers who did not include all of the required information on their entry forms. Common mistakes were as follows;

* Not indicating the bow style for each round you enter. I can’t just assume you’ll be shooting the same style each day
* Not indicating which round, ladies or gents, you want to shoot. Again, I can’t assume that a gent will want to shoot the gents round and vice versa
* Marking down that you are a member of GWAS when you are not. I think a few people read this as GNAS hence the error!

Please can I ask that you check through your form before sending off to make sure everything has been completed correctly? Sorry to nag but it really would save me an awful lot of time.

The “smart entry form” worked pretty well last year, here’s a reminder of how it works;

* The document is protected so that you can only type in cells which need to be completed, or left blank if not entering a round/fee.
* When you open it up the cursor should be in the 1st cell in which you need to enter information (title). Once you complete this, press enter (or tab) and it will take you to the next cell you need to type in.
* Please enter “X” or “Y” in the cell under any round you wish to enter. This will turn the bow style box red which should prompt you to enter the bow style you intend shooting, and pre populate the “fee paid” cell.
* If you enter late and/or want the target list/result sheet posted out to you, you will be able to enter the appropriate fee(s). The total due will be calculated for you.
* I am then asking you to enter details against the method of payment, cheque number or payment reference. I haven’t been able to get a definitive answer re maximum number of characters you can enter for a payment reference. If you do have a long surname just enter as many letters as you can following your AGB number. For example if the maximum number of characters 16, Mrs Talbot Ponsonby, AGB number 856321 would enter her reference as 856321talbotpons. If you are sending in more than one entry form and paying for them all by bank transfer, please use the AGB number plus surname of the person sending in the entries.
* Please complete all of the “tick boxes”, responding with “Y”, “N”, “N/A” or age as appropriate. In particular you need to complete the last two boxes which are outlined in red. **If these are not completed your entry form will not be accepted.**
* The “Additional information” box is quite small but if you type your entry form the font size should allow you to enter all of the details you need to.

There is also a PDF version of the entry form attached to this email for those of you who don’t have excel.

I am happy to accept emailed entry forms, either completed excel forms/PDF’s or scanned forms.

As with last year we are set up to accept payment by bank transfer and this is my preferred method of receipt (saving trips to the bank to pay in cheques!).

I think (hope) this covers everything and I look forward to receiving your entries.

Best wishes and good shooting

Vikki