

4.2. Below is a sample of a WINGS Event Entry Form to help cadets enter information into WINGS properly. Customize this form for your unit's LDR activities.

**Figure 3**

**WINGS Event Entry Form**

EVENT	LDR TYPE		
<input type="checkbox"/> LDR <input type="checkbox"/> CS <input type="checkbox"/> CIA <input type="checkbox"/> Other _____  <input type="checkbox"/> Competition  <input type="checkbox"/> Practice	<u><b>TIER 1</b></u> <input type="checkbox"/> JLAB <input type="checkbox"/> Multi-copter <input type="checkbox"/> Rocketry  <input type="checkbox"/> Other _____	<u><b>TIER 2</b></u> <input type="checkbox"/> Color Guard <input type="checkbox"/> Armed Drill Team <input type="checkbox"/> Unarmed Drill Team	<u><b>TIER 3</b></u> <input type="checkbox"/> APT <input type="checkbox"/> Flag Detail <input type="checkbox"/> Planning Committee <input type="checkbox"/> Spirit Squad

**Date Event:** \_\_\_\_\_ **Time of Event:** \_\_\_\_\_ - \_\_\_\_\_

**Default Non-CS Hours:** \_\_\_\_\_ **Default CS Hours:** \_\_\_\_\_

**Event Description:** \_\_\_\_\_

Cadet Participants			

**Events Officer Signature:** \_\_\_\_\_

**Date entered WINGS:** \_\_\_\_\_