QUICK START GUIDE (Please read before using the Spreadsheet)

Marco Men's Club (MMC) & Marco Sportfishing Club (MSC)

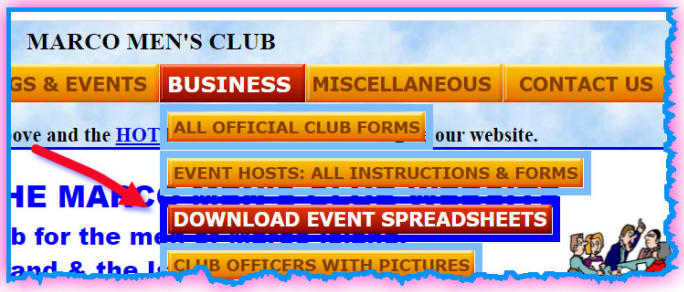
Regular Events Spreadsheet (for most social events such as parties, picnics, luncheons, etc.)

This is the one to use if you need Name-tags, Envelope Labels, Meal coupons, Drink Tickets, Door prize coupons, etc.

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 "(1) All Data Entry". The HOST must not enter ANY DATA anywhere else in the workbook unless specifically told to do so. Violating this rule will 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&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. It will work seamlessly with the Excel version that Microsoft sells for Apple devices.
Confused by the terms workbook, worksheet, spreadsheet, tabs? Follow this link for a short tutorial:
https://marcomensclub.com/Forms/0-TUTORIAL%20ON%20SPREADSHEET%20TERMS.pdf

1. **DOWNLOAD the EXCEL SPREADSHEET for "Regular Events":**
   1) Go the MMC OR MSC website and download a fresh copy of the appropriate spreadsheet (.xls or .xlsx). Point to the BUSINESS dropdown menu at the top of almost any webpage on the websites and click DOWNLOAD EVENT SPREADSHEETS. Follow the instructions.

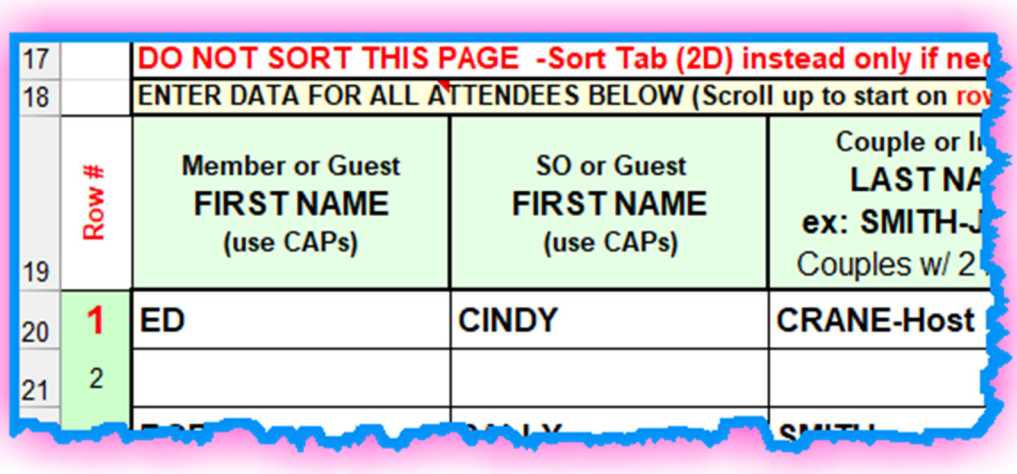


   ---OR FOLLOW THESE LINKS:
   For the MMC https://marcomensclub.com/EventSpreadsheets.htm
   or for the MSC https://www.marcosportfishingclub.com/EventSpreadsheet.htm
   TIP: Click on "VIEW" in the "ribbon" at the top of your spreadsheet and select 75%, or use the slide control in the lower right corner of the spreadsheet to adjust the size so you can see most of spreadsheet on one screen. The zoom level can be changed at any time.
2. Under 'File' in the ribbon at the top select 'Save As'. Rename the template for your event and save it in an appropriate place on your computer.
   (example: rename "MmcEventsSpreadsheet.xlsx" to "Sweetheart Ball 2016.xlsx")
   ALL DATA ENTRY:
   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". Alternately, select the unwanted data and press the 'DELETE' key.
-Touchpad & Keyboard users: select unwanted data and press DELETE key on your keyboard.

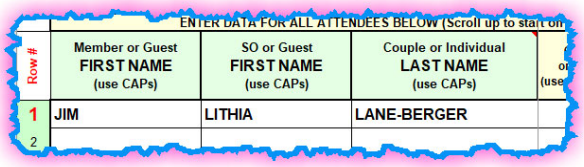
Why? CUT & PASTE are **powerful** Excel commands. The rest of the Tabs in this spreadsheet have formulas that pull data from Tabs(1&2) to create all the nametags, envelope labels, meal coupons, etc. Excel attempts to modify the formulas throughout the entire spreadsheet to follow the commands above. If you CUT & PASTE a single cell to a new location Excel will modify every sheet (ie Tab) & possibly every formula in this Spreadsheet. 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 & C.

