

Standard Team Roster Format

Because our resources are limited and data entry is very time consuming, it is necessary to standardize the format of team and candidate lists. With a standard format, we can create a “data map” that will allow us to import your team data into the database without need for any changes. This makes the process extremely quick. Additional data entry is required, such as talks, roles, etc., but having it in a standardized format makes this much easier as well.

Located below is the suggested MS Excel format. This can be downloaded from the website “RESOURCES” page at <https://www.bayareacursillo.org/resources/>.

The basic spreadsheet should consist of a minimum of the following information:

- First Name
- Last Name
- Address
- City
- State
- Zip (Zip Plus if possible)
- Work Phone (if Available)
- Home Phone
- Cell Phone (if Available)
- E-Mail Address (if Available)
- Birthdate (MM/DD) year not necessary
- Church Affiliation (Denomination)
- Team Role (Cook, Table Leader, Rector/a, etc.)
- Rollo/Meditation Assigned
- Committee Assignment(s)
- Sponsor’s Name (for Candidates)
- Candidate’s Name (for Sponsors)

The spreadsheet template includes values lists for Affiliation, Role, Talks and Committees as well as State Codes. You can simply select from the list presented. It contains four (4) worksheets: one each for Team Roster, Team Assignments, Candidates and Sponsors.