

QUICK START GUIDE (Please read before using the Spreadsheet)

MMC **THEATER & SPORTING** Events Spreadsheet (for events that have tickets.)

OVERVIEW

This is an Excel Workbook (a.k.a. Spreadsheet) consisting of a number of Worksheets (also referred to as “TABS”). It functions as a database. With a few exceptions, the HOST enters ALL the data on Tab “(1A) Enter All Data Here”. The HOST must not enter ANY DATA anywhere else in the workbook unless specifically told to do so. Violating this rule will compromise formulas & destroy the integrity of the entire Workbook. What you see on all the other worksheets (i.e. Tabs) is created by formulas that draw information from Tab 1, 1A & 2. This Excel workbook is compatible with the Apple Numbers spreadsheet program, but you will need to export it back to Excel before sending it to the Webmaster. Follow this link if you need help:

<https://www.macworld.com/article/230465/how-to-open-microsoft-excel-spreadsheets-using-apple-numbers.html>

This workbook will work seamlessly with the Excel version that Microsoft sells for Apple devices.

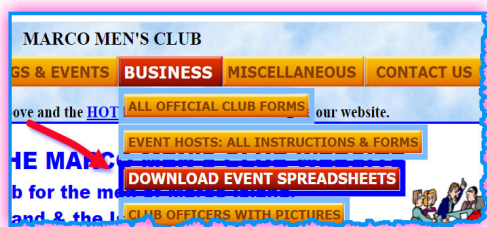
<https://www.macworld.com/article/670586/microsoft-office-for-mac-buying-guide.html>

Confused about the “Workbook, Worksheet, Spreadsheet, Tab” terminology? Follow this link for a short Tutorial:

<https://marcomensclub.com/Forms/0-TUTORIAL%20ON%20SPREADSHEET%20TERMS.pdf>

DOWNLOAD EXCEL (Workbook) SPREADSHEET for “Ticketed Events”:

Always go the MMC website and download a **fresh copy** of the appropriate spreadsheet (.xls or .xlsx) before you begin taking reservations. The spreadsheet is updated frequently, and you want to make sure you have all the latest features. Point to the BUSINESS dropdown menu at the top of almost any webpage on our website and click ‘DOWNLOAD EVENT SPREADSHEETS’. Follow the instructions.



---OR---

Follow this link to the webpage.

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

You can also get to this from the HOT LINKS Table at the bottom of the home page.

<https://marcomensclub.com/>, and the Table at the top of the Coming Events page.

TIP: Click on “VIEW” in the “ribbon” at the top of your spreadsheet and select 75%, or use the slide control in the lower right corner of the spreadsheet to adjust the size so you can see the whole worksheet on one screen. The zoom level can be changed at any time. Note that this Workbook has 12+ Worksheets (tabs). You may have to scroll right to see them all.

1. Save the template to your computer, and rename it for your event with the “save as” command.

(Example: rename “MmcEventsSpreadsheet.xlsx” to “Chris Botti 2016.xlsx”)

Tab(1A) Enter all data here: Please read carefully.

WARNING:

There are a few important restrictions when entering and changing data on this spreadsheet.

1) Do NOT use the "CUT" and "PASTE" commands. (copy and paste is OK)

2) Do NOT DRAG & DROP. (It's the same as CUT & PASTE)

3) Do NOT delete or insert Rows or Columns.

4) How to "Erase" data (without using the CUT command)

-Mouse users: erase unwanted data by selecting it, point to the selection, right click it and choose "Clear contents". Or select the cell(s) to be deleted and press 'Delete' on your keyboard. Do NOT clear data by using the space bar. This action will insert a 'space' character that confuses formulas.

-Touchpad & Keyboard users: select unwanted data and press delete key on your keyboard.

Why? Cut & Paste are **powerful** Excel commands. The rest of the Tabs in this spreadsheet have formulas that pull data from Tabs(1, 2 &3) to create all the other documents & reports.. Excel attempts to modify the formulas throughout the entire spreadsheet to follow the commands above. CUT & PASTE a single cell to a new location on Tab1A and Excel will modify every worksheet (ie Tab) & possibly every formula in this Workbook. The result is a mess and can be difficult to repair. Please don't do it! If you forget and notice it quickly enough you may be able to use Excel's BACK command to step back to the last command before you made the mistake. If all else fails, see Appendix B.

2. Open the spreadsheet and click on the first Tab, Tab(1A), labeled *(1A) Enter all Data here*. Just about everything you need to enter on this spreadsheet will go here. Enable editing if necessary...this depends on your Browser & Excel security settings. **Do not enter data or edit other Tabs, unless specifically told to do so!**
3. The very first thing you need to do is fill in the seven pink boxes above the data entry field. Give your event a name that will look good on the name tags and other reports. Then enter the other items requested. It's important to answer all the questions, even if you have to guess. For example, you may not have a maximum number of attendees specified by the vendor yet, so pick a reasonable number (like say, 50) to start things off. The other items should be self-explanatory. These 7 items can be updated or changed at any time.



