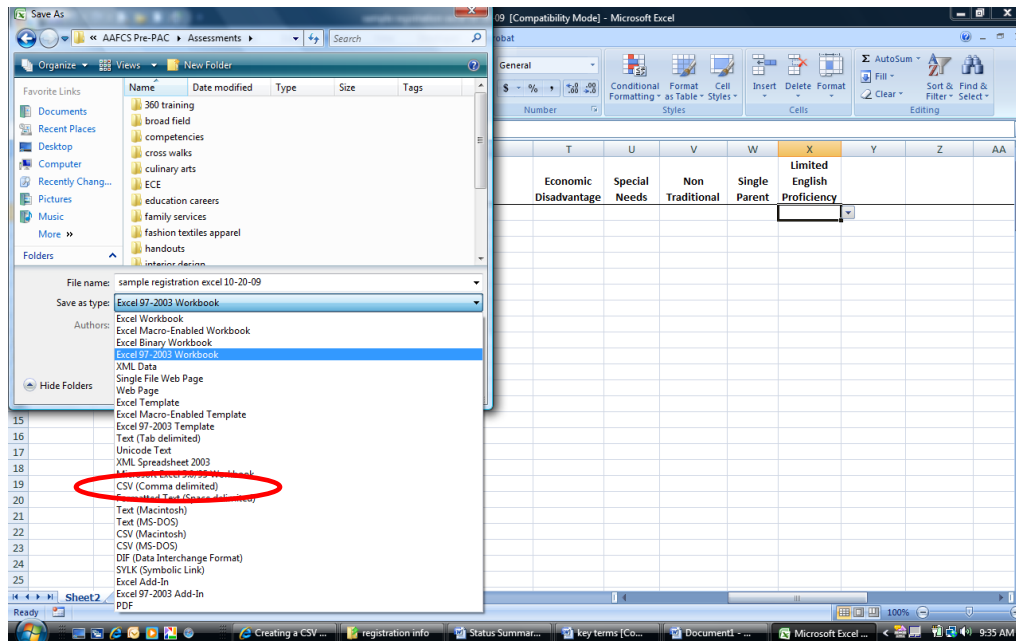


## Saving the Registration Template as a CSV file

To import the registration template into the Assessment Registration System, the file must be saved as a CSV file. In order to save the Excel Template CSV format, follow these steps:

1. Choose Save As from the File menu. (If you are using Excel 2007, click the Office button and choose Save As.) Excel displays the Save As dialog box.
2. In the Save As Type drop-down list at the bottom of the dialog box, choose the CSV (Comma delimited) option.
3. Use the other controls in the dialog box to specify a file name and location on your hard drive or storage device.



4. Click on Save.
5. Excel may display a dialog box telling you that not all Excel features can be maintained in the format you have chosen. Click on Yes to continue saving the information in CSV format.

At this point your worksheet is saved in CSV format. Close the workbook, without saving. At this point you will have your original Excel registration template (in Excel format) and the CSV file, which contains the information you wanted in CSV format for upload into the Registration System.