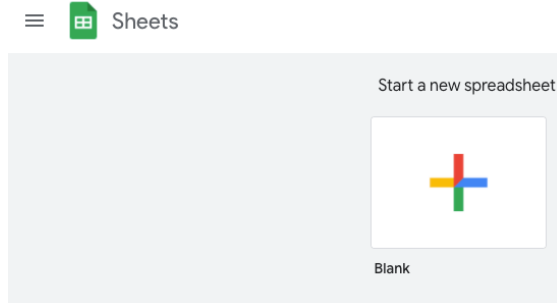


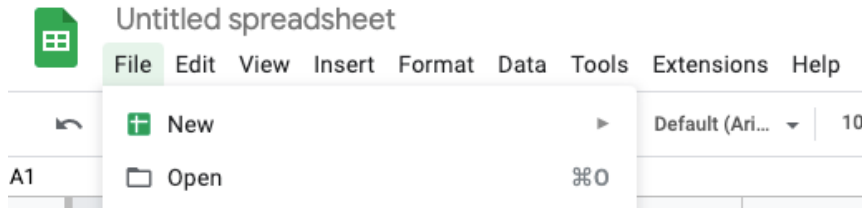
Greenwood Project 2021 Application Cheat Sheet

for users who cannot access the online forms

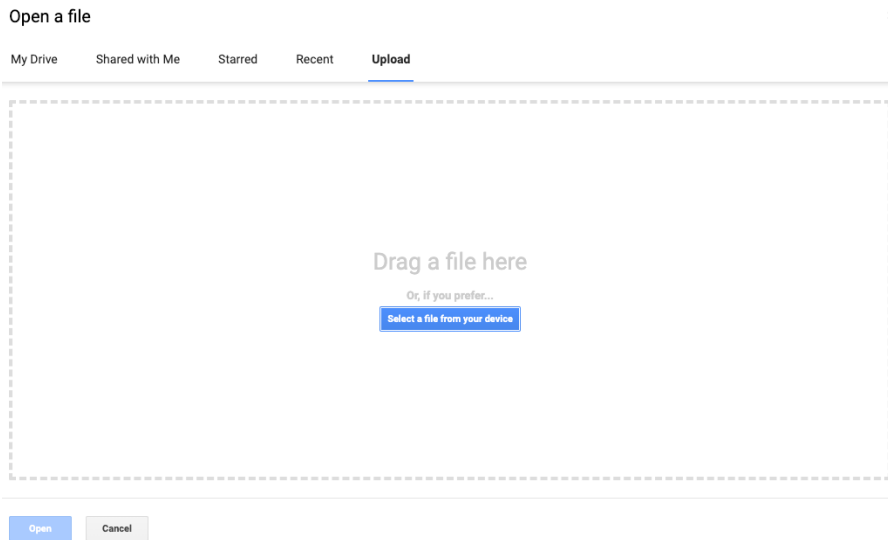
- 1) Open the 2021 High School Application in Excel or Google Sheets.
 - a. To open in Google Sheets, navigate to <https://docs.google.com/spreadsheets>
 - b. If you are not already logged on, you may be prompted to login to your Google account at this time.
 - c. Click on “Blank” under “Start a new spreadsheet”



- d. Click “File” then “Open”



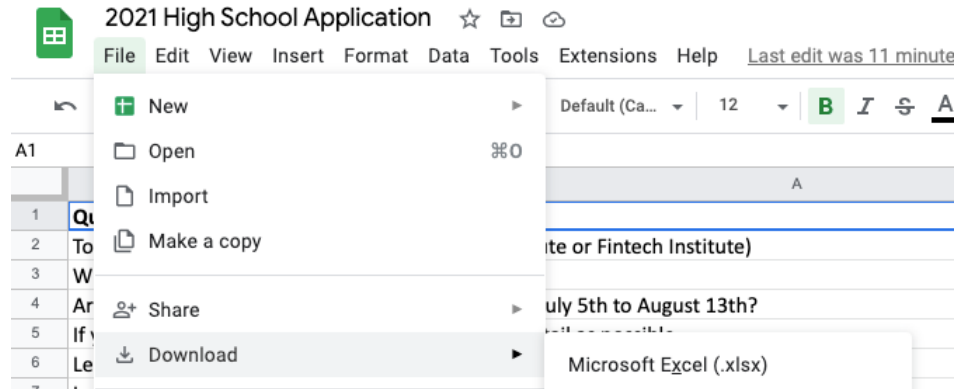
- e. Click on “Upload”



- f. Then, upload the 2021 High School Application and click “Open”.

- 2) Fill out the requested information. None of these questions will impact your admission. Mostly, this is necessary data we need to have on file for every student. It is important for our communication with you, how we design the curriculum, obtaining grants to help fund our program, and providing you with any necessary technology you need. So, please do answer all of the questions honestly and completely.
- 3) When you are finished download your document as an Excel file and send to charles.turner@greenwoodproject.org with your resume, essay, transcript, and video.

- a. Click “File”, “Download”, “Microsoft Excel”



- b. Attach that file to an email and send to charles.turner@greenwoodproject.org with your resume, essay, transcript, and video. **Please avoid sending multiple emails when possible.**

Troubleshooting:

- Where can I find all of the guidelines for my essay and video?
 - At www.GreenwoodProject.org
- What if my video file is too large to send over email?
 - Try uploading it to YouTube and sending us the link instead.
- How do I get my transcripts?
 - Talk to a teacher at your school or your principal. They can help you out!
- Any other problems?
 - Email charles.turner@greenwoodproject.org for additional help.