

Club Reporting

Steps

1. Fill out the top of the report with requested information
2. Enter new members in empty rows with report number and status and date
3. Sort the report by Last Name
4. Enter report number and status on populated rows
5. Save the report using the disk icon at the top of the page (first icon)
6. Filter by Report Number
7. "Save As" with the report name and report number
8. Email the saved report to noreenaburke@cox.net
9. Be sure to copy Carol Buser cbuser222@protonmail.com.
10. Include the report number in the Heading of your email.
11. The master should show all information to date

Reporting Dates

These dates are based on the County Meeting Dates
Reports are due on the Thursday before the County Meeting

County Meeting Date	Deadline for Club Report
February 13, 2023	February 9, 2023
March 13, 2023	March 9, 2023
April 10, 2023	April 6, 2023
May 8, 2023	May 4, 2023
June 12, 2023	June 8, 2023
July – Dark	July 6, 2023
August – Dark	August 10, 2023
September 11, 2023	September 7, 2023
October 9, 2023	October 5, 2023
November 13, 2023	November 9, 2023
December 11, 2023	December 7, 2023

Club Reporting

Fill out the top of the report with requested information

Enter new members in empty rows with report number and status and date

The screenshot shows an Excel spreadsheet with the following data:

Report Num	Status	Last Name	First Name and Middle Initial	Address	City	State	ZIP	Primary Phone	Alternate Phone	Email	Date Joined or Renewed
		Young	Loretta	123 Universal	Hollywood	CA	90027	555-555-5555		lyoung@gmail.com	1/1/22
		LaMar	Heddy	546 Starlet Lane	Hollywood	CA	90027	555-555-5555		Heddy@gmail.com	1/1/23
		Fleming	Rhonda	789 Brown Derby Pl	Hollywood	CA	90027	555-555-5555		Fleming@gmail.com	1/1/22
		Harlow	Jean	789 Blondie St	Hollywood	CA	90027	555-555-5555		Harlow@gmail.com	1/1/23
		Monroe	Marilyn	1015 Bomshell Ave	Hollywood	CA	90027	555-555-5555		Mmonroe@gmail.com	1/1/23
		Garland	Judy	2016 Childstart Land	Hollywood	CA	90027	555-555-5555		JG57@gmail.com	1/1/23
		Reynolds	Debbie	2025 Singer St	Hollywood	CA	90027	555-555-5555		ReynoldsD@gmail.com	1/1/23
		Bono	Cher	321 Oscar Rd	Hollywood	CA	90027	555-555-5555		SonnyCher@gmail.com	1/1/23
		Loy	Mirna	985 Thin Man Circle	Hollywood	CA	90027	555-555-5555		LoyMirna@gmail.com	1/1/23
		Lombard	Carol	564 Gable Blvd	Hollywood	CA	90027	555-555-5555		Clombard@gmail.com	1/1/22
		Field	Sally	8654 Flying Nun Place	Hollywood	CA	90027	555-555-5555		FieldS@gmail.com	1/1/23
1	N	Simon	Carly	666 Songwriter Rd	Hollywood	CA	90027	555-555-5555		CarlyS@gmail.com	1/1/23
1	N	Whitman	Meg	2956 Ebay Lane	Hollywood	CA	90027	555-555-5555		WhitmanM@gmail.co	1/1/23

Sort the report by Last Name

RWSCDC Master Per Cap for Club Reporting Test Master - Excel

File Home Insert Draw Page Layout Formulas Data Review View Help Acrobat QuickBooks Tell me what you want to do

Normal Page Break Preview Page Custom Ruler Formula Bar Gridlines Headings Zoom 100% Zoom to Selection New Window Arrange All Freeze Panes Hide Split View Side by Side Synchronous Scrolling Switch Windows Macros

L19 : X ✓ fx 1

3 **THE OREGON WOMEN OF CALIFORNIA** Date: _____ Email: _____ Total Payment: \$0
SAN DIEGO COUNTY Report #: _____ Phone: _____ Check #: _____

Report Num	Status	Last Name	City	State	ZIP	Primary Phone	Alternate Phone	Email	Date Joined or Renewed
7		Young	Hollywood	CA	90027	555-555-5555		lyoung@gmail.com	1/1/22
8		LaMar	Hollywood	CA	90027	555-555-5555		Heddy@gmail.com	1/1/23
9		Fleming	Hollywood	CA	90027	555-555-5555		Fleming@gmail.com	1/1/22
10		Harlow	Hollywood	CA	90027	555-555-5555		Harlow@gmail.com	1/1/23
11		Monroe	Hollywood	CA	90027	555-555-5555		Mmonroe@gmail.com	1/1/23
12		Garland	Hollywood	CA	90027	555-555-5555		JG57@gmail.com	1/1/23
13		Reynolds	Hollywood	CA	90027	555-555-5555		ReynoldsD@gmail.com	1/1/23
14		Bono	Hollywood	CA	90027	555-555-5555		SonnyCher@gmail.com	1/1/23
15		Loy	Hollywood	CA	90027	555-555-5555		LoyMirna@gmail.com	1/1/23
16		Lombard	Hollywood	CA	90027	555-555-5555		Clombard@gmail.com	1/1/22
17		Field	Hollywood	CA	90027	555-555-5555		FieldS@gmail.com	1/1/23
18	1	N Simon	Hollywood	CA	90027	555-555-5555		CarlyS@gmail.com	1/1/23