4. Now enter the attendee information. Scroll to the bottom section of the spreadsheet, so that **Row #1** (Spreadsheet row 21), shows below the locked header section. Make your first attendee entry there. Typically, this entry is the HOST.
Do NOT type or change anything on any of the other tabs in this spreadsheet unless specifically told to do

SO.

18		DO NOT SORT THIS PAGE -So
19		ENTER DATA FOR ALL ATTENDEES BELOW
20	Row #	Last name of Member or Guest ex: CRANE
21	1	CRANE (Host)
22	2	

5. **How to enter data on Tab1 of the spreadsheet:**

Login the information as shown in examples in the screen captures below:

IMPORTANT: Each row may only contain one or two people. The check and amount must be entered on the same row with the person who wrote the check.

Do NOT repeat the check number on other rows.

Do NOT split the amount.

Why?: Unlike regular events, checks are submitted to the Treasurer for deposit throughout the reservation period. These rules help maintain the integrity of this process.

Log in data on Tab(1A) as you receive checks in the mail. The spreadsheet will monitor the number of people times cost per person, by row, and will alert you to any discrepancies by showing a red "?", and the amount of the discrepancy on the appropriate line. It also checks on the dinner headcount. Note that the (free) Hosts always shows up as an "alert" (because they didn't pay the first \$100!). Check the alerts on each line in the four columns (S-V) to the far right.

DO NOT SORT THIS PAGE - Sort Tab (2) ... DO NOT USE CUT AND PASTE! USE "SELECT DATA, ..."

ENTER DATA FOR ALL ATTENDEES BELOW (Scroll up to start on row # 1)			9	6	3	<=Next group number		
Row #	Last name of Member or Guest ex: CRANE	First Name(s) ex: ED & CINDY	Associate Guests with Members ex: Guest of Crane	Number Attending Event per Row	Number Going to Dinner per Row	Group	Shred Check Refund P	Member Email Address
1	Example #1 (Member couple with 3 guests)							
2	CRANE	ED & CINDY		2	2	1		
3	SMITH	BOB & PATTY	GUEST OF CRANE	2		1		
4	JONES	RALPH	GUEST OF CRANE	1	1	1		
5								
6	Example #2 (Member or guest with different last names)							
7	SWIACKI	JERRY		1	1	2		
8	TURNER	LINDA	SPOUSE OF SWIACKI	1	1	2		
9								
10	Example #3 (single Member)							
11	WILSON	GEORGE		1				
12								
13	Example #4 (Widow requesting to sit with someone)							
14	MENDEGRAW	KATHY	SIT WTH CRANE	1	1	1		
15								
16								

Tip: This is the next available Group Number.

Above are 4 examples of different situations and how to handle them.

Let's walk through the examples.

Example #1

The Cranes have made a reservation for themselves and 3 friends (a couple, the Smiths and a single, Mr. Jones). Ed & Cindy and Ralph are going to the event and dinner. The Smiths are not going to the dinner. All 3 rows have been assigned to Group 1. In the third column 'GUEST OF CRANES' has been entered to further associate the people in the group. You can word this any way that you want.

Example #2

This is how to handle a couple with different last names. They could be a couple, as in this case, or a member and a date or relative. Make the entries as shown and assign them the next available Group number as shown at the top of that column.

Example #3

This is a single stand-alone entry. If this person contacts you later and wants to sit with someone it's easy to assign him an appropriate Group number. If that happens, he'll look like Example #4

Example #4

And here's the example of a widow (or any other person, for that matter) who sends in a reservation much later and wants to sit with the Cranes, so she's assigned to Group #1.

Tip: The third column (Associate Guests with Members) is very flexible. You can enter almost anything in that column that helps describe the situation, and will fit. Some typical choices are shown in the screen capture above, but what you enter is limited only by your imagination and the space available!

Now let's look at how to login the payments.

BEST PRACTICE for entering the financial information:

Event cost per person in this example is \$100.

Enter the check # and the amount on one row only, the row associated with the member making the reservation. If that check also pays for the guests, leave their financial information BLANK. If the Guests have provided separate checks enter that information on the row associated with the Guest. Using this procedure will enable & facilitate being able to send checks to the treasurer for deposit and will be important when cancelling a reservation if necessary.

Do NOT repeat the check number on multiple rows or split the amounts between rows.

Why? The report you turn to the Treasurer with the checks will become very confusing! (And he'll be pissed!)

See the screen capture below for the details.

Scroll down for examples.

