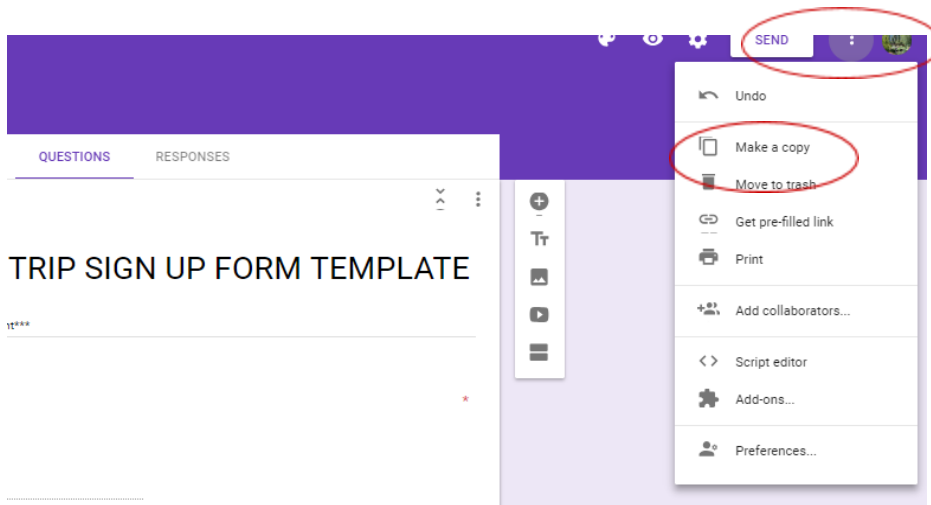


COACH TRIP GOOGLE FORM TUTORIAL

Access the [REG SEASON TRIP SIGN UP FORM TEMPLATE](#).

1. **MAKE A COPY OF FORM. Don't edit the template as others will need to access it.**



Click on three dots icon.

Choose "Make a Copy"

2. Rename Form.

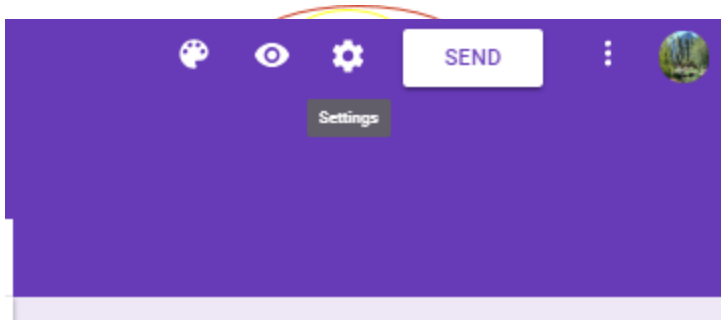
The image displays three sequential screenshots of a digital workspace interface, illustrating the process of renaming a form.

Top Screenshot: A modal dialog titled "Copy document" is open. The "Name" field contains the text "Copy of REG SEASON TRIP SIGN UP FO". The "Folder" field is set to "Coach Travel Documents". Below the folder field, it states "Copy will be created in a shared folder." and there is an unchecked checkbox labeled "Share it with the same people". The "OK" button is highlighted in blue.

Middle Screenshot: The same modal dialog is shown, but the "Name" field now contains "2018-2019 Mens FIS Trip Sign Up". The "Folder" field remains "Coach Travel Documents". The "OK" button is still highlighted in blue.

Bottom Screenshot: The modal dialog is closed. The form title in the workspace is now "2018-2019 Mens FIS Trip Sign Up". The form content includes the instruction "***Please fill out form for EACH event***" and a text input field labeled "Athlete name:" with a sub-label "First and Last".

3. Check Critical Form Settings.



Click on the "Settings" icon.

