**How to Manage Meal Reservations**

Reservations for NWFMOA meals are taken using a Google form submitted through the NWFMOA website. Get to the Google form by clicking on the “Click here to see if you have already made a reservation or to see who has already signed up” on the Reservations webpage. To manage the Google form, sign in and use the email account [nwfreservations@gmail.com](mailto:nwfreservations@gmail.com). Password is **fredanddick17**.

1. **Clear previous month’s entries.**
   1. Delete the **rows** of any previous month’s entries in rows 4 through X.
   2. Delete the **data** (not rows) of any email or call-in reservations (below blue bar).
   3. Leave the permanent reservations intact.
2. **Set the date of the next meeting**
   1. Scroll down to the row titled **Reservation Data.**
   2. Enter the date of the lunch meeting as mm/dd/yyyy in **column B.**
   3. The result will show in the title (check to make sure).
   4. Highlight cells A3 to below call-in reservations, click Format at the top, then select Conditional Formatting.
   5. When the editing panel appears, change the date to the cutoff date (the Saturday prior to meal date).
   6. Birthday data
      * 1. To highlight the month with birthdays, select cells January through December. Click Format at the top, then select Conditional Formatting.
        2. When the editing panel appears, enter the month of the meeting.
3. **Make necessary corrections to the Google sheet.**
   1. If a member is bringing guests and they want a meal, enter “**I’ll have the buffet**” in column G.
   2. **Optional:** When members enter their reservation, column I will not be filled in. I enter the number of reservations made then center the number. That acts as a check of the overall count. The Google sheet is set up to show the number eating and the number just attending and the number of birthdays that month.
4. **Creating the spreadsheet for the check in people.**
   1. Use a previous reservation as the template.
   2. Switch to **Sheet1 tab** to make adjustments. Delete any existing data.
   3. Copy the entries from the Google sheet to the Excel Sheet1, including permanent and call in reservations.
   4. Using Excel, delete the columns D, F, G, and H. Remember who have birthdays this month.
   5. Delete any rows without reservations.
   6. Using search and replace, change “I’ll have the buffet” to “Meal”
   7. Sort the list by Last Name (Sort & Filter, Custom Sort).
   8. Switch to the **Reservations tab**.
   9. Delete any existing reservations from the sheet (just data, not rows).
   10. Make sure there are sufficient rows for the new reservations.
   11. Copy the data from Sheet 1 tab to Reservations tab.
   12. Black out the Paid cell for those with birthdays or who are just attending the meeting.
   13. Check a print preview to see how the sheet appears. Add or delete rows to fit (should be 2 pages).
   14. Save the file with a new name and date. Also save in .pdf format.
5. **Send an email** to those who will be checking at the meeting. Attach the roster in .pdf format.
6. **On the Tuesday** prior to the meeting, call the FWYC with the meal numbers and the total number of attendees (850-243-7102).
7. **Update the sheet** if there are late reservations. Email new list to those who check people in. Unless there are excessive late sign ups, there is no need to call the FWYC.