

How to Complete Conquesta Entry Forms

Thank you for participating in our annual Olympiad.

- a) Each colour-coded form has space for 40 students, and there are five sheets per grade - enabling you to enter up to 200 students per grade on this form.
- b) The forms calculate the amounts both vertically and horizontally, and automatically update the values onto the remittance advice.
- c) Choose the correct form and save it onto your computer with your school's name.
- d) Follow the detailed instructions below, and once completed, e-mail the form back to us at conquest@iafrica.com together with your proof of payment.
- e) Entries will only be accepted on our entry forms, via email.
- f) Faxed/posted entries are not accepted.

PLEASE READ FIRST: Instructions to complete Conquesta Entry Forms

1. **Save the workbook** with your school's name and the grades, e.g., 'Kontiki Primary School Grs 4-7', onto your computer.
2. **'Totals' worksheet (Remittance Advice)**
Open the workbook on your computer. On the 'Totals' sheet, scroll upwards to the **pale-yellow shaded section** using the vertical scroll bar on the right-hand side of your screen. **This is the only place where you can type on the 'Totals' sheet.** Then, type in the school's details in the spaces provided, using TAB or ARROW KEYS to move between the cells. The information will automatically transfer onto all of the following worksheets (entry forms).
3. **E.g.: 'Gr4-1' worksheet' (and all subsequent sheets)**
We have 5 colour coded worksheets (entry forms) for each grade, with space for 40 students on each sheet. **The only places where you can type on these colour coded worksheets is in the pale yellow shaded cells under the headings for students' names, and subject(s).** **Learner's names MUST be typed in proper case, e.g., Mary Jones. The way they appear on the entry forms is the EXACT way they will appear on the certificates.** You cannot type in the three right hand columns. These will automatically update as you type each 'X' under the subject headings. The totals at the bottom will also automatically be calculated. Use the vertical scroll bar on the right-hand side of your screen to move up and down the sheet.
4. **Example:** If you're entering grade 4 students, use the blue labelled worksheets. Start on the sheet labelled '**Gr4-1**' (grade 4 - page 1). If you use up all 40 lines (for 40 students), then open the next grade 4 worksheet called '**4-2**' (grade 4 - page 2), etc., until you have inserted all your grade 4 students. Move to the next grade and repeat. **DO NOT DELETE ANY UNUSED SHEETS in the workbook as this will upset the formulas on the 'Totals' sheet.** Keep saving your work as you go.
5. **Attach completed workbook to an e-mail** to conquest@iafrica.com together with a copy of your payment details.

Only type in the pale-yellow shaded sections of the entire form, starting with your school details on the 'Totals' sheet (Remittance Advice), which will automatically reflect on all the work sheets.

When you select subjects for the learners on each work sheet, the amounts will automatically be calculated and transferred to the 'Totals' sheet.

Banking Details

Account Name: Conquesta
Bank: Standard Bank of S.A.
Branch: Kloof, South Africa
Branch Code: 042526
Account No: 051 802 562