3. Open the spreadsheet and click on the first Tab, Tab(1), labeled *(1) All data entry*. **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!**
4. TAB (1) ENTER ALL DATA HERE
   Let's get started entering the data for this event.
5. On Tab(1) fill in ALL the pink cells 1 through 7 that describe your event. Be sure to fill in all the cells. This data is used throughout the workbook for many things. If you don't know something, like the max number of attendees, just make an estimate. You can always change it later.
6. After you fill in the 7 pink cells, scroll the bottom section of the spreadsheet, so that row # one (1) (Spreadsheet row 20), shows below the locked header section. Make your first attendee entry there. Typically, this entry is the HOST.



Tip 1: Optional. 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(3A) and Tab(6A) to see how Name Tags and Envelope Labels will look.
Go back to Tab(1) to make any changes.
Do NOT type or change anything on any of the other tabs unless specifically told to do so.

7. 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.) Keep it short. These coupons are mainly to help the wait-staff serve meals. The name only has to distinguish one meal from the others, not provide a detailed description! Think like a server! "…Who gets the chicken?"
   Tip 1: Briefly go to Tab(5) to see how the Meal Coupons will look. Go back to Tab(1) to make any changes. You may have to abbreviate the meal description to fit the meal coupon. (Chicken takes less horizontal space than CHICKEN.)
   Tip 2: Totals for each meal selection will appear at the top above the meal description.
   Tip 3: Anything odd about the entries will generate various "alert" messages that need to be investigated.
8. 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) Hosts always shows up as an "alert" (because they didn't pay the first $100!). Check the alerts on each line in the two columns with the pink header. Please review all alerts. Either fix the problem or verify that's it's intentional. **See APPENDIX D** for a detailed example of how the alerts work. Also check the alert messages to the far right associated with the meals in that section. It's not necessary to clear all Alerts. Some will be intentional, like the Host payment.
9. **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" in the three columns.



ENTER DATA FOR ALL ATTENDEES BELOW (Scroll up to start on

Row #	Member or Guest FIRST NAME (use CAPs)	SO or Guest FIRST NAME (use CAPs)	Couple or Individual LAST NAME (use CAPs)	
1	JIM	LITHIA	LANE-BERGER	
2				

   This keeps the couples financial & meal information together and has a big benefit when printing Name Tags & Envelope Labels. It also saves a row on the spreadsheet, which can be very important for big events! Leave blank any unused cells & rows. Excel will check to make sure you always have a LAST name in the 3rd column. It will also verify by row that each person has a meal. Pay attention to the flags. Either solve the problem or decide that there is not a problem.
   Optional: if you are not comfortable with hyphenating the last names you can enter the two people on separate rows. Sometimes you may receive a reservation & check from a member with one or more guests. It may not be appropriate to use the hyphenated last name approach since that will show up on their nametags.
10. **Guests (preferred method)**
    It's not unusual for a member to send in one reservation with one check that covers them and their guests. (Think house guests and relatives!) In that case, enter the member and spouse on one row as usual. Use additional rows as required for the guests. Enter the same check number on all the rows and split the amount on each row accordingly. This will clear all the alerts on those rows if done properly.
    Under no circumstances do you ever put a full name, like 'ED CRANE' in a single column.
11. Use the "Group or Table" column to keep a group together when sorting and printing Reports. Use numbers. This is especially useful if there will be assigned Tables. In that case, enter, for example, 100, 101, 102, etc. Tab (6B) will print envelope labels with the Table or Group number, if desired.
    Tip: Do not enter a prefix like 'Table'. Instead go to Tab(6B) and enter 'Table' (or anything you like) in the indicated Cell. What you enter will appear on every envelope label that has an assigned table number.

If you entered '100' on Tab(1) and 'Table' on Tab(6B) the envelope for that couple will say 'Table 100'. Nothing will appear on labels for guests who are not assigned a Table.

