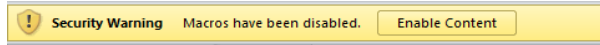## Please read the following instructions before starting to complete the Template

1.   **Enable Macros**

To view the "Submission Data" sheet you must click the "Enable Content" button on the screen. If you do not click "Enable Content", this tab will remain hidden.

2. Saving the Template

In order to save the Template, each mandatory field (indicated with red text) within a row must be completed. The Template cannot be saved if there are incomplete rows of data.

3. Uploading your Template

Please ensure that you are uploading the correct, completed Template before marking it final. Should you upload an older incomplete version, your data submission will be incorrect.

4. Naming Convention

Please ensure that you are using the standard naming convention. All completed Templates should be named as follows:

"2011_Org_[insert subsector]_[insert organization name]"

For example, if the subsector is "Municipality" and the organization name is "MunicipalityA" then the naming convention in which the file should be saved as is: