

# **Host Worksheets Instructions**

## **Introduction**

This Microsoft Excel file contains the following worksheets. You can switch between the worksheets by clicking on the tabs at the bottom of the Excel window. If you cannot see the tabs, see the "Hints and Tips" section at the bottom of this worksheet.

### **1 Host Site Instructions**

This tab should be white, because it is the worksheet you are currently viewing. Read on for more instructions and tips on how to use this Excel file.

### **2 Member Order Form**

On this tab you will find this month's individual member order form.

### **3 Combined Order Form**

This tab contains the form with your site's bulk order that you should send in to the office by this month's host site order deadline.

### **4 Electronic Tan Sheet**

This tab contains an Excel spreadsheet that you can use to track your orders for this month. When you enter information into this sheet, that data automatically updates the Combined Order Form and the D-Day Worksheet.