12. 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 ensure that every person has a meal assignment. Error messages will appear to the right of each row, and elsewhere, if there is a potential problem.
13. **Tab (1B) CHECK-IN SHEET**
    This report was created specially for Dave Walsh, long term Host of the famous 'In Season' Marco Sportfishing Club Picnics. It can be used by anyone who needs to record check-in details at the event. Please read the instructions at the top of the form.
14. **PRINT LISTS OF NAMES:**
    At any time, you may view or print the info on Tabs (2A,B,C,D). Tabs (2A+B+C) are automatically sorted by 'Last Name", "Table #' and "Check #" respectively. The auto-sort is provided by the Excel function =**sort()** that is only available in Excel 365 versions after 2019. If you are using an older version of Excel you may choose to sort the data on Tab(2D) manually. The sort conditions are already set up. Select the portion of the page that contains data for your event and sort. Name Tags & Envelope Labels will print in the same order as the info on Tab(2A).
    Do NOT enter or edit any data on Tab(2A-D). You are only allowed to sort Tab(2D). All reports are formatted and ready to print to paper or PDF.
15. **PRINT NAME TAGS:**
    Two slightly different printer Tab(3)s are available. Both have the same data, imported from Tab(2A). Print the first page of Name Tags on regular paper using Tabs(3A or 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 any issue.
    The webmaster will be happy to print your labels & name tags for you.
    Do NOT enter or change any data on Tab(3A or 3B).
    Tip 1: The webmaster will print nametags if you like. See section 22 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, break the link to Tab(1) and create chaos. You may have to UNPROTECT the worksheet to change the font size.
16. **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. Insert more rows if needed. You can print this page and submit it to the club Treasurer along with your checks after the event.
17. **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 to print for your event, based on the meal count you entered on Tab(1). Do not enter any data on Tab(5)
18. **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: See #11 above if you are using the "Group or Table" feature. You can set the prefix, such as "Table", on Tab(6B) and do not have to type it over and over. The default is "TABLE" followed by a space. Change it to anything you like, also followed by a space.

19. **EVENT EXPENSE REPORT:**
    Tab(7A) 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 by creating a PDF and attaching it to an email. If the webmaster prints your job, you will get a sample of this form. You may need to adjust the numbers after the event and reprint.
20. **EVENT REVIEW REPORT:**
    Tab(7B) provides the opportunity for the Host to critique the event. Turn this in with your other information. The review will be helpful to future Hosts.
21. **DOOR PRIZE TICKETS (TABs 8A & B):**
    Two versions of these tickets are automatically generated as data is entered on Tab(1). Just print them and cut them up as needed. We have found that when you use these, drawings go more quickly. The HOST draws a name out of the 'fish bowl' and calls it out. That person hops up to claim the prize, or someone at their table will say "they have already left" and you can then draw another name. The old draw a number + everyone looks at their ticket + the number gets repeated several times + a 'winner' needs to have his number verified + the prize is finally claimed process is slow and clumsy! Our audience typically has a short attention span!
22. **PRINTING HELP:**
    Ed Crane can print all Name Tags, Envelope Labels, Meal Tickets, Expense Report and all other documents for you, provided he hasn't yet been eaten by a pandemic. 😊 I suggest you have me do that. I learn from doing it and can make improvements to the process. 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.
23. **THE WHO'S COMING LIST (TAB 2A):**
    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 send it to the Webmaster as often as they like. The webmaster will 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. There is an option to display the Table Numbers and/or the Meal selections on the 'whos coming' list if requested by the Host.
    OPTION (NOT preferred)
    If you are unable to use the Club's Event 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') on your document. Refresh this as often as you like by emailing the webmaster an updated copy. I will not edit these lists in any way. You must provide exactly what you want to see on the website.

24. **FREE DRINK TICKETS**

This spreadsheet has a tab for creating custom tickets for a complimentary adult beverage at events. In Sept 2021 the MMC Board of Directors voted to stop providing complimentary drinks at events and instead subsidize events with reduced meal prices or paying for the entertainment. The Lawyers & Insurance made us do it! The tab is hidden in the MMC version.

Any questions, contact-
Ed Crane
Marcoman357@aol.com
239-537-1061
Webmaster, Circa 2006

Attachments
Appendix A -Help on sorting Tab2D
Appendix B - How to recover from using CUT & PASTE or DRAG & DROP, or from a SORT gone wrong!
Appendix C -Disaster Recovery. The last resort! How to repair a seriously damaged workbook.
Appendix D Understanding & resolving the various "ALERTS" on Tab(1).

APPENDIX A

(OPTIONAL SORTING)

SORTING TAB(2D) OF THIS SPREADSHEET

(recall that Tabs (2A+B+C) are automatically sorted by Excel 365 and newer)

Google has excellent tutorials and video's on sorting Excel.

1) First, review your data on tab1:

Blank cells and rows are not a problem. Blank rows can be reused when you enter new data. Make sure to fill in 1 or 2 in the column for 'Number of attendees per row'. This number is used for many things through out the Workbook.

2) Then go to Tab(2D) and Unprotect the worksheet. On the ribbon at the top click on "Review" and click "Unprotect Sheet" Alternately, point the cursor to the tab at the bottom, right click & and click "UNPROTECT". This is toggle. Repeat and click "PROTECT" to restore protection.

Tip: Never ever ever enter a password!! Excel has NO password recovery process! If you foget the password your worksheet will be locked forever. Do NOT do it!