ROW #	Last Name of Member or Guest ex: CRANE	First Name(s) ex: ED & CINDY	Associate Guests with Members ex: Guest of Crane	Number Attending Event per Row	Number Going to Dinner per Row	Group	Shred Check Refund Due	Check #'s Red = Duplicate Numbers	Amount \$ Paid \$	Date Check Received or Written	Date Check Turned In to Treasurer	ACTUAL TICKET NUMBERS (optional)	ALERT ?	\$ Error Amount	Restaurant Count	GROUP #	Th
1	Example #1 (Member couple with 3 guests)																
2	CRANE	ED & CINDY		2	2	1		4561	\$400.00	10/1/2021			?	200	ALL	1	
3	SMITH	BOB & PATTY	GUEST OF CRANE	2		1							?	-200	(2)	1	
4	JONES	RALPH	GUEST OF CRANE	1	1	1		3215	\$ 100.00	10/1/2021						1	
5																	
6	Example #2 (Member or guest with different last names)																
7	SWIACKI	JERRY		1	1	2		75845	\$ 200.00	10/5/2021			?	100	ALL	2	
8	TURNER	LINDA	SPOUSE OF SWIACKI	1	1	2							?	-100	ALL	2	
9																	
10	Example #3 (single Member)																
11	WILSON	GEORGE		1				15874	\$ 100.00	10/6/2021					(1)		
12																	
13	Example #4 (Widow requesting to sit with someone)																
14	MENDEGRAW	KATHY	SIT WITH CRANE	1	1	1		15487	\$ 100.00	10/15/2021						1	
15																	

Let's walk through the examples again.

Example #1

The Cranes have sent in a reservation, with one check #4561, that pays for themselves and another guest couple, the Smiths. The Cranes are going to dinner; the Smith's are not. Ralph Jones has sent in a separate reservation with his check #3215 and asked to sit with the Crane Party. The Jones reservation might have come in much later and be way down on the list...that's OK. The Host assigns these three rows, the Crane party of 5, all to the next available Group number, in this case Group 1. Later on, when things are sorted and processed this group will be held together by the Group number. This will facilitate seat assignments & ticket distribution.

Example #2

Jerry and Linda are a couple who use different last names. Jerry sent in check #758545 for \$200, so that check shows up on his row. Linda is left blank. Both are going to the event and the dinner. Obviously, they expect to sit together, so they are assigned the next available Group number, in this case Group 2. This same logic works for a member bringing a date or guest.

Example #3

A single person, Mr Wilson, typically a member, sent in a reservation for one person with check #15874. He is only going to the event & not the dinner, and did not request to sit with anyone special.

Example #4

A widow (or anyone) comes along later with a single reservation, check #15487, and asks to sit with the Crane Party. She is going to the event and the dinner, and is assigned to the Crane Party, group #1.

Now let's focus on the Alert columns that identify possible issues.

In Example #1 the Crane party, Group 1, shows the Crane's overpaid by +200. The Smiths underpaid by \$200. The amounts balance. There is no problem. The next analysis to the right looks at the dinner attendance and compares it to the number going to the event. The same number attending both is indicated by 'All'. Two people only attending the event are indicated by a negative (2) for dinner. If the

number is green, it means that more people are going to the dinner on that row than are going to the event. This is probably an error, a typo, and needs to be resolved.

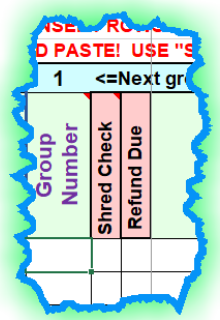
6. WHAT TO DO WHEN A GUESTS CANCELS THEIR RESERVATION?

It's not unusual for a guest to cancel their reservation, especially since it was made so far in advance. The spreadsheet has been designed to make the process relatively simple for the Host. Please see Appendix D for illustrated instructions and examples.

Please note that these 2 columns shown below are **ONLY** used for reservation **cancelations**, **NOT** for overpayments, or reductions in the event price.

Cancelling a reservation is complicated by the fact that checks may have been deposited to the club's account long before the event takes place. Refunds may be required. Other checks that are still held by the Host can be shredded. The process described in the Appendix is simple for the Host. The spreadsheet does all the heavy lifting. Please, please read the Appendix. If, for example, you shred a check and then check "Refund Due" the Treasurer will automatically send the guest a refund.

He will be so pissed that you will want to lay low for a while.



7. Tab (1B) Meal Data

This feature was added in late 2021. Some Theater events are preceded or followed by a meal at a local nearby Restaurant. The Event Flyer usually will ask attendees if they are interested (yes or no), but the dining arrangements are not generally made until several weeks before the event. At that time the Host will email all the attendees, who have shown an interest, the dining details: location, price, time, etc. Tab(1B) provides a place to log in the checks the host will receive to cover the cost of the meal(s).