Sort A to Z
Sort Z to A
Sort by Color
Sheet View
Clear Filter From "Last Name"
Filter by Color
Text Filters
Search
 (Select All)
 Bono
 Field
 Fleming
 Garland
 Harlow
 LaMar
 Lombard
 Loy

Ready Accessibility: Investigate Average: 62618.17857 Count: 121 Sum: 1753309 10:33 AM 12/31/2022

Enter report number and status on populated rows

RWCSDC Master Per Cap for Club Reporting Test - Excel

Noreen Burke

File Home Insert Draw Page Layout Formulas Data Review View Help Acrobat QuickBooks Tell me what you want to do

Clipboard Font Alignment Number Styles Cells Editing

W3 =W2*5

L	M	N	O	P	Q	R	S	T	U	V	W
		OF CALIFORNIA <small>SAN DIEGO COUNTY</small>		Report #: <u>1</u>				Phone: <u>555-555-5555</u>		Check #: _____	
Report Num	Status	Last Name	First Name and Middle Initial	Address	City	State	ZIP	Primary Phone	Alternate Phone	Email	Date Joined or Renewed
1	R	Bono	Cher	321 Oscar Rd	Hollywood	CA	90027	555-555-5555		SonnyCher@gmail.com	1/1/23
1	R	Field	Sally	8654 Flying Nun Place	Hollywood	CA	90027	555-555-5555		FieldS@gmail.com	1/1/23
		Fleming	Rhonda	789 Brown Derby Pl	Hollywood	CA	90027	555-555-5555		Fleming@gmail.com	1/1/22
1	R	Garland	Judy	2016 Childstart Land	Hollywood	CA	90027	555-555-5555		JG57@gmail.com	1/1/23
1	R	Harlow	Jean	789 Blondie St	Hollywood	CA	90027	555-555-5555		Harlow@gmail.com	1/1/23
1	R	LaMar	Heddy	546 Starlet Lane	Hollywood	CA	90027	555-555-5555		Heddy@gmail.com	1/1/23
		Lombard	Carol	564 Gable Blvd	Hollywood	CA	90027	555-555-5555		Clombard@gmail.com	1/1/22
1	R	Loy	Mirna	985 Thin Man Circle	Hollywood	CA	90027	555-555-5555		LoyMirna@gmail.com	1/1/23
1	R	Monroe	Marilyn	1015 Bomshell Ave	Hollywood	CA	90027	555-555-5555		Mmonroe@gmail.com	1/1/23
1	R	Reynolds	Debbie	2025 Singer St	Hollywood	CA	90027	555-555-5555		ReynoldsD@gmail.com	1/1/23
1	N	Simon	Carly	666 Songwriter Rd	Hollywood	CA	90027	555-555-5555		CarlyS@gmail.com	1/1/23
1	N	Whitman	Meg	2956 Ebay Lane	Hollywood	CA	90027	555-555-5555		WhitmanM@gmail.co	1/1/23
		Young	Loretta	123 Universal	Hollywood	CA	90027	555-555-5555		lyoung@gmail.com	1/1/22

Instructions **Members** Associates Payments

Ready Accessibility: Investigate

3:58 PM
1/6/2023

Save the report using the disk icon at the top of the page (first icon)

Filter by Report Number

The screenshot shows an Excel spreadsheet titled "RWCSDC Master Per Cap for Club Reporting Test Master - Excel". The ribbon is set to "Home". A filter dropdown menu is open on the left, showing "Clear Filter From 'Report Num'", "Filter by Color", and "Number Filters". Under "Number Filters", a search box contains "1", and a list shows "1" selected and "(Blanks)" unselected. The spreadsheet content includes a form for "RWCSDC Membership Reporting Form, 2023" and a table of member data.

