**Instructions on how to use the NWFMOA Online Reservations System**

**Accessing the account:**

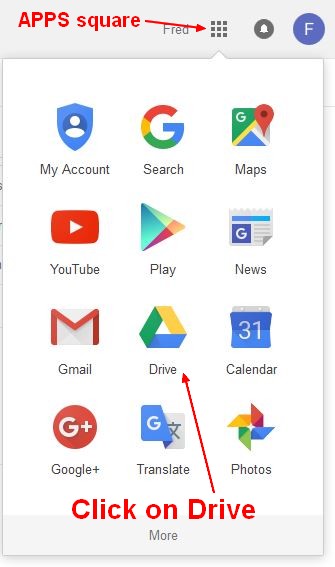
Go to <http://google.com> or <https://accounts.google.com>. Click **Sign In** at the top right.

Enter **nwfreservations** (all lower case)

Password is: **fredanddick17** (all lower case)

If this is your first time you may get a screen that asks you to complete your setup. Disregard that.

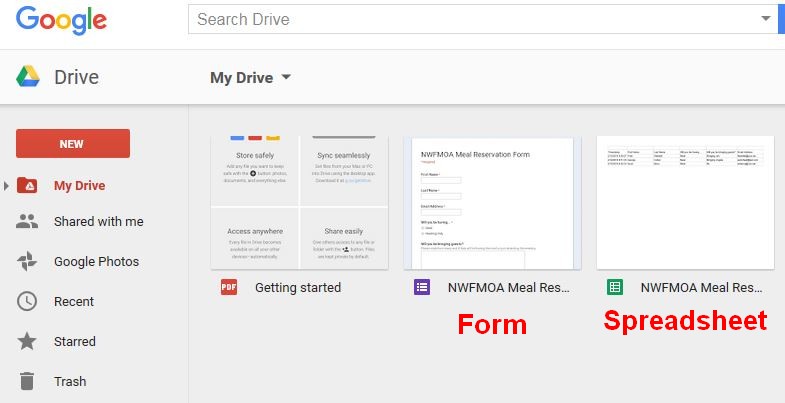
In the upper right corner of the web browser click on the APPS square then click on the Drive icon.



Otherwise, you will start in the Mail application by default. There probably won’t be any new email there. If that is what you see first, click on the APPS square then click on the Drive icon.

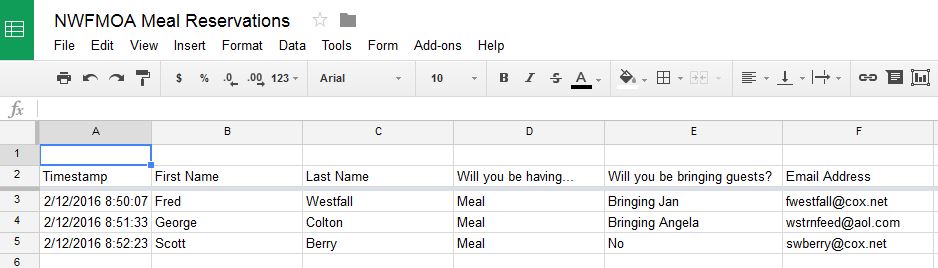
**GOOGLE DRIVE**

Once in Google Drive you should see three items: Getting started, NWFMOA Meal Res…(the form), and NWFMOA Res…(the spreadsheet)



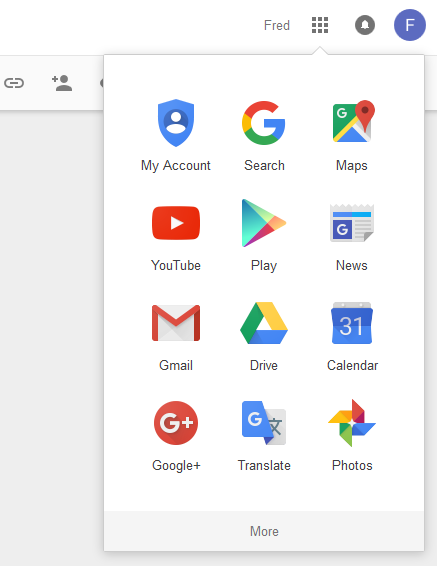
**SPREADSHEET**

Double-Click on the Spreadsheet. It will open and look like this:



