

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

RWCSDC 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 Workbook Views Ruler Formula Bar Gridlines Headings Zoom 100% Zoom to Selection New Window Arrange All Freeze Panes Split Hide View Side by Side Synchronous Scrolling Reset Window Position Switch Windows Macros

Q11 X ✓ fx Hollywood

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
6		Young	Loretta	123 Universal	Hollywood	CA	90027	555-555-5555		lyoung@gmail.com	1/1/22
7		LaMar	Heddy	546 Starlet Lane	Hollywood	CA	90027	555-555-5555		Heddy@gmail.com	1/1/23
8		Fleming	Rhonda	789 Brown Derby Pl	Hollywood	CA	90027	555-555-5555		Fleming@gmail.com	1/1/22
9		Harlow	Jean	789 Blondie St	Hollywood	CA	90027	555-555-5555		Harlow@gmail.com	1/1/23
10		Monroe	Marilyn	1015 Bomshell Ave	Hollywood	CA	90027	555-555-5555		Mmonroe@gmail.com	1/1/23
11		Garland	Judy	2016 Childstart Land	Hollywood	CA	90027	555-555-5555		JG57@gmail.com	1/1/23
12		Reynolds	Debbie	2025 Singer St	Hollywood	CA	90027	555-555-5555		ReynoldsD@gmail.com	1/1/23
13		Bono	Cher	321 Oscar Rd	Hollywood	CA	90027	555-555-5555		SonnyCher@gmail.com	1/1/23
14		Loy	Mirna	985 Thin Man Circle	Hollywood	CA	90027	555-555-5555		LoyMirna@gmail.com	1/1/23
15		Lombard	Carol	564 Gable Blvd	Hollywood	CA	90027	555-555-5555		Clombard@gmail.com	1/1/22
16		Field	Sally	8654 Flying Nun Place	Hollywood	CA	90027	555-555-5555		FieldS@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
19											
20											

Instructions Members Associates Payments

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10:30 AM 12/31/2022

Sort the report by Last Name

RWCSDC Master Per Cap for Club Reporting Test Master - Excel

Noreen Burke

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 Layout Views Ruler Formula Bar Gridlines Headings Zoom 100% Zoom to Selection New Window Arrange All Freeze Panes Hide Split View Side by Side Synchronous Scrolling Reset Window Position Switch Windows Macros

L19

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

4 Report #: _____ Phone: _____ Check #: _____

5

6 Report Num Status Last Name

7 Young

8 LaMar

9 Fleming

10 Harlow

11 Monroe

12 Garland

13 Reynolds

14 Bono

15 Loy

16 Lombard

17 Field

18 1 N Simon

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

OK Cancel

City	State	ZIP	Primary Phone	Alternate Phone	Email	Date Joined or Renewed
Hollywood	CA	90027	555-555-5555		lyoung@gmail.com	1/1/22
Hollywood	CA	90027	555-555-5555		Heddy@gmail.com	1/1/23
Hollywood	CA	90027	555-555-5555		Fleming@gmail.com	1/1/22
Hollywood	CA	90027	555-555-5555		Harlow@gmail.com	1/1/23
Hollywood	CA	90027	555-555-5555		Mmonroe@gmail.com	1/1/23
Hollywood	CA	90027	555-555-5555		JG57@gmail.com	1/1/23
Hollywood	CA	90027	555-555-5555		ReynoldsD@gmail.com	1/1/23
Hollywood	CA	90027	555-555-5555		SonnyCher@gmail.com	1/1/23
Hollywood	CA	90027	555-555-5555		LoyMirna@gmail.com	1/1/23
Hollywood	CA	90027	555-555-5555		Clombard@gmail.com	1/1/22
Hollywood	CA	90027	555-555-5555		FieldS@gmail.com	1/1/23
Hollywood	CA	90027	555-555-5555		CarlyS@gmail.com	1/1/23

Instructions Men

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Average: 62618.17857 Count: 121 Sum: 1753309

128%

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

Paste Font Alignment Number Styles Cells Editing

W3 $=W2*5$

Formula Bar

OF CALIFORNIA
SAN DIEGO COUNTY

Report #: 1 Phone: 555-555-5555 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