Columns C-F pull information from Tab(1A). Only the attendee(s) who indicated an interest in attending the dinner are displayed on tab(1B). As the reservations for dinner come in, the check numbers and amounts, plus the starter and meal selections can be entered. It's important that the Host create names for starters and meals that fit on the coupons to be generated by the last two "meal" tabs, Tabs(5C) and (5D).

Tip: Keep the Meal and Starter names short so they will fit on the coupons. Instead of "Five Cheese Lasagna with Special Sauce" just say "LASAGNA". Take your best shot and then jump over to tabs 5C & 5D to see how you did. Keep in mind these coupons are primarily for the waitstaff, who must be able to read the coupon while looking over the shoulder of the attendee.

BEST PRACTICE: Shortly before the event the Host puts the Meal & Starter coupons in an envelope

addressed to each attendee, to be distributed at the dinner. It's best not to distribute this in advance because, for sure, some folks will forget to bring them to the event. This will cause the attendee to "guess" what they ordered and that could have a big impact on the kitchen!

After the event the Host can print Tab(1B), put it in an envelope with the checks and deliver it to the Treasurer. It's also a good idea for the Host to bring a copy of Tab(1B) to the dinner to help with problem resolution.

8. **Tab (2) ONLY SORT THIS DATA:**

At any time, you may view or print the info on Tab (2). Optionally, you may choose to sort the data on Tab(2).

Tip: You are not required to do any sorting, but your information may be more useful if you master this 'sorting' skill.

Tip: See APPENDIX A at the end of this document for more info on sorting. You might also follow this link for a tutorial on Sorting in Excel. Focus on sorting ranges.

<https://edu.gcfglobal.org/en/excel2016/sorting-data/1/>

The sort conditions are already set up, but can be easily changed to meet your needs. Select the portion of the page that contains data for your event (no blank lines the bottom). Include ALL columns BETWEEN the RED boundary columns, and sort. Failure to include all columns in the sort will scramble the data. Repair is difficult and sometimes impossible! You will likely need to send it to me, and I won't be happy... 😞

If you want to repair it yourself see Appendix C

Do NOT enter or edit any data on Tab(2) of the spreadsheet. You are only allowed to sort & print Tab(2). Everything you see there is being created by the formulas in the cells. Overwriting the formulas will damage the spreadsheet.

9. **Tab (3) WHO IS COMING:**

PREFERRED PROCESS

The workbook automatically creates a nicely formatted list of the event attendees. It resides within the workbook on a hidden & Protected tab because the only person who needs to see this list is the Webmaster. The Host may attach the workbook to an email and sent it to the Webmaster as often as they like. The webmaster will sort the attendees alphabetically by last name, create a PDF, and post it to the website. This takes less than 5 minutes of the webmaster's time after he reads the email from the host.

OPTION

If you are unable to use the Club's Theater Spreadsheet for any reason you may use whatever process you are comfortable with to record the reservations. Attach that to an email and send it to me. Please include a Title (event name), Date of issue (Attendee list as of 'date'). Refresh this as often as you like by sending an updated copy (with a current date) to the webmaster

Do NOT edit or type anything on Tab(3) of the spreadsheet.

10. **Tab (4) TURN IN CHECKS (see screen capture below)**

The club usually must commit to purchasing a certain number of tickets or must put down a sizeable non-returnable deposit for Theater and Sporting events. Because of this we ask the Host to periodically submit the checks collected to the treasurer for deposit into the club's account. When you get ready to deliver some checks to the treasure return to Tab(1) and enter the current date in the "Date Check Turned In to Treasurer" column for those checks. Now go to Tab '(4) Turn in Checks'. The entire report has been automatically generated as info was entered on tab(1). All the host has to do is to print it, attach the checks

to be deposited and mail (or deliver) it to the Treasurer. The treasurer will keep this report on file. Repeat this process later when you need to deposit more checks. You never have to do anything with tab 4 except to print it.

Do NOT edit or type anything on Tab (4) of this spreadsheet.

<=Next		\$ 2,740.00		Date Format: mo/da/yr		
Shredded	Refund Due	Check #'s Red = Duplicate Numbers	Amount \$ Paid \$	Date Check Received or Written	Date Check Turned In to Treasurer	ACTUAL TICKET NUMBERS (optional)
		9999999999	\$130.00		10/1/2021	
	x	10023	\$ 250.00	9/8/2021	10/1/2021	
x		3845	\$ 250.00	9/8/2021		
		3625	\$ 230.00	9/10/2021	10/1/2021	
		5740	\$ 230.00	9/11/2021	10/1/2021	
		5464	\$ 230.00	9/13/2021	10/15/2021	
		623	\$ 460.00	9/13/2021	10/15/2021	
		544	\$ 250.00	10/7/2021		
		5319	\$ 230.00	10/13/2021		
		8860	\$ 230.00	10/13/2021		

11. Tab (5A & 5B) MAILING LIST

This is an automatically generated mailing list that is set up to print mailing labels.

