

THE EYC MEAL RESERVATIONS SYSTEM

The process of signing up for Family Night or Membership Night dinners is the same but two different gmail accounts are used to manage those processes.

EYC FAMILY NIGHT REVERSATIONS PROCESS

Reservations for EYC Family Nights 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 eycreservations@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 hosting the event, the Commodore, and the Entertainment chairperson.

The form and spreadsheet are found in the eglinyachtclub@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.

EYC MEMBERSHIP NIGHT REVERSATIONS PROCESS

Reservations for EYC Membership Nights (and other events) 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 eycreservations@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 hosting the event, the Commodore, and the Entertainment chairperson.

The form and spreadsheet are found in the eycreservations@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 the process for Membership Night but the same process works for Family Night (just use the different gmail account to access the files)

) Open the main EYC website <http://eglinyachtclub.org>.

-) Scroll down to Membership Night and click on “Make a reservation”.
-) To see who has signed up, click the white banner above the form.
-) In the upper right, click on “Sign In”
-) Use eycreervations@gmail.com with password
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-) The number in red at the top adds form signups, call ins/email and permanent reservations.
-) I normally align any new signup for center alignment (helps identify new signups)
-) To add a call in or email reservation right click the row number below the last name entered and select “Insert 1 row above”
-) Enter the last and first names in the space and the number of reservations in column E.
-) At the end of the signup period, highlight cells B4 through FXX (where XX is the last permanent reservation on the list)
-) Right click and select “Copy”
-) Open the Excel meal template
-) Switch to Sheet 2 and paste the entries from the Google sheet
-) Delete the email address column (Column C)
-) Delete any unneeded rows
-) Sort the list from column A lowest to highest
-) Highlight the list and select Copy
-) Switch to Sheet 1
-) In cell A4 right click and select “Match destination formatting” (second from left)
-) Use File, Save as.. and save the sheet by removing the “Template” with the month
-) When the event is over, go back to the Google sheet and delete rows 4 through however many form signups there are and delete any email and phone reservations.