MARCOMAN'S CLUB EVENTS

HOST INSTRUCTIONS: WHO IS COMING TO THE EVENT?

THE "WHO'S COMING" LIST IS GENERATED AUTOMATICALLY WITHIN THE EVENT SPREADSHEETS AS THE HOST ENTERS DATA ON TAB 1. EVENT HOSTS HAVE AN OPPORTUNITY TO PROVIDE THE WEBMASTER WITH A "WORKING COPY" OF THE EVENT SPREADSHEET AT ANY TIME DURING THE SIGN-UP PERIOD FOR AN EVENT. THE WEBMASTER WILL THEN POST THE LIST OF NAMES AND PROVIDE A LINK TO IT IN THIS COLUMN. THE DATE AT TOP OF EACH LIST INDICATES HOW CURRENT THE DATA IS.

THE LIST CAN BE UPDATED BY THE HOST AT ANY TIME, AND AS FREQUENTLY AS THE HOST DESIRES, BY EMAILING AN UPDATED COPY OF THE EVENTS SPREADSHEET TO THE WEBMASTER. THE WEBMASTER WILL UPDATE THE LIST WITHIN MINUTES *AFTER READING* THE EMAIL WITH THE ATTACHED SPREADSHEET.

THE EVENTS SPREADSHEET IS AVAILABLE FOR DOWNLOAD ON THE MMC WEBSITE FROM ALMOST EVERY WEBPAGE. GO TO THE BUSINESS TAB AND CLICK "MMC OFFICIAL FORMS/ITEM 12D IN THE INDEX. YOUR CAN ALSO FOLLOW THIS LINK, OR PASTE IT INTO THE ADDRESS BAR IN YOUR BROWSER TO DOWNLOAD A COPY OF THE SPREADSHEET.
 [https://marcomensclub.com/Forms/Forms.htm#2D)](https://marcomensclub.com/Forms/Forms.htm#2D)

THE HOST MUST USE EVENT SPREADSHEET VERSIONS CREATED ON MAY 1, 2019 OR LATER TO HAVE THIS FEATURE AVAILABLE. PLEASE ALWAYS DOWNLOAD A FRESH COPY OF THE EVENTS SPREADSHEET FOR EACH EVENT YOU ARE HOSTING.

MMC WEBMASTER
Version 01.14.20