3) BE SURE TO SELECT ALL THE DATA BETWEEN THE TWO RED COLUMNS. Select the Header row and all of the rows below the header that contain your data. Blank rows are not a problem and will appear at the bottom after you sort.

Tip: With your mouse, point to the cell in the top left-hand corner, starting with the header row, hold down the left mouse button and drag the cursor down to the bottom row of your data and over to the red column on the right. Release the mouse button. The 'page down' key on many keyboards may also be helpful.

Be sure you have selected all columns between the two red columns, even if you don't have meals listed for this event.

4) On the ribbon at the top click "Data" and then "Sort". The sort dialog will pop up. (See screen capture below on next page). 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. To do that 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 using the arrows if you like. Click on one of your sorts and use the arrows to move it up or down.

5) Click OK and review the results. If results are not what you expected immediately click the "UNDO" command in the ribbon at the top of the spreadsheet.

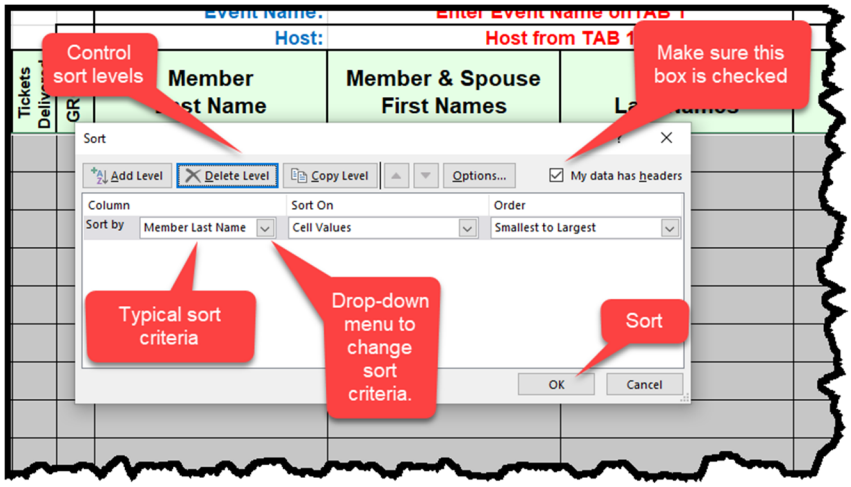
6) Recovery: You can return the list to the same order as Tab1 by sorting on the first column (labeled "Row # from Tab1"). Sort lowest to highest to restore data to its original order and make it agree with tab1.

7) Follow this general discussion to sort information on other tabs in this spreadsheet, but be careful!.

8) 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 undamaged and intact. Tab1 is your raw data. It's not for printing or sorting and does not have to look 'pretty'!

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

See next page for a screen capture of a typical sort set up.



END OF APPENDIX A
(Scroll down for appendix B)

APPENDIX B

HOW TO RECOVER FROM USING **CUT & PASTE** or **DRAG & DROP**

or from a **SORT gone wrong**

CUT & PASTE or DRAG & DROP

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.

If you don't believe this I have provided a Demo/Tutorial spreadsheet where you can try it for yourself. Follow this link to download the Demo spreadsheet. Delete the spreadsheet to the recycle bin when you are finished.

https://marcomensclub.com/Forms/2022-07-CutAndPasteErrors-Tutorial.xlsx

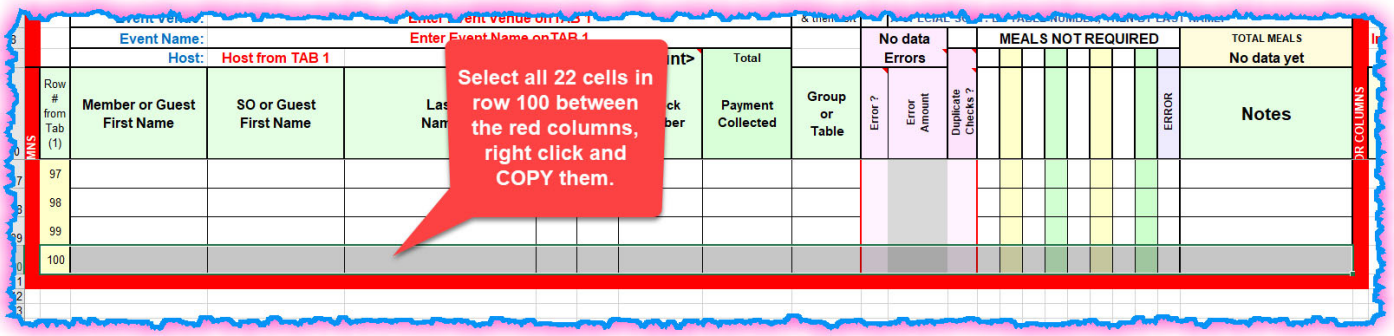
Suppose you have accidentally used these commands. The result is **#REF!** errors that show up first on Tab2D, and then propagate to other tabs. If that happens you must fix it quickly or the entire Workbook is at risk. This Appendix will tell you how to do that.