Option 1:

Export Tab (5A) to a separate spreadsheet, freeze the data (ie Copy & Paste values) and upload to the Avery website. Select your label type and print envelope labels. You will need the free Avery add-in to Chrome to import Excel spreadsheets.

Follow this link for more info from Avery.

<https://www.avery.com/software/partners/microsoft-excel>

Option 2: Tab (5B) is set up to print mailing labels on Avery 5395 labels. These are the same labels used to print Name Tags for other events. The webmaster can print these for you or provide you with blank labels so you can print your own. The 5395 labels are also available from Marco Office Supply & Amazon.com.

See: https://www.amazon.com/gp/product/B00006HPW8/ref=ppx_yo_dt_b_search_asin_title?ie=UTF8&psc=1

Do NOT edit or type anything on Tabs(5A) & (5B) of the spreadsheet.

Tab(5C) & (5D) See Tab(1B) discussion regarding meals.

12. Tab (6) HOST EXPENSES:

At any time, use Tab(6) to log in any expenses and reimbursements for your event. It is already formatted to print. You are free to enter data or edit this page any way you like.

13. Tab (7A) EVENT EXPENSE REPORT:

Tab(7A) is the expense report each host is expected to turn in with the remaining checks after the event. Some of the information is already filled in using data you entered on Tab(1). Make any necessary corrections. Enter the rest of the data, verify the numbers and print the form, or send it electronically to the Treasurer per the Host Handbook.

See item 14 “References” below.

14. Tab (7B) EVENT REVIEW REPORT:

Tab(7B) provides the opportunity for the Host to critique the event. Turn this in with your other information per the HOST handbook. The review will be helpful to future Hosts.

15. HELP:

Ed Crane can help with all aspects of using this spreadsheet, provided the old guy hasn't yet passed away.



Contact info: marcoman357@aol.com or 239-537-1061.

16. References

For additional help with the process follow this link to the HOST handbook for Theater Events.

<https://marcomensclub.com/Forms/mmcHost-TheaterEvents.pdf>

Ed Crane

Marcoman357@aol.com

239-537-1061

Webmaster, Circa 2006

Attachments

Appendix A -HELP ON SORTING Tab2

Appendix B - How to recover from using CUT & PASTE or DRAG & DROP,
or from a SORT gone wrong!

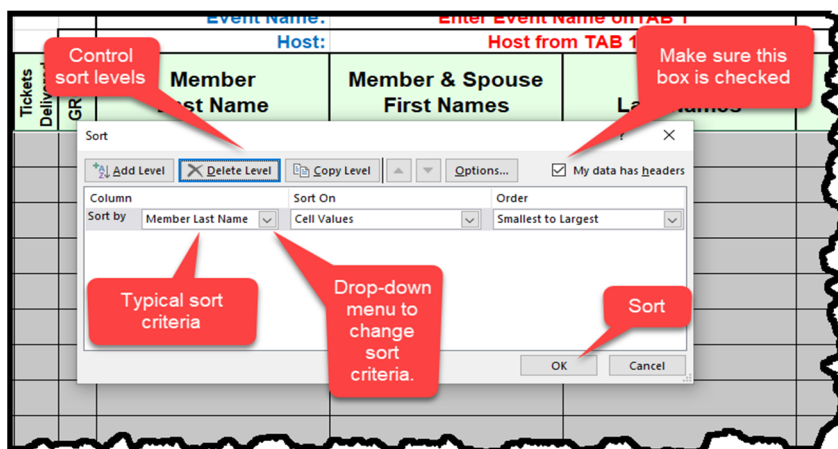
Appendix C -DISASTER RECOVERY How to repair a damaged workbook.

Appendix D - CANCELLED RESERVATIONS

APPENDIX A
(OPTIONAL)
SORTING TAB (2) OF THIS SPREADSHEET

- 1) First go to Tab (2) and Unprotect the worksheet. On the ribbon at the top click on “Review” and click “Unprotect Sheet”, or point to the tab, right click and select unprotect.
- 2) Select the Header row and all of the rows containing your data. Start at cell B9 (the header) and select all columns BETWEEN the two red columns, and all the way down to the end of your data. Do NOT select any blank lines below your data. Do NOT include the two red columns in your sort range!!
Tip: With your mouse, point to cell B9, hold down the left mouse button and drag the cursor over to and including the last column BEFORE the red column and down to the last occupied row. Release the mouse button.
Be sure you have selected all columns BETWEEN the two red columns. This is where folks screw up. Failure to select all the columns BETWEEN the red columns before you sort will cause the data to become scrambled. (names associated with the wrong checks, for example).
- 3) On the ribbon at the top click “Data” and then “Sort”. The sort dialog will pop up. (See screen capture below). Be sure to check the box indicating you have a header. The default sort is “alphabetically by members last name”, but the sort criteria is easily changed. Click the drop-down menu on the “Sort by” row to see a list of all the column headings. Pick any heading and sort on that column. You can also add additional levels of sorting, and rearrange the levels if you like using the UP & DOWN arrows.
- 4) Click OK and review the results. If results are not what you expected immediately (before you save the workbook) click the “UNDO” command in the ribbon at the top of the spreadsheet. Step back until before you sorted.
- 5) Follow this general discussion to sort information on other tabs in this spreadsheet if needed.
- 6) **Lastly, a caution:** Sorting is a powerful Excel tool, but it can be dangerous. However, as long as you NEVER sort tab(1) you will not lose your data. The other tabs in the spreadsheet are all built from Tab(1) and can be corrected as long as Tab(1) is intact.

