

## Guidelines for Completing YMCA Participant Excel Spreadsheets

| Column | Column Name              | Example               | Instructions   |
|--------|--------------------------|-----------------------|--|
| B      | Origin ID                | SWT4002341            | Enter the participant code you use in your computer system if you wish. If you don't have codes just leave it blank. |
| V      | Last Name                | Harold                | Last name as it appears in passport.   |
| W      | First Name               | Richard               | First name as it appears in passport.  |
| X      | Middle Name              | Smith                 | Middle name, if any, as it appears in passport.  |
| Y      | Suffix                   | Jr.                   | Suffix, if any, as it appears in passport.   |
| Z      | Birth Date               | 06/25/1980            | Must be in mm/dd/yyyy format.  |
| AA     | Sex                      | M                     | (M)ale or (F)emale   |
| AB     | Birth City               | Seoul                 | Birth city as it appears in passport.  |
| AC     | Birth Country            | KS                    | YMCA will provide list of country codes.   |
| AD     | Citizen Country          | KS                    | YMCA will provide list of country codes.   |
| AE     | Resident Country         | KS                    | YMCA will provide list of country codes.   |
| AH     | USA Address              | 123 Main Street       | U.S. private address; if none, enter employment site address. No P.O. boxes.   |
| AI     | USA Address2             | Apt. 6F               | U.S. private address (if applicable); if none, enter employment site address.  |
| AJ     | USA City                 | Springfield           | U.S. city.   |
| AK     | USA State                | MO                    | U.S. state; two letter code.   |
| AL     | USA ZIP                  | 43222                 | 5 number ZIP only.   |
| AR     | Program Start Date       | 06/01/2004            | Must be in mm/dd/yyyy format.  |
| AS     | Program End Date         | 09/30/2004            | Must be in mm/dd/yyyy format.  |
| BG     | All Other Org            | 4400                  | Compensation from employer; numbers only.  |
| BH     | Trainee's Personal Funds | 600                   | Participant's personal funds; numbers only.  |
| BI     | Site Name                | Nice Theme Park       | Name of the employer.  |
| BJ     | Site Address             | 100 Shady Brook Lane  | Employment site address. No P.O. boxes.  |
| BK     | Site Address 2           | Suite 320             | Employment site address (if applicable).   |
| BL     | Site City                | South Springfield     | Employment city.   |
| BM     | Site State               | MO                    | U.S. state; two letter code.   |
| BN     | Site ZIP                 | 43678                 | 5 number ZIP only.   |
| BZ     | Resident Address         | rue Main 35           | Street address in home county.   |
| CA     | Resident Address 2       | 2 <sup>nd</sup> Floor | Street address in home county (if applicable).   |
| CB     | Resident City            | Toronto               | City home country.   |
| CC     | Resident Province        | Ontario               | Province or state home country.  |
| CD     | Foreign Postal Code      | R2D 2A1               | Postal code home county.   |
| CE     | Phone International      | (49)(221)2056-436     | Telephone number home country; include country and city codes.   |
| CF     | E-Mail                   | nicepax@hotmail.com   | Private e-mail address.  |
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|        |                          |                       |  |