

## **WHO IS COMING TO THIS EVENT?**

Feature Introduced May 2019

IF YOU ARE READING THIS IT'S BECAUSE THE LIST IS NOT YET AVAILABLE FOR THIS EVENT! CHECK BACK LATER.

**NOT SURE IF YOU HAVE SIGNED UP FOR THIS EVENT? CALL THE HOST AT THE NUMBER PROVIDED ON THE FLYER & ON THE COMING EVENTS PAGE TO FIND OUT. ENCOURAGE THE HOST TO FREQUENTLY PROVIDE A COPY OF HIS EVENT SPREADSHEET TO THE WEBMASTER!**

WHAT DOES THE EVENT HOST NEED TO DO?

THE EVENT HOST NEEDS TO eMAIL THE WEBMASTER A "WORKING COPY" OF HIS EVENT SPREADSHEET EVERY TIME HE UPDATES IT. THE '*WHO'S COMING*' LIST IS CREATED AUTOMATICALLY WITHIN THE EVENT SPREADSHEET ON A HIDDEN TAB.

THE WEBMASTER WILL POST THE **WHO'S COMING LIST TO THE WEBSITE** AND PROVIDE LINKS TO IT ON THE COMING EVENTS & MONTHLY UPDATE WEBPAGES. BE SURE TO NOTE THE DATE AT THE TOP OF EACH LIST, AS THE LIST MAY BE UPDATED FREQUENTLY. OBVIOUSLY, IF YOU SIGNED UP OR CANCELED AFTER THAT DATE YOUR INFORMATION WILL NOT YET BE IN THE LIST!

FRESH BLANK COPY'S OF THE EVENT SPREADSHEETS FOR REGULAR AND THEATER EVENTS CAN BE DOWNLOADED FROM THIS LINK:

<https://marcomensclub.com/EventSpreadsheets.htm>

**EVENT HOST: ALWAYS DOWNLOAD A FRESH COPY OF THE SPREADSHEET FOR EACH EVENT TO INSURE YOU HAVE THE LATEST VERSION WITH ALL THE CURRENT FEATURES.**

MMC WEBMASTER

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