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| lease inform your students there are unsubscribe options for emails. At min we need name, email, city, state. Thank you for all you do. Instructions for using this form are on second page | | | | | | | | |

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Instructions for Word Doc Form

1. In the upper left corner, click File. Then click Save as.
2. Before clicking save, change the file name to HJ <year> Class Roster. (i.e., HJ 2023 Class Roster) Then click save.
3. Before filling out the form, on Excel you may have to click the “Enable Editing” button. It is usually in a yellow banner near the top.
4. Please fill each column with the information it asks for on the next page. Please keep first and last names in separate columns. Column titles with \* by it are mandatory columns.
5. To fill in information, click in the first space and then type. Then click on the next space.
6. Once done filling the information in, go to the upper right corner. Click on the save icon that looks like a computer disc.
7. Close the file.
8. Go Back to hishealinglighht.org. Go to Healing Journey. Go to Leaders. Roster Submission.
9. Fill out information about your class in the boxes given.
10. Click on Upload. Go to where your file is located. Click on it. Click Open.
11. Click Submit.

\*\*Submit/Upload Roster at week 5 on hishealinglight.org.