Reference: <https://edu.gcfglobal.org/en/excel2016/sorting-data/1/>



End of Appendix A

APPENDIX B
 HOW TO RECOVER FROM USING **CUT & PASTE** or **DRAG & DROP**
 (Also useful for recovery from a Sort gone wrong)

These are powerful Excel commands. The rest of the Tabs in this spreadsheet have formulas that pull data from Tab(1) to create all the nametags, envelope labels, meal coupons, etc. Excel attempts to modify the formulas throughout the entire spreadsheet to follow the commands above. CUT & PASTE a single cell to a new location on Tab1 and Excel may modify every sheet (ie Tab) & possibly every formula in this Spreadsheet.

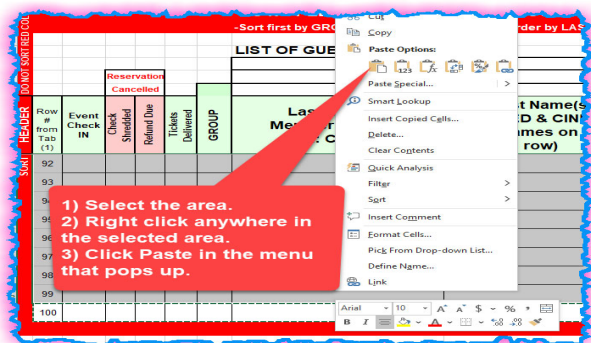
Suppose you have accidentally used these commands. The result is **#REF!** errors that show up first on Tab2, and then propagate to other tabs. If you see that has happened you must fix it quickly or the entire Workbook is at risk. This Appendix will tell you how to do that.

Follow these steps:

- 1) First, go to Tab2 and verify that you see the **#REF!** error message(s) in one or more cells.
- 2) What you are going to do next is to copy an entire row of formulas that have NOT been corrupted. We will use the last row, row 100, since it is the row most unlikely to have been affected. Then you are going to paste that row into the rows for all 100 rows of attendee data. That will fix the problem for the entire workbook.
- 3) Scroll down to the last row 100 of attendee data on tab2. Copy all the cells between the two red columns.

Row # from Tab (1)	Event Check IN	Check Shredded	Refund Due	Tickets Delivered	GROUP	Last name of Member or Guest ex: CRANE	First Name(s) ex: ED & CINDY	Member last name & "GUEST" to associate Members & Guests ex: CRANE GUEST	Number Attending Event per Row	Number Going to Restaurant per Row	Check #'s (Red = Duplicate)	Payment Collected	Alert	Error Amount
97											.			
98											.			
99											.			
100											.			

- 4) Now scroll up to attendee row 1 at the top and select the entire area between the red columns, all the way down from row 1 to row 100. Now point to the selected area, right click. and paste. This will restore all the formulas to their original state. What you see on this tab now will look exactly like what you see on tab(1). No more **#REF!** errors. Furthermore, all the other tabs in this workbook affected by the problem are automatically repaired. If this didn't work something is seriously wrong. .



A SORT GONE WRONG

Suppose you sorted Tab2 but left out the first column (Row # from tab1) or maybe the last column (Notes). You sorted and saved the workbook. The 'undo' command will no longer work. What to do?

This is easy! Just repeat steps 2 thru 4 above to reset all the formulas in the table. It will restore the entire table to look just like the data on Tab1. Easy Peasy!

If this didn't work something is seriously wrong. Proceed to Appendix C below

End of Appendix B

APPENDIX C DISASTER RECOVERY

How to copy our data from the damaged Spreadsheet to a new one.

Terrible things sometimes happen to people when working with spreadsheets! No one wants to lose their data. Of course, the first thing to do is have good discipline and file management. Save your work frequently. Give your file a descriptive name that you will be able to search for if you forget where you put it. Follow the guidelines in the main part of this document. Remember, never sort Tab1!