Follow these steps:

1) First, go to Tab2D and verify that you see the **#REF!** error message(s) in one or more cells.

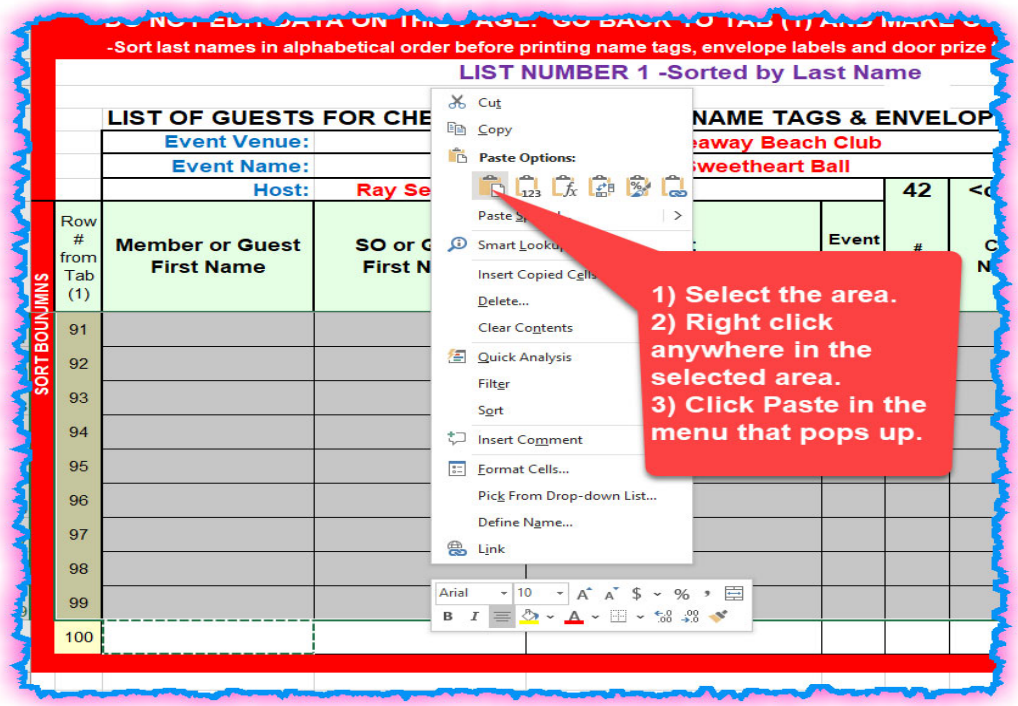
2) What you are going to do next is to copy an entire row of formulas that have NOT been corrupted. We will use the last row, row 100, since it is the row most unlikely to have been affected. Then you are going to paste that row into all rows from row 1 to row 99 of attendee data. That will fix the problem for the entire workbook, including nametags and envelop labels.

3) Scroll down to the last row 100 of attendee data on tab2D and copy <u>everything on that row</u> between the red columns Including the left hand 'Row# from Tab1', and the 'Notes' column.



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 99. Now point to anywhere in 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 or sorting problems. Furthermore, all the other tabs in this

workbook affected by the problem are automatically repaired.

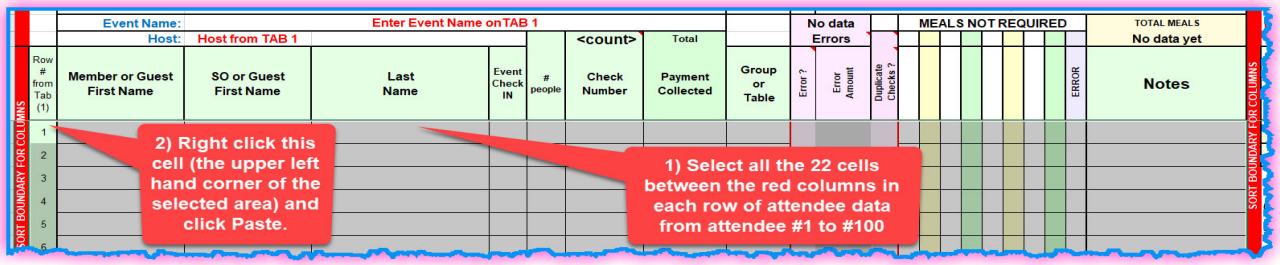


A SORT GONE WRONG

Suppose you sorted Tab2D but left out the first column (Row # from tab1) or maybe the last column (Notes). You sorted and saved the workbook. The 'undo' command may 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 again 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 for extreme problems

How to copy your data from the damaged Spreadsheet (Workbook) 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 Tab 1!

