INSTRUCTIONS TO LOOKUP

YOUTH CAMP DIRECTOR AND ALTERNATE DIRECTOR APPROVAL NUMBERS

Go to the following website address: https://www.elicense.ct.gov/Lookup/GenerateRoster.aspx

To open the Excel Report follow these steps:

- **Scroll to bottom of roster list and click on Youth Camp Licensing.**

- **When box expands, two reports will appear. To select the report with the approval numbers, check the box in front of the report called "Approved Youth Camp Directors."**

- **Click on "Continue," click on "Download," and click on "Open."**

- **The report is in Excel format. Note that the columns on the report are compressed and you will need to expand their width to view the entire approval number.**

There are two ways to search for staff names and approval numbers. If you are not familiar with Microsoft Excel, the following steps may assist you in searching the report for the approval number(s).

Option 1   To find an individual staff's name on the list, simultaneously click on "Ctrl" (control key) on your keyboard and letter "F" to search for the staff's name.

- **In the "Find and Replace" pop up box type in last name of director or alternate and click on "Find Next."**

- **Continue to click "Find Next" option until you find the last name and first name of the individual you are searching for.**

- **Director's approval number is in column E and starts with YCDR. The entire number will not appear and the column will need to be widened to see the entire number. See ** under Option 2 below for instructions on how to widen the column to view the entire number.**

Option 2   The entire list may be viewed and searched after creating an alphabetical listing by last and first name. Note: This option may be easier when searching more common names such as "Smith" or searching for names that can either be a first or last name (example "James.")

- **To widen columns, click into Column A in the grey header and highlight columns A through F by dragging mouse from column A to column F.**

- **** With the columns still highlighted, left mouse click on the right side of the border of box F. While keeping left mouse click held down, drag the mouse to the right to expand the width of all columns. This will expose the hidden information in the columns.**

- **Again, highlight columns A through E and in the toolbar at the top of the report, click on sort or sort/filter option (depends on your computer) and select A-Z or Z-A alphabetical listing.**

- **Search for staff by last name which appear in column A by using the scroll bar to the right and scrolling through the list.**