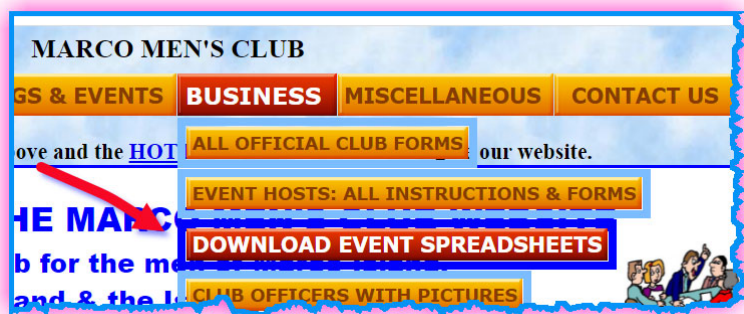
But what do you do when you make a mistake? Perhaps a sort on tab 2 went wrong and everything is screwed up? Or you have deleted a Tab in the spreadsheet by mistake? Or you didn't follow the rules and used CUT and PASTE? The first line of recovery is to use the UNDO function. This will let you back up your steps one by one to the last time you saved the spreadsheet. But not everything can be undone.

Let's assume you tried to sort Tab 2 using the process described in Appendix A and it didn't go well. Maybe you neglected to include all the columns, or you included the header but didn't check the box in the sort configuration table saying that, and now the header has been sorted into the middle of your data. But you didn't notice the problem right away and saved your spreadsheet. Undo will no longer work. What to do?

You are going to copy all your data from Tab 1 of the damaged spreadsheet to Tab 1 of a "fresh" copy!

A) Follow this link to download a "fresh" blank copy of the Theater spreadsheet from the website.

<https://marcomensclub.com/Forms/Forms.htm#2D>



- B) Rename the blank spreadsheet with something like "new" or a current date in the file name to avoid confusion.
- C) Open both the damaged spreadsheet and the "new" blank spreadsheet on your computer at the same time.
- D) Optional: If you are an Excel power user you can open both spreadsheets and view each in half of the screen, but this is not necessary.
- E) Now, with the following 4 steps we are going to COPY all your precious data from the damaged spreadsheet to the new one.
- F) First, select all the attendee data starting at the upper left-hand column, over to and including the Column with the Ticket numbers, and down to the last row of your data.

Caution DO NOT copy the columns with the pink header. These columns have formulas that may be corrupted.

Possible Issues			
ALERT ?	\$ Error Amount	Restaurant Count	GROUP #
?	-100	ALL	-
?	250	-	-
?	250	-	-

Now go to the “new” spreadsheet. Left click the upper left-hand corner of the corresponding attendee area to select it and right click. Click PASTE in the menu that pops up.

Tip: It is not necessary to select the entire range. Only the upper left-hand corner.

Repeat process for the Notes column if necessary.

G) Now go back to the corrupted spreadsheet and select the data that describes the event in the pink cells, Cut Off Date to Venue Name (see below). Copy it and paste it into the corresponding cells on the new spreadsheet.

This is a merged cell and will not copy gracefully. See 'Tip' below.

Tip: Name of event has to be short enough to fit on the name tag. Check Ta

ENTER ALL INFORMATION IN THE 7 PINK BOXES

HOT NIGHT IN AUGUST DINNER Are the dates

Cut Off Date= 8/14/2021 Saturday, August 14, 2021

Event Date= 8/22/2021 Saturday, August 22, 2021

per member= \$32.50

(5) Event max people (not couples)= 60

(6) Name of Host= ED CRANE * Note: Ho

(7) Event Venue Name= K-RICO MEXICAN GRILL

* if flyer cost is per couple, divide by two.
Possible error. Verify total amount paid.

Copy 'Cut Off Date' to 'Venue Name'.

H) Lastly, type your Event Name in the pink box #1 on the new spreadsheet.

Tip: Copying the event description from the damaged worksheet may be awkward (and require advanced skills) because it is in a merged cell. Much easier to just retype it on the new Workbook tab1.

I) Quickly check the totals for Attendees and Amount Collected between the two spreadsheets. The amounts should be the same.

J) All done. You are now back in business. Use the “new” spreadsheet going forward. Either delete the old corrupt spreadsheet or make a folder like “STORAGE-DELETE LATER” and move it there to reduce confusion.

End of Appendix C

APPENDIX D
CANCELLED RESERVATIONS

What to do on the spreadsheet when someone cancels a reservation.

Background

The Club's goal is to NOT lose money on an event because someone has cancelled.

A) If the club has not yet committed any non-refundable money on the event the Host can offer to shred or return the members check, thereby cancelling the reservation. If the club has already deposited the check the Treasurer can issue a refund check.

B) However, if the club has already purchased tickets and cannot return them for credit, the person making the reservation now owns the tickets and It's their responsibility to sell or gift the tickets to someone else.

How to handle these situations on the Spreadsheet.