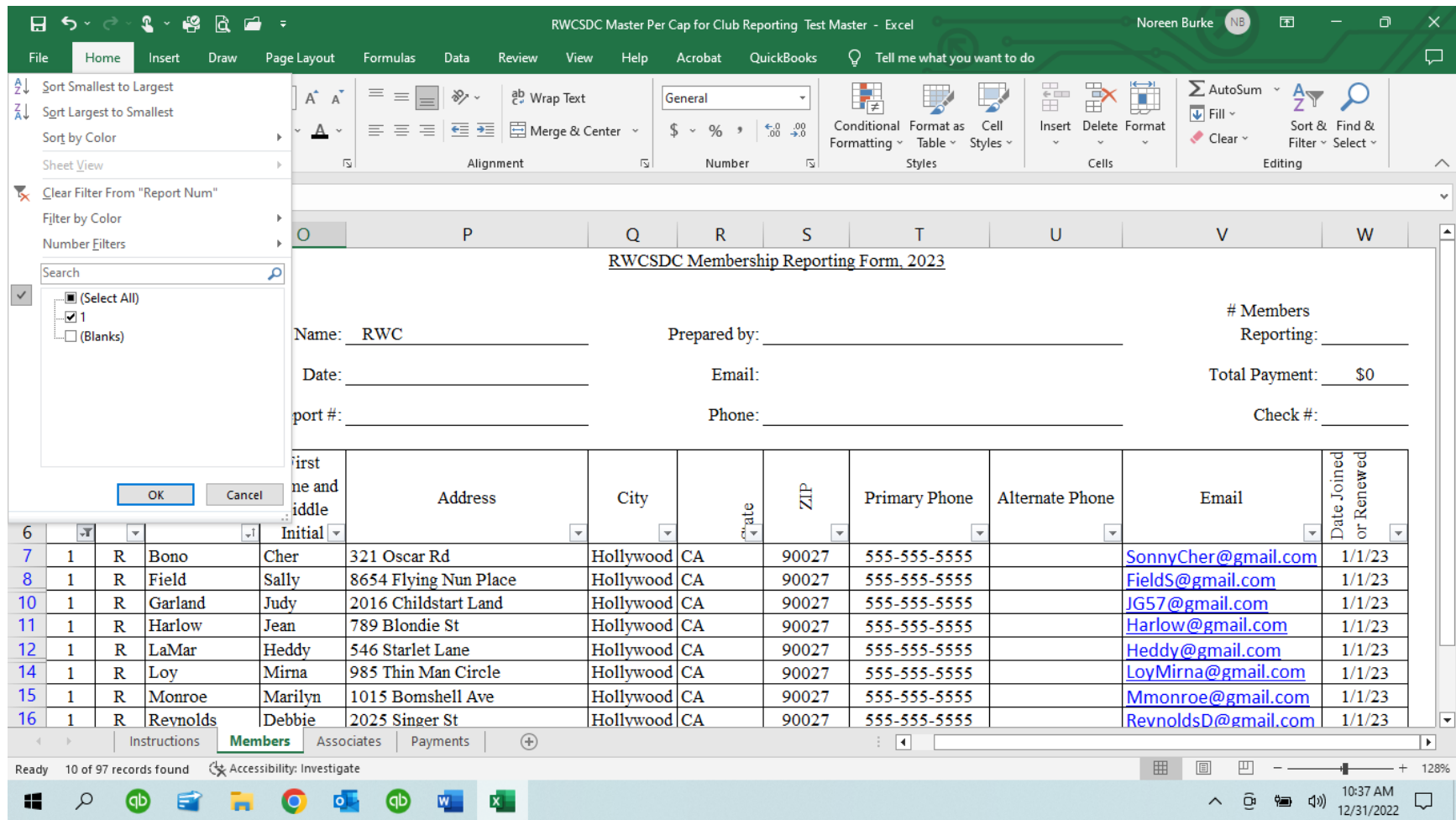
Instructions Members Associates Payments

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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 the Microsoft Excel interface with the 'Filter by Report Number' dialog box open. The dialog box has a search bar and a list of report numbers. The 'Filter by Report Number' option is selected. The background shows the 'RWCSDC Membership Reporting Form, 2023' with fields for Name, Date, Email, Phone, and a table of members.

Filter by Report Number Dialog Box:

- Search: (Empty)
- (Select All) ☒
- 1 ☒
- (Blanks) ☐

RWCSDC Membership Reporting Form, 2023

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

First Name and Middle Initial	Address	City	State	ZIP	Primary Phone	Alternate Phone	Email	Date Joined or Renewed
6								
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