But what do you do when you make a mistake? Perhaps a sort on tab 2D went wrong and everything is screwed up? Or you have deleted a Tab in the spreadsheet by mistake? Or you CUT & PASTED something or used DRAG & DROP? And the process in Appendix B didn't solve the problem. 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. For example, Undo may not always fix **#REF!** errors caused by using CUT & PASTE, especially if you don't notice them right away and have done a lot of editing afterwards that you don't want to 'undo'!

Let's assume you tried to sort Tab 2D 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 that you had a header? 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 may no longer work. (When you save a workbook, the buffer holding all the 'Undo' commands is cleared). What to do now?

You are going to copy ALL of your data from Tab 1 of the damaged Workbook to Tab 1 of the "fresh" copy! Remember, Tab1 is all of your original data and it has not been damaged.

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

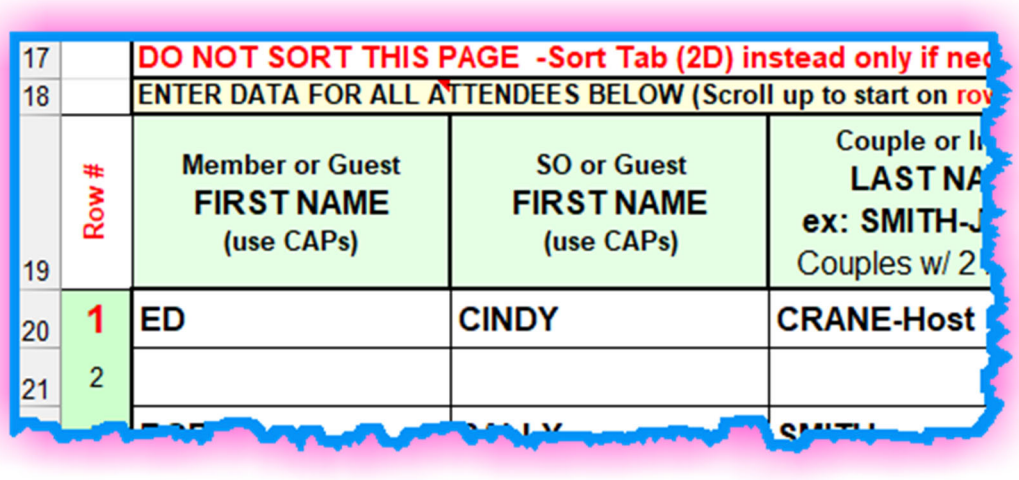
B) Rename the blank spreadsheet with something like "new" or a current date in the file name to avoid confusion.

C) Open both the damaged spreadsheet and the "new" blank spreadsheet on your computer at the same time.

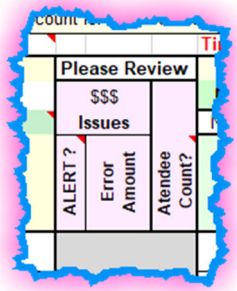
D) Optional: If you are an Excel power user you can open both spreadsheets and view each in half of the screen, but this is not necessary, and may be impossible on a small screen.

E) Now, with the following steps we are going to copy all your precious data from Tab1 in the damaged Workbook to the corresponding space in the new clean one.

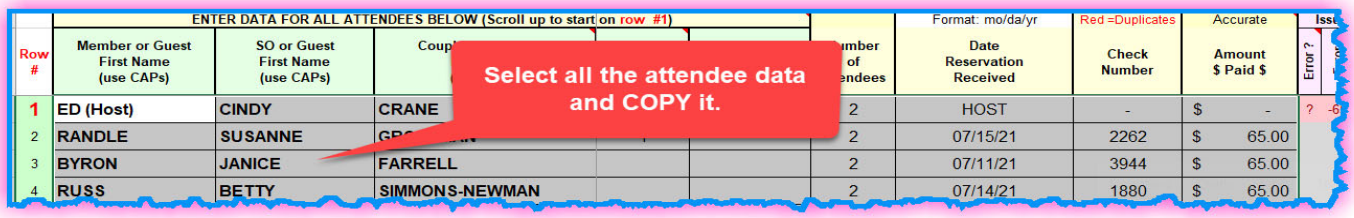
F) First, select all the data starting at the upper left-had corner of your ATTENDEE DATA (starting with 'ED' in the screen capture below), and down to the last row of your data. Do not copy the Row #.



Caution DO NOT copy the pink/grey 'alert'columns. These columns have formulas that may be corrupted. We will repeat this process to copy the meal selections, if any, in the last step.