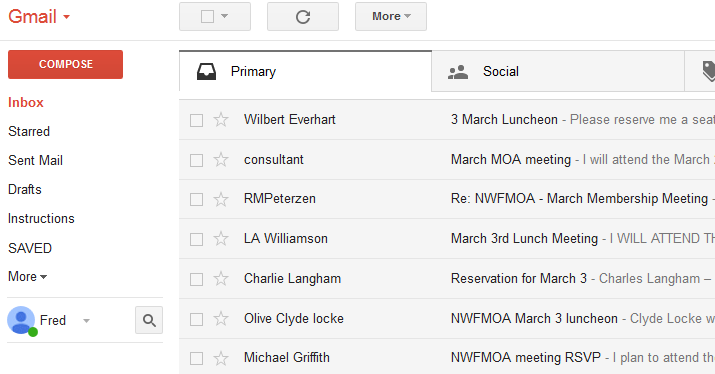
**MANUALLY ADDING RESERVATIONS FROM EMAIL OR PHONE RESERVATIONS**

Throughout the month you should check for reservations that were emailed in. To do that, go to either the GMAIL inbox (if it is already open). If you are in the DRIVE tab click on the APPS icon at the top and select GMAIL icon (see below).



GMAIL is where emails will appear

In GMAIL you will see any entries that have been made (see below).



Open each email and enter the appropriate information on the DRIVE spreadsheet. To add telephone reservations, simply type in the information below the last entry. Form entries made after you add the manual telephone or email entries will push the manual entry down the list.

**AUTOMATICALLY CALCULATING THE MEAL TOTAL**

When the reservations list is final and no more entries are expected, you can automatically make a count of the total reservations by altering the spreadsheet. There is a formula in cell G2 that can be copied down that column and will add “1” to any entry that has “meal” in column D. You can do that one of two ways. Make cell C2 the active cell (click cell C2). You can place the use <CTRL><C> to copy the formula then <CTRL><V> in any cell in column G that has an entry of any type. That will show a value of “1” in any cell that has “meal” in column D. The total will show in cell D1. The alternative method is to make cell G2 the active cell. Place the cursor in the lower-right hand of the cell where there is a small blue square. When the cursor looks like a +, left-click and drag the cursor down column G until you reach the last row where there is an entry. That will also show a “1” in any row where there is “meal” in column D.

**NOTE**: you must manually update any entry where the reservation shows the member will be bringing a guest. Replace the “1” in column G with the appropriate number of guests that the member is bringing.

**PREPARING THE PRINTED ROSTER**

When all reservations are in for the month you have several options.

You can sort the list by last name, thereby making the roster for the collection table. To do that, place the cursor in any row of the column you want to sort (preferably the Last Name, column C). From the menu structure at the top, select Data then click on “Sort Sheet by Column C, A->Z”.

To print the roster, Select FILE, PRINT, then select the Layout option you want (probably Fit to width and Portrait) then click on Print. That will produce a .pdf document which you can save and/or print. The printout can then be used to check in people at the meeting.

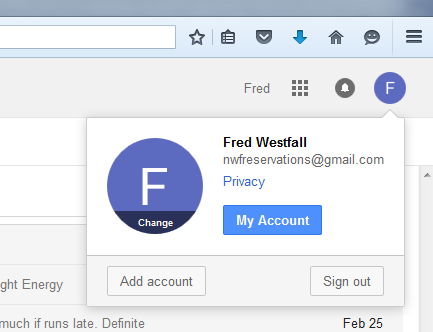
You can also download this spreadsheet in Excel format, export it in a .PDF format or other format. To do that, select FILE, DOWNLOAD AS..>, and select the preferred file type. You may want to both print the roster and save it for posterity…your choice.

**PREPARING FOR THE NEXT MONTH**

After the monthly event is over, you can delete the information. DO NOT DELETE INDIVIDUAL CELLS, DELETE THE ENTIRE ROWS WHICH CONTAIN DATA. To do that, select row 3 in the left-most part of the spreadsheet (just left of column A), hold down the SHIFT key then click on the last row with data in it, then right click while the cursor is still in highlighted area and select “Delete rows 3- XX”. Done and ready for next month. **NOTE: Do not delete rows 1 and 2 as these are the keys for the reservation form.**

**ALL DONE? NOW YOU MUST SIGN OUT**

After you have completed any work in Google Drive or Gmail you must sign out. To do that close the spreadsheet tab if it is open, then go to the Drive or Gmail tab and click on the blue circle with the “F” inside, and select “Sign Out”.



Click HERE

Then

Click HERE

**ALL DONE—UNTIL NEXT MONTH**

This is really quite simple once you get go in and look at what is there.

**ONE MORE CAUTION: DO NOT MESS WITH THE RESERVATION FORM**. Any changes to it will alter the structure of the webpage and the spreadsheet and I’ll have to start this all over again.

Let me know if you have any questions.

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