THE NWFMOA MEAL RESERVATIONS SYSTEM

The process of signing up for membership dinners is done through the main NWFMOA website and managed through the nwfreservations@gmail.com account.

NWFMOA REVERSATIONS PROCESS

Reservations for member lunches can be made in three ways: signing up through the online form, calling the contact person (currently 850-609-8075) or by sending an email to nwfreservations@gmail.com.

Sign-up data is recorded on a spreadsheet located in the DRIVE area of the gmail account. Once the call-ins and emails are added to the spreadsheet for sign-ups, a list should be made and sent to the person who greets members at the door (currently Dan Brown) the Treasurer, and the President (currently Fran Hendricks).

The form and spreadsheet are found in the nwfreservations@gmail.com account in the DRIVE section. Export the form data to Excel, sort by last name, print in .pdf format. Update as necessary after the cutoff date and the final list is sent to the appropriate people.
This tutorial will take you through this process.

1. **How reservations are recorded**

   a. Open the main NWFMOA website http://nwfmoa.org.
   b. Scroll down to where is says "Click here to make a reservation".
   c. To see who has signed up, click the banner above the form that says "Click here to see if you have already made a reservation….".
   d. In the upper right, click on "Sign In"
   e. Use nwfreservations@gmail.com with password **fredanddick17**.
2. **Set the date of the next meeting**
   a. Scroll down to the row titled **Reservation Data.**
   b. Enter the date of the lunch meeting as mm/dd/yyyy in **column B.**
   c. The result will show in the title (check to make sure).
   d. Highlight cells A3 to below call-in reservations, click Format at the top, then select Conditional Formatting.
   e. When the editing panel appears, change the date to the cutoff date (the Saturday prior to meal date).
   f. 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. **Structure and formatting of the Google sheet.**

a. The Google sheet is set up to show the number eating and the number just attending and the number of birthdays that month.
b. If a member is bringing guests and they want a meal, enter "**I'll have the buffet**" in column G.
c. **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.
d. To add a call in or email reservation scroll down to where is says "Call-Ins and Email Reservations are below".
e. Enter the date as mm/dd/yyyy.
f. Enter the last and first names in the appropriate cells, add "I'll have the buffet" in Column E and the number of reservations in Column I.
g. **NOTE:** if a person makes reservations for more than 1, add the person's name in Column F and "I'll have the buffet" or "Meeting only" in Column G.
h. **NOTE:** if a reservation for more than 2 is made, you must manually add the name and "I'll have the buffet" or "Meeting only" in the area where it says "Meal Adjustments, Columns F and G.

4. **Transferring to Excel to create sign in sheet for check in people**

   a. Use a previous reservation as the template.
   b. Switch to **Sort tab** to make adjustments. Delete any existing data.
   c. Copy the entries from the Google sheet to the Excel Sort tab, including permanent and call in reservations.
   d. Using Excel, delete the columns D, F, G, and H. Remember who have birthdays this month.
   e. Delete any rows without reservations.
   f. Using search and replace, change "I'll have the buffet" to "Meal"
   g. Sort the list by Last Name (Sort & Filter, Custom Sort).
   h. Switch to the **Reservations tab**.
   i. Delete any existing reservations from the sheet (just data, not rows).
   j. Make sure there are sufficient rows for the new reservations.
   k. Copy the data from Sheet 1 tab to Reservations tab.
   l. Black out the Paid cell for those with birthdays or who are just attending the meeting.
   m. Check a print preview to see how the sheet appears. Add or delete rows to fit (should be 2 pages).
   n. Save the file with a new name and date. Also save in .pdf format.

5. **Cleaning things up**

   a. **When the event is over, go back to the website sheet and delete rows 4 through however many form signups there are and delete any email and phone reservations.**
   b. Delete the **rows** of any previous month's entries in rows 4 through X.
   c. Delete the **data** (<u>not rows</u>) of any email or call-in reservations (below blue bar).
   d. Leave the permanent reservations intact.
6. **Send an email** to those who will be checking at the meeting. Attach the roster in .pdf format.
7. **On the Tuesday** prior to the meeting, call the FWYC with the meal numbers and the total number of attendees (850-243-7102).
8. **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.