This discussion below applies to Tab (1), the Data Entry tab of the "Theater" Spreadsheet. The two 'pink' columns to the right of the 'Group' column are reserved for cancelling reservations.

The image shows a screenshot of a spreadsheet table with a blue border. The table has several columns and rows. The first column is labeled 'Group'. The second column is labeled 'Shredded' and is highlighted in pink. The third column is labeled 'Refund Due' and is also highlighted in pink. The fourth column is labeled '<=Next group n'. The fifth column is labeled 'furlong'. The sixth column is labeled 'randleg'. The seventh column is labeled 'tom's'. The first row has the number '4' in the second column. The first row also has the text '<=Next group n' in the fourth column. The first row has the text 'er to er tow' in the first column. The first row has the text 'furlong' in the fifth column. The first row has the text 'randleg' in the sixth column. The first row has the text 'tom's' in the seventh column.

The procedure is pretty straight forward, but has some twists and turns, so read carefully. So, here we go. Follow along on the screen capture on the next page.

THE SITUATION

In this example, the Buckun's & Baillie's have cancelled.

WHAT DOES THE HOST DO?

The Host will place an X in one of the two pink columns.

If the Host still has the check, he puts the X in the 'Shredded' column and shreds the check (or returns it to the attendee if requested).

If the Host has already sent the check to the Treasurer, he assumes it has been deposited and a refund is required. He puts the X in the 'Refund Due' column.

The last step is to clear, or enter zeros, for amounts in the three columns for **Number attending the Event & Dinner** and the **Group number** so that the headcounts will be correct.

DATA ENTRY SHEET: ENTER ALL DATA ON THIS TAB. MAKE ALL DATA CHANGES HERE. DO NOT

ENTER DATA FOR ALL ATTENDEES BELOW (Scroll up to start on row # 1)										20	18	4	<=Next	\$ 2,740.00	Date Format: mo/da/yr	
Row #	Last name of Member or Guest ex: CRANE	First Name(s) ex: ED & CINDY	Enter Member last name & "GUEST" to associate Members & Guests ex: CRANE GUEST	Number Attending Event per Row	Number Going to Restaurant per Row	Group	Shredded	Refund Due	Amount \$ Paid \$	Date Check Received	Date Check Turned In					
3	Buckun	Tony & Jan					X	\$ 250.00	9/8/2021	10/20/2021						
4	Baillie	Doug & Jo					X	\$ 250.00	9/8/2021							
5	O'Reilly	Tom & Connie		2	2			\$ 230.00	9/10/2021							
6	Varano	Joe		1	1	3		\$ 230.00	9/11/2021							
7	Murat	Natalie	Verono-Guest	1	1	3										

Enter zero's for the Group & number attending event & dinner

That's it! The impact of the two cancellations has been taken care of. **Wow, wasn't that easy?**

Leave all the rest of the information regarding these two reservations as is. It provides a record of the situation and may be required for the refund process.

The Treasurer's report on tab (4) **Turn in Checks** uses the information from tab1 to clearly document the financial aspects of the cancelled reservations. Take a look at tab4 to see how this has been handled. The Host only has to Print this tab4 report & send it to the Treasurer with the checks. It is fully automatic and formatted to print to paper or PDF.

This is the print range.

EVENT NAME=> MICHAEL BOLTON										Reservation Cutoff 23-Dec-2021		Host Randle Grossman	
DATE OF EVENT=> 1/23/2022										# ATTENDING=> 20			
Event Cost per person=> \$115.00										\$2,490.00	43.8%	\$ 1,090.00	Treasurer's use
Shredded	Refund due	Member (or Guest Sponsor) Last Name	Member & Spouse First Names	Group #	GUESTS	Check #'s (Red = Duplicates)	Amount \$ Paid \$	Date Check Turned In to Treasurer	Total submitted to Treasurer to date	Refund Check #	Address for Refund checks		
		Furlong	Laura & Steve			332	\$ 250.00	2021-10-01	\$ 250.00				
		Grossman	Randle & Susanne			999999999	\$ 130.00	2021-10-01	\$ 130.00				
	X	Buckun	Tony & Jan			10023	\$ 250.00	2021-10-01	\$ 250.00	X	300 Stevens Landing Drive, Unit 403, Marco Island, FL 34145		
	X	Baillie	Doug & Jo			3845	Shredded		\$ -	none			
		O'Reilly	Tom & Connie			3625	\$ 230.00	2021-10-01	\$ 230.00				
		Varano	Joe	3		5740	\$ 230.00	2021-10-01	\$ 230.00				
		Murat	Natalie	3	Verano-Guest	no check			\$ -				
		Howald	Russ & Linda			5464	\$ 230.00		\$ -				
		Savary	Sandi & George	1		623	\$ 460.00		\$ -				

End of Appendix D