Credentials Committee
Policy and Procedures
4/1/2019

Policy

It is the policy of this committee to see that every student entry has all required documents, endorsements and signatures needed to participate in the City Wide STEM exposition and that this information has ben accurately entered in the data base.

Procedures

At the conclusion of the regional Exhibitions the data entry committee will enter each exhibitor's information into the data base, after which this committee will proof the entries for completeness and accuracy. Any missing forms, endorsements or information needs to be requested. The data will then be checked for accuracy and, if necessary, corrections will be made.

In order to verify the information in the data base, a proof sheet is needed for each exhibit. The following procedure can be followed to download and/or print the necessary proof sheets:

1) Go to Zoho 'Exhibits Proof Sheet'
2) Select all (check box next to the eye) or a range
3) A bar shows up at the top consisting of 'Edit Duplicate Delete Print Export'
4) Choose the 'Print' then 'Print as a record summary'. A new browser window should open showing the proofs with the black outlines
5) Look at the 'Print Preview'. You should see the selected sheets one sheet at a time
6) If you click on 'Print' they should print one per page BUT if you want to save them, choose 'Microsoft Print to PDF' as the printer.

Once the proof sheets are available, compare what is on the proof sheets with the information on the entry form, making any necessary corrections in the data base.

When all of the exhibitor's information has been verified, notify the judging and special awards committees.