Form Fields:

- Name: RWC
- Prepared by: _____
- Date: _____
- Email: _____
- Report #: _____
- Phone: _____
- # Members Reporting: _____
- Total Payment: \$0
- Check #: _____

Table Data:

Initial	First Name and Middle	Address	City	State	ZIP	Primary Phone	Alternate Phone	Email	Date Joined or Renewed
7	1 R	Bono Cher	321 Oscar Rd	Hollywood CA	90027	555-555-5555		SonnyCher@gmail.com	1/1/23
8	1 R	Field Sally	8654 Flying Nun Place	Hollywood CA	90027	555-555-5555		FieldS@gmail.com	1/1/23
10	1 R	Garland Judy	2016 Childstart Land	Hollywood CA	90027	555-555-5555		JG57@gmail.com	1/1/23
11	1 R	Harlow Jean	789 Blondie St	Hollywood CA	90027	555-555-5555		Harlow@gmail.com	1/1/23
12	1 R	LaMar Heddy	546 Starlet Lane	Hollywood CA	90027	555-555-5555		Heddy@gmail.com	1/1/23
14	1 R	Loy Mirna	985 Thin Man Circle	Hollywood CA	90027	555-555-5555		LoyMirna@gmail.com	1/1/23
15	1 R	Monroe Marilyn	1015 Bomshell Ave	Hollywood CA	90027	555-555-5555		Mmonroe@gmail.com	1/1/23
16	1 R	Revnolds Debbie	2025 Singer St	Hollywood CA	90027	555-555-5555		RevnoldsD@gmail.com	1/1/23

Ready 10 of 97 records found Accessibility: Investigate 10:37 AM 12/31/2022

Very Important SAVE AS THE REPORT

RWCSDC Master Per Cap for Club Reporting Test - Excel

Noreen Burke

File Home Insert Draw Page Layout Formulas Data Review View Help Acrobat QuickBooks Tell me what you want to do

Clipboard Font Alignment Number Styles Cells Editing

Q106

L M N O P Q R S T U V W

4 **OF CALIFORNIA** Report #: _____ Phone: _____ Check #: _____
 5 **SAN DIEGO COUNTY**

Report Num	Status	Last Name	First Name and Middle Initial	Address	City	State	ZIP	Primary Phone	Alternate Phone	Email	Date Joined or Renewed
7	1	R	Bono	Cher	321 Oscar Rd	Hollywood CA	90027	555-555-5555		SonnyCher@gmail.com	1/1/23
8	1	R	Field	Sally	8654 Flying Nun Place	Hollywood CA	90027	555-555-5555		FieldS@gmail.com	1/1/23
10	1	R	Garland	Judy	2016 Childstart Land	Hollywood CA	90027	555-555-5555		JG57@gmail.com	1/1/23
11	1	R	Harlow	Jean	789 Blondie St	Hollywood CA	90027	555-555-5555		Harlow@gmail.com	1/1/23
12	1	R	LaMar	Heddy	546 Starlet Lane	Hollywood CA	90027	555-555-5555		Heddy@gmail.com	1/1/23
14	1	R	Loy	Mirna	985 Thin Man Circle	Hollywood CA	90027	555-555-5555		LoyMirna@gmail.com	1/1/23
15	1	R	Monroe	Marilyn	1015 Bomshell Ave	Hollywood CA	90027	555-555-5555		Mmonroe@gmail.com	1/1/23
16	1	R	Reynolds	Debbie	2025 Singer St	Hollywood CA	90027	555-555-5555		ReynoldsD@gmail.com	1/1/23
17	1	N	Simon	Carly	666 Songwriter Rd	Hollywood CA	90027	555-555-5555		CarlyS@gmail.com	1/1/23
18	1	N	Whitman	Meg	2956 Ebay Lane	Hollywood CA	90027	555-555-5555		WhitmanM@gmail.co	1/1/23

