

New YF&R Application FAQs:

***Q: The application only shows the cover page of rules – where do I apply?***

At the bottom of the Excel file, there are tabs to separate individual pages of the applications. To view these tabs, your Excel viewing window must be maximized (as opposed to a restored window).

***Q: How do I print my application?***

When you send your application to the printer, choose the “Entire workbook” option in the “Print what” section of the printing dialog box.

***Q: What if the tab key is not allowing me to access a cell?***

You will be able to use your mouse to select that cell and begin typing within it.

***Q: Why can't I click in or edit some cells?***

We have created this form to ensure all applications are the same. Some cells, particularly those on page 8 of the Achievement Award application, will automatically calculate figures from your financial entries.

***Q: How do I edit my answers?***

Use the Formula Bar to navigate within in answer. We also suggest using a word processing application like Microsoft Word to formulate answers, copy them and paste them into the Formula Bar.

***Q: Why are my answers being cut off?***

We have limited the space available to describe your achievements and ideas. Please use concise language in the case that your words are not fitting in a given cell.

***Q: My education information doesn't fit in provided space – what should I do?***

Judges do not see this form, as it has personal information listed. We ask for this information for our own personal records. Use your best judgment in communicating programs like EMT, BS, MS, etc.

***Q: My information doesn't fit in the leadership role/experience lines – what should I do?***

Your leadership roles and experiences may have long titles! Feel free to use more than one locked cell to list an experience.

***Q: One page is printing on two pages – how do I correct this?***

You may have an outdated version of the application. Check that the printing margins match the capabilities of your printer. Also, try adjusting the page layout of the pages that print on two pages to “scale to fit” one page wide. You may also try to scale down by percent.

If you have further questions, contact Elaine Bristol at 202-406-3629 or send an email to [elaineb@fb.org](mailto:elaineb@fb.org).