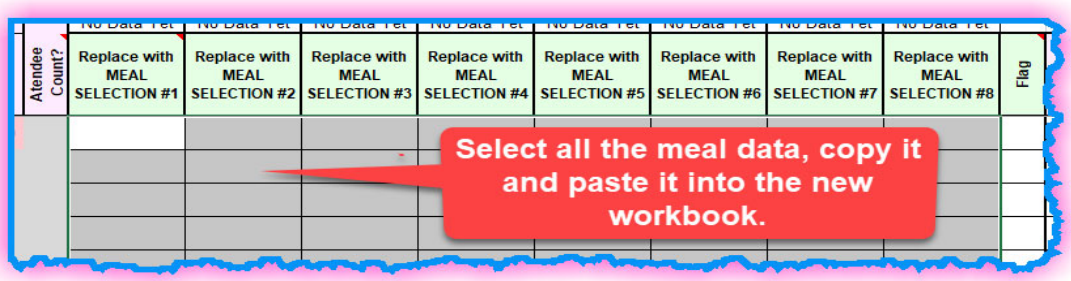
Tip: It's not necessary to copy the Row # in the first column.



Now go to the "new" spreadsheet. Left click Cell in the upper left-hand corner of the data area (cell to the right of row# 1) to select it and right click. Click PASTE in the info box that pops up.

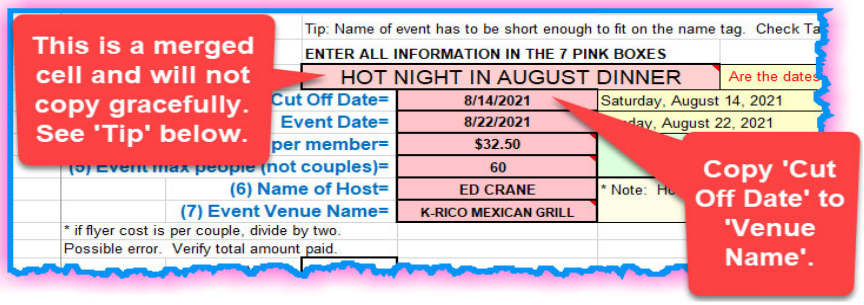
Tip: It is not necessary to select the entire range. Only the cell in the upper left-hand corner of your data.

G) Now repeat the process for the meal data (if required). Select from the cell in the upper left-hand corner of the meal data (the meal description) over to and including the cell for the last meal description and down the same number of rows as you did in step F. DO NOT copy the 'Flag' column. It has a formula in it.



H) Paste the meal descriptions and numbers into the new spreadsheet by clicking on the cell in the upper left-hand corner of the meal section, right click & paste the data.
If your spreadsheet has Notes in the last column repeat this process to copy those notes to the new spreadsheet

I) Now go back to the corrupted spreadsheet and select the data in the pink cells 2 thru 7 (The Cut Off date through the Venue Name). Copy it and paste it into the corresponding cells on the new spreadsheet. See screen capture below.



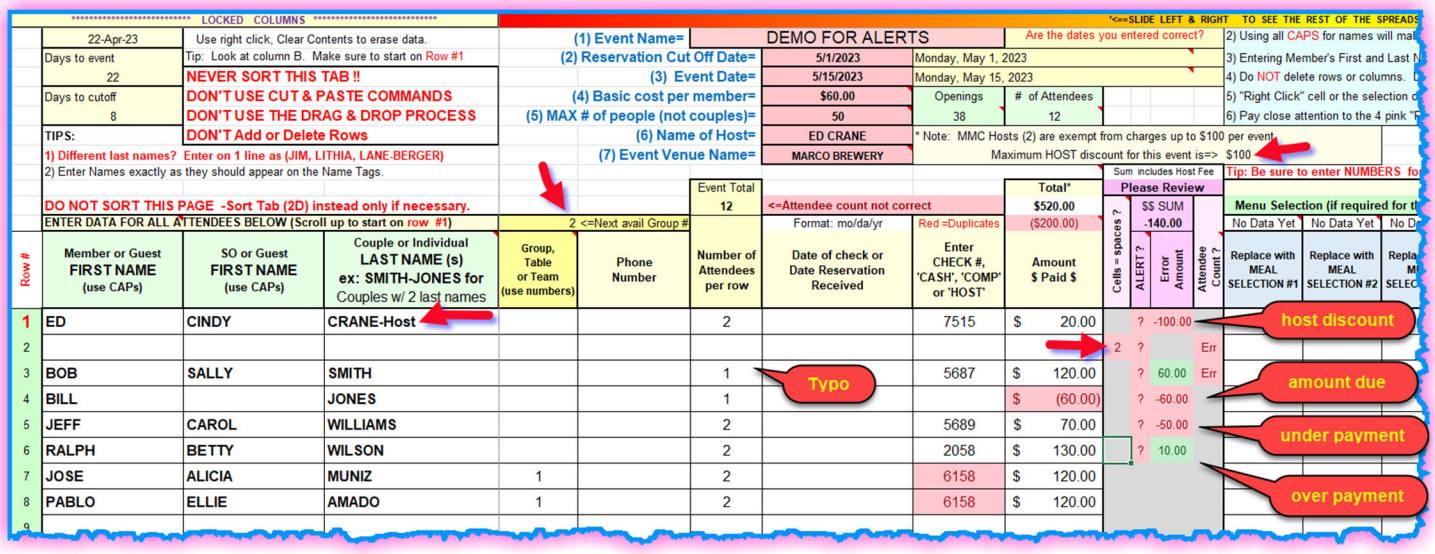
J) Lastly, type your Event Name in the pink box #1 on the new spreadsheet.
Tip: Copying the event description from the damaged worksheet may be awkward (and require advanced skills) because it is in a merged cell. Much easier to just retype it on the new Workbook tab1.
K) Quickly check the totals for Attendees, Amount Collected and numbers of meals between the two spreadsheets. The amounts should be the same.
L) ALL DONE! You are now back in business. Use the “new” spreadsheet going forward. You may want to save the corrupted workbook in a ‘JUNK’ folder or a ‘TO BE DELETED’ folder just in case. I suggest naming it accordingly, so you never try to use it by mistake.

