How To Prepare Your Roster

Lifetouch creates your directory's roster pages for you using your supplied roster data. Include your roster data file saved onto a USB drive/CD in your Content Envelope. Be sure you keep a copy of your file.

Standard Roster Content

- Adults/Parent's last name/s and first name/s
- Children's name/s
- Street address
- City, State/Province, ZIP/Postal Code
- E-mail address
- Telephone number with area code
- Extra telephone number with area code **OR** extra e-mail address

General Roster Information

- A standard roster includes only the roster information in the order shown as stated above. Any change in sequence or additions to content may result in an additional charge/s.

- Changes that increase the number of pages in your roster may result in an additional charge/s.

- Your roster will be printed based on the data (spelling, punctuation) we receive.

- You may include everyone on your roster even if they were not photographed.

- If the family has no telephone or their telephone number is unlisted, either type "unlisted" or skip a space.

- Keep all entries for categories (ie. children's names) on one line—just let it wrap around.

- You can submit your roster on the same USB drive/CD as your cover and/or activity pages if you choose.

- Do not add any special characters before the name, it will create an error in the alphabetizing of your roster. If a special character is needed, add it to the end of the name.

Accepted Programs to Submit your Roster Data

MS Excel, MS Access, CVS or Tab Delimited Data Formats

The examples below illustrates what your Excel file should look like. The columns should be in this order. Use an ampersand between spouse names. Use a comma to separate individual children's names.

With extra telephone number:

Adult/Parent's first & last name/s	Children's name/s	Street Address	City, State/Province ZIP/Postal Code	E-mail Address	Telephone number	Extra Telephone number
Olson, Duane		4530 Willow St.	Hesperia, CA 02345	dolson@net.com	216-999-8877	216-789-0987
Norris, Fred & Karen	Josh, Ellis, Jeff	2033 Yucca Loma Rd.	Apple Valley, CA 92307-2033	fnorris@work.com	216-888-6699	345-789-9033

OR

With extra e-mail address:

Adult/Parent's first & last name/s	Children's name/s	Street Address	City, State/Province ZIP/Postal Code	E-mail Address	Telephone number	Extra E-mail Address
Olson, Duane		4530 Willow St.	Hesperia, CA 02345	dolson@net.com	216-999-8877	olson@work.com
Norris, Fred & Karen	Josh, Ellis, Jeff	2033 Yucca Loma Rd.	Apple Valley, CA 92307-2033	fnorris@work.com	216-888-6699	karen@net.com

Database Management Software (CMS)

If you use Shelby Systems, ACS, RDS, PDS, PowerChurch or Fellowship One as your church management software (CMS), the software supports this export format on USB drive/CD. Contact your CMS provider or see your CMS tool manual for export and import instructions. Some instructions are also available online at: *http://churchdirectories.lifetouch.com/for-coordinators*

Indicate if Lifetouch is to use "goes by" or "given" names

Roster Styles

You have the choice to have the last names or phone numbers listed first. Use the same format instructions regardless of the style you choose. Roster style choice is made on your Content Envelope. Examples shown below.

LAST NAME FIRST roster style

A

Albright, Kitty
10701 Alloway Dr.
Rockville, MD 20853
KAlbright@aol.com
(555) 123-5555

Amoroso, Rhonda;
Chandler, Alexandra
15801 Gooseberry Ct.
Gaithersburg, MD 20855
(555) 123-4444

B

Bechtel, Chris
10432 Nolan Dr.
Silver Spring, MD 20701
BechMan@juno.com
(555) 333-7777

Bechtel, Alan & Rebecca;
Jamie, Laurie
10909 Stanmore Dr.
Darnestown, MD 20858
(555) 123-4444

C

Callahan, Peggy
10882 Springfield Rd.
Gaithersburg, MD 20855
edee@juno.com
(555) 123-4455

Cannon, Richard & Gail;
Jennifer, Leah
9999 Kentsdale Dr.
Rockville, MD 20853
(555) 123-1111

PHONE NUMBER FIRST roster style

A

(555) . . . . . .**Alban,** Kirsten
444-2827　10882 Springfield Rd.
　　　Gaithersburg, MD 20855
　　　kalbright@sample.com

(555) . . . . . .**Ambrose,** Chris & Rhoda;
555-2827　Becky, Henry, Carl
　　　10882 Springfield Rd.
　　　Gaithersburg, MD 20855
　　　amorosa@juno.com

B

(555) . . . . . .**Bach,** Tom & Cherie;
777-2827　Mallory, Megan
　　　10882 Springfield Rd.
　　　Gaithersburg, MD 20855
　　　bech@sample.com

(555) . . . . . .**Bexton,** Steve & Leanne;
888-2827　4567 Starbridge Rd.
　　　Gaithersburg, MD 20855
　　　bechtel@sample.com

C

(555) . . . . . .**Callstrom,** Edith
222-2827　78908 Appleton St..
　　　Gaithersburg, MD 20855
　　　callyfam@juno.com

(555) . . . . . .**Centrum,** Charles, Debby;
333-2827　Nolan
　　　45678 Graves Rd.
　　　Gaithersburg, MD 20855
　　　cannon@sample.com

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