**The Northwest Florida Military Officers Association (NWFMOA) Membership Meeting Reservation System**

**Overall Concept**

The Northwest Florida Military Officers Association (NWFMOA) Membership Meeting Reservation System is set up to accompany the NWFMOA website and provide a way to have members submit reservations for monthly meetings online.

Three Google applications were used to build the reservation system: Google GMAIL, Google FORMS, and Google SHEETS. AN explanation of each follows.

**Google GMAIL**

A GMAIL account was set up to facilitate both automated online reservations and to provide a central email location for those members who elected to make reservations by email rather than using the online form. The GMAIL account is [NWFMOA@gmail.com](mailto:NWFMOA@gmail.com). It was created by Fred Westfall so anyone using this system will be logged in under his name while using the system. The password for the basic GMAIL account is: **reservations**.

**Google FORMS**

A form to capture the online reservations was created using Google FORMS. The form populates the GOOGLE SHEET with the information provided by the members when filling out the online form. The spreadsheet, while automated, can also accept manual entries from email reservations or from phone reservations. The form and the sheet are interconnected so no changes should be made to the form. If a new form is desired then one should start from scratch to create the form. Once constructed, the form will build the spreadsheet to hold the data.

**Google SHEETS**

The spreadsheet used to collect the data from the Google form was automatically created by Google FORMS. When an entry is made on the form it is automatically added to the spreadsheet. The spreadsheet can be sorted, printed, exported to multiple file types and saved. After each month has been processed, entries should be removed. Instructions to remove entries is included in within this binder.

**Monthly Operation Activities**

The person responsible for accepting reservations should do the following:

1. Monitor the Google spreadsheet periodically.
2. Monitor the GMAIL account periodically. Manually add any reservations to the spreadsheet.
3. Add any phone reservations received to the spreadsheet.
4. When the time for reservations has expired for the month, sort the spreadsheet and print it in the desired format (.pdf, Excel, etc.).
5. Remove existing data to prepare for the next month.
6. See Instructions for more detail.