**Documentation for the NWFMOA Meeting Reservation Form**

The online reservation form is part of the NWFMOA.ORG website. It can be found at <http://nwfmoa.org/reservations.html>.

The form was created in this nwfreservations Google account using the Form application tool in Google Drive. That form links to the spreadsheet also located in Google Drive and populates the form when someone enters data and sends the form from the NWFMOA.ORG website.

Manual reservations from telephone or emails are allowed on the spreadsheet. Manually enter those at the bottom of existing entries. Those manual entries will be moved down when a computer generated form is submitted after a manual entry.

It is recommended that the NWRMOA reservation site send emails for reservations to [nwfreservations@gmail.com](mailto:nwfreservations@gmail.com) so that all reservations are kept in one location. Those email entries can be input to the spreadsheet as described above.

Changes to the form will change the spreadsheet layout. Therefore, if a new form is needed it is best to delete the old form and spreadsheet first and start the new form from scratch.

It is recommended that no email be sent FROM the nwfreservations account since it will show Fred Westfall as the sender. This account was set up by him with the owner identification of Fred Westfall and the contact email as [fwestfall@cox.net](mailto:fwestfall@cox.net).

If Fred gets hit by a bus, someone with access (at this writing only Scott Berry, George Colton, Dick Prater) should change ownership of the account or create a new account using their name and recreate the form as described above.