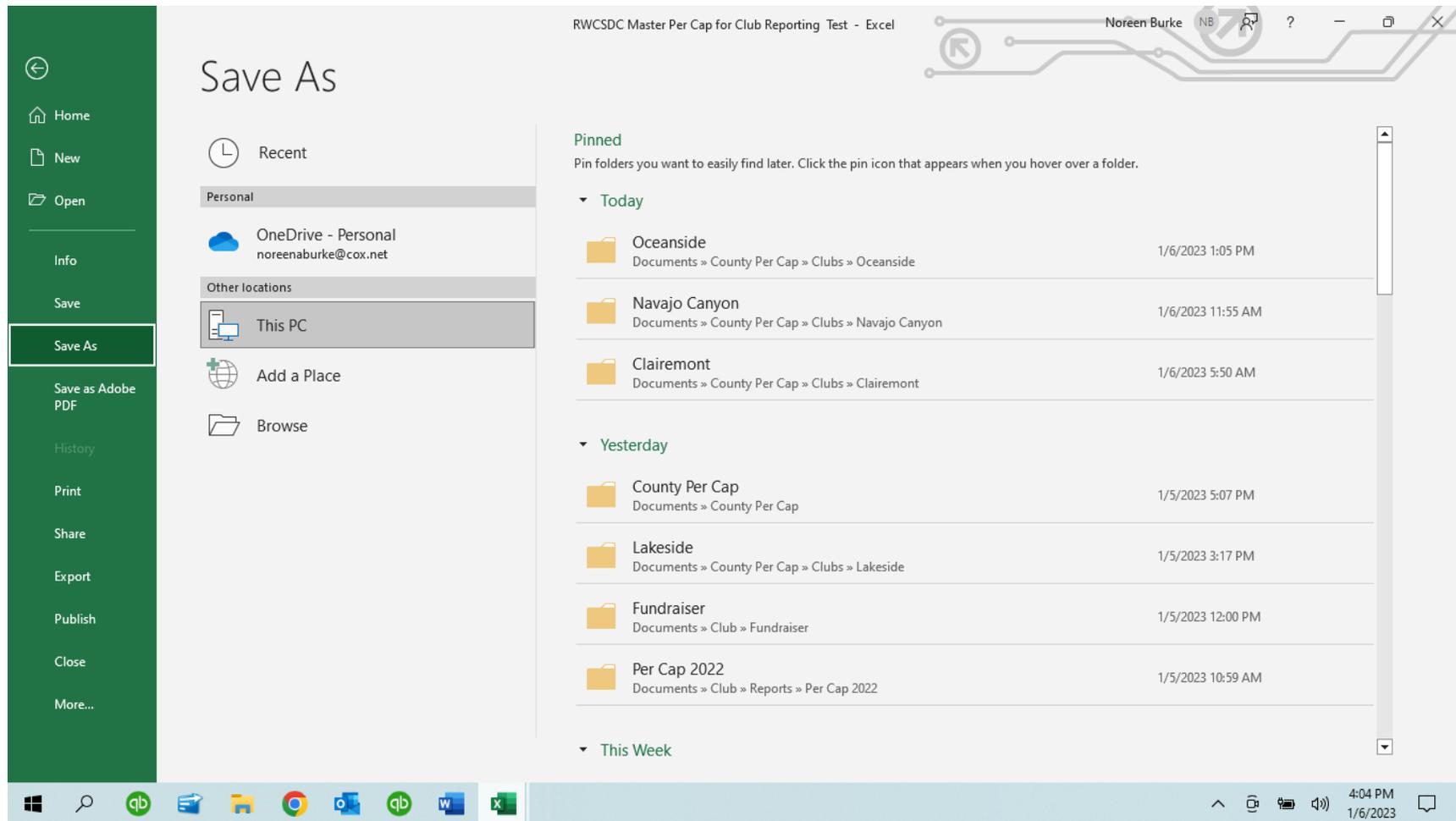
104
105
106
107

Instructions **Members** Associates Payments

Ready 10 of 97 records found Accessibility: Investigate

10:40 AM
12/31/2022

Save As with the report name and report number



Email the saved report to noreenabuke@cox.net

Be sure to copy Carol Buser cbuser222@protonmail.com.

Include the report number in the Heading of your email.

The master should show all information to date

RWCSDC Membership Reporting Form, 2023

Name: RWC Prepared by: _____ # Members Reporting: _____

Date: _____ Email: _____ Total Payment: \$0

Report #: _____ Phone: _____ Check #: _____

Initial	Address	City	State	ZIP	Primary Phone	Alternate Phone	Email	Date Joined or Renewed
7 1 R	Bono Cher	321 Oscar Rd	Hollywood CA	90027	555-555-5555		SonnyCher@gmail.com	1/1/23
8 3 N	Cartland Barbara	7825 Bookbinder	Hollywood CA	90027	555-222-5555		none	3/1/23
9 1 R	Field Sally	8654 Flying Nun Place	Hollywood CA	90027	555-555-5555		FieldS@gmail.com	1/1/23
10 2 R	Fleming Rhonda	789 Brown Derby Pl	Hollywood CA	90027	555-555-5555		Fleming@gmail.com	2/2/23
11 1 R	Garland Judy	2016 Childstart Land	Hollywood CA	90027	555-555-5555		JG57@gmail.com	1/1/23
12 1 R	Harlow Jean	789 Blondie St	Hollywood CA	90027	555-555-5555		Harlow@gmail.com	1/1/23
13 1 R	LaMar Heddy	546 Starlet Lane	Hollywood CA	90027	555-555-5555		Heddy@gmail.com	1/1/23
14 2 R	Lombard Carol	564 Gable Blvd	Hollywood CA	90027	555-555-5555		Clombard@gmail.com	2/2/23

Summary: Average: 44985 Count: 11 Sum: 134955

System: 4:19 PM 1/6/2023