MMC Event Spreadsheet
QUICK START GUIDE  (Please read before using the Spreadsheet)

1. **DOWNLOAD EXCEL SPREADSHEET:**
   Go the MMC website and download a fresh copy of the spreadsheet (.xls or .xlsx).
   [http://marcomensclub.com/Forms/Forms.htm](http://marcomensclub.com/Forms/Forms.htm) Scroll to item 2D, or use the shortcut link at the top of the page to get there. You can also get to this from the HOT LINKS table at the bottom of the home page. [https://marcomensclub.com/](https://marcomensclub.com/)

2. Save the template to your computer, and rename it for your event.
   (example: rename “MMcEventsSpreadsheet.xlsx” to “Sweetheart Ball 2018.xlsx”)

3. **ALL DATA ENTRY:**
   Open the spreadsheet and click on the first tab, Tab(1), labeled **(1) All data entry**. Just about everything you 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 told to do so!

4. On Tab(1) fill in the pink boxes 1 through 6 that describe your event.

5. Scroll to the bottom section of the spreadsheet, so that line # one (1) (Spreadsheet row 18), shows below the locked header section. Make your first attendee entry there. Typically, this entry is the HOST.
   Tip 1: If you enter your last like “CRANE -Host”, that will appear on your Name Tag.
   Tip 2: After you enter your name go to Tab(3) and Tabs(6A&B) to see how Name Tags and Envelope Labels will look.
   Go back to Tab(1) to make any changes.

5. Do NOT type or change anything on Tabs (3 & 6)

6. If your event has meal selections replace the column headings with descriptions of your meal selections for your event (i.e., FRIED CHICKEN, BAKED FISH, PRIME RIB, etc.) Leave unneeded columns blank. (right click on unneeded cell and click “Clear Contents”)
   Tip 1: Briefly go to Tab(5) to see how the Meal Tickets will look. Go back to Tab(1) to make any changes.
   You may have to abbreviate the meal description to fit the meal ticket.
   Tip 2: Totals for each meal selection will appear at the top above the meal description.

7. Log in data as you receive checks in the mail. The spreadsheet will monitor the number of people times cost per person, by line, and will alert you to any discrepancies by showing a red “?” and the amount of the discrepancy on the appropriate line. Note that the (free) Host always shows up as an error (because they didn’t pay!). Check the alerts on each line in the four columns (K-M).

8. Couples with different last names: Enter the couple on one line by hyphenating the last names.
   Example: enter “Jim Lane & Lithia Berger” as “JIM, LITHIA, LANE-BERGER”
   This keeps the couples info together and has a big benefit when printing Name Tags, Envelope Labels and it saves a blank row, very important for big events! Leave blank any unused cells.

9. Use the “Group or Table” column to keep a group together when sorting and printing Name Tags. You can use letters and/or numbers. This is useful if there will be assigned tables. In that case, enter, for example, “TABLE 999”, or “CRANE TABLE”. What you enter here will print on the Envelope Labels, saving you a lot of time.
   Tip: Exactly what you enter in the “Group or Table” column will print on the Envelope Label.
10. Enter a “1” or a “2” in the appropriate cells under the meal choices. Enter numbers, not text such as “X”. The spreadsheet will do all the math and will keep track of any mistakes, and insure that every person has a meal assignment. Error messages will appear to the right of each line if there is a potential problem.

11. PRINT LISTS OF NAMES:
At any time, you may view or print the info on Tab (2). Optionally, you may choose to sort the data on Tab(2). The sort conditions are already set up. Select the portion of the page that contains data for your event (no blank lines) and sort. Name Tags & Envelope Labels will print in the same order as the info on Tab(2). Do NOT enter or edit any data on Tab(2). You only allowed to sort tab(2).

12. PRINT NAME TAGS:
Two slightly different printer Tab(3)s are available. Both have the same data, imported from Tab(2). Print the first page of Name Tags on regular paper using each Tabs(3A&B) and check against the Avery sheet of Name Tag labels. Choose the best fit for your event and printer. Contact me if there is an issue.
Do NOT enter or change any data on Tab(3A or 3B).
Tip 1: I will print nametags if you like. See #17 below.
Tip 2: If a name does not fit the label go back to Tab(1) and use lower case. Example: Change CRANE to Crane. View the result on Tab(3). If that’s not enough you can change the font size on Tab(3) of that one name that’s too big. BUT JUST THE FONT. Do NOT edit or change the name. That will destroy the formula and break the link to Tab(1)

13. HOST EXPENSES:
At any time, use Tab(4) 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.

14. PRINT MEAL COUPONS:
Print Tab(5) for Meal Coupons to go in guest envelopes. You may need to print multiple sheets, depending on how many of the Meal Coupons you need. The spreadsheet will tell you how many copies of each page you need for your event, based on the meal count you entered on Tab(1). Do not enter any data on Tab(5)
Tip: If you clear (right click + clear contents) the place holder text “Enter MEAL SELECTION #x” in the header on Tab(1) blank meal tickets will be printed for those meals.

15. PRINT ENVELOPE LABELS:
Print Tabs(6A or 6B) for envelope labels, depending on whether you want to print the “Group or Table” information on your labels. Do NOT enter any data on Tabs(6A or B).
Tip: If you are using the “Group or Table” feature, exactly what you enter on Tab(1) in that column will print on the envelope labels. Go back to Tab(1) to make changes.

16. EXPENSE REPORT:
Tab(7) is the expense report each host is expected to turn in with the checks after each event. Some of the information is already filled in using data you entered on Tab(1). Enter the rest of the data, verify the numbers and print the form, or send it electronically to the Treasurer.

17. PRINTING HELP:
Ed Crane can print all Name Tags, Envelope Labels, Meal Tickets, Expense Report and other documents for you. Tab(8) is the table of contents for the package of printed documents you will receive from me. I suggest you have me do that. Just email me your spreadsheet a few days before an event. Note: If you want me to print stuff for your event it’s always a good idea to let me know a couple weeks before the event just to be sure I’m going to be here. Contact info: marcoman357@aol.com or 239-537-1061