

# How to prepare your roster data

Using the roster information you supply, Lifetouch will format your roster pages for you.

- A standard roster includes the information in the order shown in the box on the right. Call Directory Customer Service at 1.800.521.4611 with questions.
- You may include everyone in your roster even if they were not photographed.
- The roster will be printed using the spelling/punctuation you provide.

### Standard roster content & layout order

- Household last name (will be alphabetized)
- Adults/Parents first name (and last name if different from household last name)
- Child/ren’s first name (and last name if different from household or parent’s last name)
- Street address
- City, State/Province, Zip/Postal Code
- Email address
- Telephone number with area code
- Choose one extra: telephone number OR email address

Lifetouch will be able to format your roster from any source of electronic data you provide. (Excel, CMS, TXT, Word, Publisher, PDF, etc.) We ask that whatever data you send to us, you simply label/identify the fields we will be using.\* **Please note: Adults/Parent names need to be separated from the Child/ren's names.**

## EXAMPLES

### MS Excel – data fields can be in any order as long as they are labeled

Household Last Name	Parent/Adult First Name (and last name if different from household name)	Children's First Name (and last name if different from household or parent's name)	Street Address	City	State	Zip	Email Address (all lower case)	Phone Number (with area code)	Extra Phone Number (with area code)
Norris	Michael Jr. & Jane	Sally, Stan, Elise	1014 York Rd.	Orno	CA	55444	<a href="mailto:mjnorris@home.com">mjnorris@home.com</a>	222-333-4444 (Michael's cell)	222-333-5555 (Jane's cell)
Black	Walt & Dr. Lynn	Erik, Sara, Kyle Smith	23 Jag Ln.	Orno	CA	55444	<a href="mailto:wblack@home.com">wblack@home.com</a>	222-444-7777 (Walt's cell)	222-444-8888 (Lynn's cell)

### TXT/Word

Black  
 Walt & Dr. Lynn  
 Erik, Sara, Kyle Smith  
 23 Jag Ln.  
 Orno, CA 55444  
 wblack@home.com  
 222-444-7777 (Walt's Cell)  
 222-444-8888 (Lynn's Cell)

### \* Church Management Software (CMS)

- When using a CMS export, do NOT reformat the data – it can be sent “as is”.
- If your CMS has the “goes by” or “given” name feature, please indicate which one you would like Lifetouch to use on the submission or order form.

We're here to help! Customer Service 1.800.521.4611

