

INSTRUCTIONS FOR USING YOUR TTW PLANNING WORKBOOK

This workbook is a new tool for this year. It is based on a planning workbook developed by one of our Event Managers for last year's event and was edited and refined by Ines. We hope it helps you plan your event, manage your volunteers and keep your sanity!

The workbook is also intended to be used as a companion piece with the new TTW Manual. The Manual explains what needs to be done and the Workbook gives you a detailed list of what to do with due dates.

The Workbook is designed as a fill in the blanks document. You will be entering volunteer names for each task, supplementing activities for your particular event and entering local information, such as media contacts. Before you start making these changes, please make a copy and save it with a different file name in case you want to go back to it later as a reference.

If you have never used a spreadsheet before, go to Help and find a general overview on how to use spreadsheets.

How it is set up

There are ten worksheets in your workbook:

- Instructions
- Start-up
- Preparation Timeline
- Volunteer Assignments
- Media Contacts
- Pre-Event Estimated Dancers
- Thrill Day Timeline
- Registration
- Financials
- Reporting

Most worksheets show examples of how the forms should be filled out. These are highlighted in grey. When you get used to using each worksheet, please erase the examples so they do not become mixed with your information.

Maneuvering around the Worksheets

There are tabs at the bottom of each worksheet that show a list of all the worksheets. Each worksheet can be displayed by left-clicking on its tab.

To make fill in blank spaces or make changes, double click on the space and delete it or type over, then enter.

To add a row, right click on the far left column where you want to add the row. This will highlight the row and bring up a menu. Left click on "insert."

If you want to insert a new worksheet, left click on "File" at the far top left of the worksheet. Click on "add worksheet." A new tab will appear at the bottom. To rename the tab, right click the tab and click on rename. Key in the new name, enter.

Worksheet Descriptions

Start-up--These are early tasks you can do by yourself or with the help of a person with a moderate knowledge of computers. You need to move off this page fairly soon and go to Preparation Timeline Worksheet