Ready 10 of 97 records found Accessibility: Investigate

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

Report #: _____ Phone: _____ Check #: _____

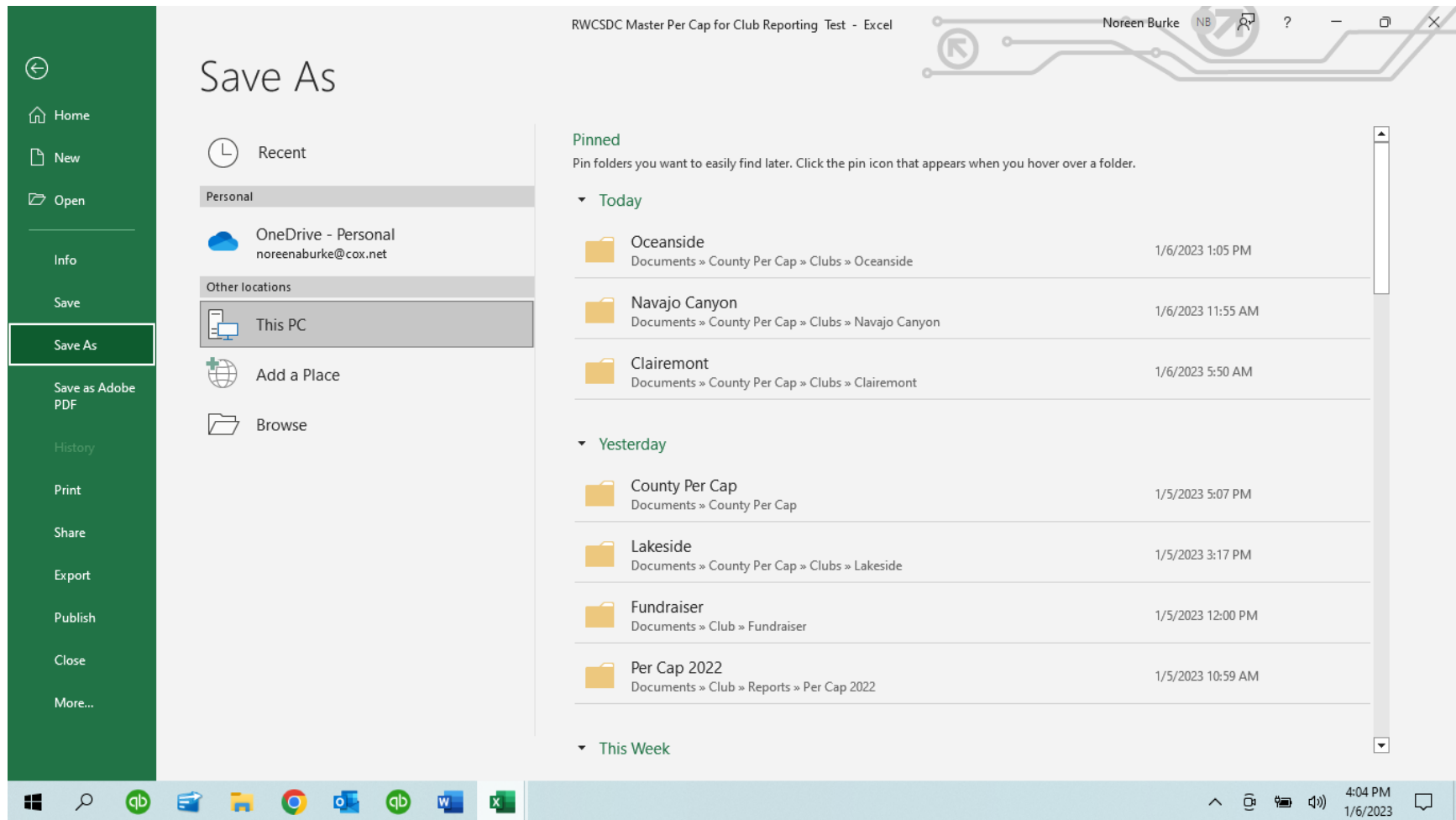
Report Num	Status	Last Name	First Name and Middle Initial	Address	City	State	ZIP	Primary Phone	Alternate Phone	Email	Date Joined or Renewed
1	R	Bono	Cher	321 Oscar Rd	Hollywood	CA	90027	555-555-5555		SonnyCher@gmail.com	1/1/23
1	R	Field	Sally	8654 Flying Nun Place	Hollywood	CA	90027	555-555-5555		FieldS@gmail.com	1/1/23
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
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

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

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

Sort Smallest to Largest
Sort Largest to Smallest
Sort by Color
Sheet View

Clear Filter From "Report Num"

Filter by Color
Number Filters

Search

☒ (Select All)
☒ 1
☒ 2
☒ 3
☒ (Blanks)

OK Cancel

Formula Bar

Zoom 100% Zoom to Selection

New Window Arrange All Freeze Panes Hide Unhide

View Side by Side Synchronous Scrolling Reset Window Position

Switch Windows

Macros

Window

O P Q R S T U V W X

RWSCDC Membership Reporting Form, 2023

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

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

Report #: _____ Phone: _____ Check #: _____

First and Middle	Address	City	State	ZIP	Primary Phone	Alternate Phone	Email	Date Joined or Renewed
6 Initial								
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

Instructions Members Associates Payments

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Average: 44985 Count: 11 Sum: 134955

4:19 PM 1/6/2023