END OF APPENDIX C

APPENDIX D

UNDERSTANDING AND RESOLVING THE VARIOUS 'ALERTS' ON TAB(1)

Below is a screenshot of Tab(1). I've created a "Demo Event" and populated the first 8 rows with typical issues to illustrate how the formulas work. Follow along with the row by row discussion.



This worksheet does a lot of background checking as you enter your data. It tries to anticipate typical problems and then alert you to them in real time. All of this takes place in the 'grey' cells in columns L-O. The long-range goal is to have nothing but 'grey' cells in those 4 columns. But keep in mind, these are alerts, not necessarily errors. The first row demonstrates that.

ROW 1

The familiar 7 pink cells at the top provide the details for this 'Demo event'.

Note that Ed & Cindy Crane, 2 people, are hosting this event. The event costs $60 p/p. The maximum host discount is $100 per the club rules. Because 2*60=120, the Cranes need to pay $20, which they did with check #7515.

What do the alerts tell us? The second column in the grey area, with the heading 'Alert' has that question mark symbol (?) indicating that something needs attention. In addition, the next column, 'Error amount' provides specific information. It has evaluated this formula: (2 people @ $60 each minus the payment of $20 does not equal zero). In fact, there appears to be a $100 underpayment. But wait, these folks are the hosts, and they are entitled to that discount. The arrow in the upper right-hand corner points to the calculated discount amount for this event. So, this alert is just 'informational' and does not need to be fixed. Note that the SUM at the top will always show the Host discount amount.

ROW 2

This row appears to be blank. How can that create alerts, you may wonder? Well, in Excel an apparently blank cell can be many things. One of those is a 'space'. When you select a cell and press the space bar you erase what was there and insert a 'space' into that cell. It is no longer empty. Formulas throughout the workbook act on that "space" character, screwing up calculations and error checking. The error checking on that row looks for and counts the number of cells that contain spaces. The first column in the 'grey area' will display the number of cells with a space in them.

To get rid of all spaces select all the **blank cells** on the row (9 in this case) and press 'delete' on your keyboard. The alert will disappear. The lesson learned here is to NEVER erase the content of a cell by selecting the cell and pressing the space bar!!

ROW 3

Bob & Sally Smith sent in check # 5687 for $120, but the host made a typo and indicated that there was only 1 reservation on that row. Changing the 1 to a 2 solves the problem and clears the alert.

ROW 4

Bill Jones has indicated that he is coming but has not yet sent in a check. The host can leave the payment column empty, or he can enter a negative number indicating the amount owed. Either way the 'grey' Column will indicate a dollar error amount. If you are going to need the check-in sheet on tab1B you might want to enter the amount owed as a negative number on tab(1) so that the check-in person will know how much to collect.

ROW 5

Jeff & Carrol Willaims have sent in a reservation but only paid $70, instead of $120. The alert indicates they owe $50.

ROW 6

Ralph and Betty Wilson have sent in a check for $130. That's a $10 overpayment. They are due a refund of $10.

ROWS 7&8

Jose and Elisa Muniz have sent in a reservation for 4 people. Pablo and Ellie Amado are their guests. There are many ways to deal with this, but this is the **preferred method**.

First assign the two rows (4 people) to a group #. This will keep them associated with each other throughout the rest of the workbook, even if the reservations are not on consecutive rows. Note that the spreadsheet dynamically prompts you with the next available group number. (see arrow at the top of that

column. The Muniz's have sent in check #6158 for $240. Enter '2' on each row, enter the check number twice, and split the amount (120+120) to show that all 4 people are paid up. Notice that the 4 alert columns to the right are all 'grey' indicating that the Spreadsheet is happy. Other solutions, while valid, will still create various alerts. Note that duplicate check numbers on Tab(1) are automatically flagged in RED.

END OF APPENDIX D