All changes saved in Drive

Settings

- ☒ Collect email addresses
 - ☒ Response receipts ?
 - ☐ If respondent requests it
 - ☒ Always
- Requires sign in:**
 - ☐ Restrict to Ski & Snowboard Club Vail users
 - ☐ Limit to 1 response
- Respondents can:**
 - ☒ Edit after submit
 - ☐ See summary charts and text responses

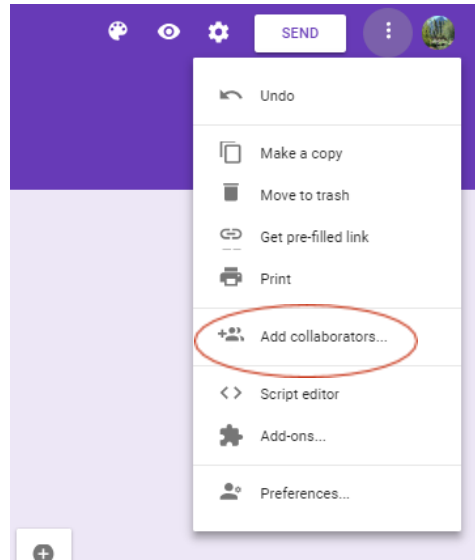
CANCEL SAVE

Collect email addresses and response receipts: Not critical to form's functionality, but very useful for parents to have their responses for their records. They forget what they sign up for a lot.

Restrict to Ski and Snowboard Club Vail users
!!! IMPORTANT !!! Do not click this box or anyone who doesn't have a skiclubvail.org email won't be able to fill out the form.

Edit after submit: Not super critical, but useful if parents want to change their responses.

4. Check sharing settings:



Click *Add collaborators* from the “more” (three dot icon) drop down menu



A screenshot of the 'Sharing settings' dialog box in Google Forms. The dialog has a title 'Sharing settings' and a subtitle 'Link to share (allows editing)'. Below this is a text box containing a long URL: 'https://docs.google.com/forms/d/1Q5QqyCT07S0vpwD1c-QIZ-WcDjHWUlkN1RbsIDY'. Below the URL is a yellow box with the text 'Note: editors will be able to view and delete form responses'. Under the heading 'Who has access', there are two entries: 'Ski & Snowboard Club Vail' with the description 'Anyone at Ski & Snowboard Club Vail can find and edit' and a 'Change...' link, and 'Betsy Cuthbertson (you)' with the email 'bouthbertson@skiclubvail.org' and the role 'Is owner'. At the bottom, there is an 'Invite people:' section with a text input field 'Enter names or email addresses...' and a button with a pencil icon. Below this is the 'Owner settings' section with a link 'Learn more' and a checkbox 'Prevent editors from changing access and adding new people'. At the very bottom is a blue 'Done' button.

DON'T use this link to share with parents. They will be able to edit the form if you send out this link, which is definitely not good and will probably break your form.

You don't need to change this option. This will be explained below.

Invite other coaches in group who will need access.

Link sharing

- ☐  **On - Public on the web**
Anyone on the Internet can find and access. No sign-in required.
- ☐  **On - Anyone with the link**
Anyone who has the link can access. No sign-in required.
- ☒  **On - Ski & Snowboard Club Vail**
Anyone at Ski & Snowboard Club Vail can find and access.
- ☐  **On - Anyone at Ski & Snowboard Club Vail with the link**
Anyone at Ski & Snowboard Club Vail who has the link can access.
- ☐  **Off - Specific people**
Shared with specific people.

Access: Anyone within Ski & Snowboard Club Vail Can edit

Note: Items with any link sharing option can still be published to the web. [Learn more](#)

Save

Cancel

[Learn more about link sharing](#)

Why you shouldn't change this setting: Sharing settings are for those who you wish to be able to **edit** the form, not view and submit one. Anyone who has the link to the live form will be able to submit a form.

5. Customizing Form Basics:

You shouldn't have to change anything on the form other than entering your trips.

Original template form

Short answer text

Choose one competition or event: Dropdown

*****IMPORTANT: IF ATHLETE WILL NOT BE STAYING IN TEAM HOTEL FOR ENTIRE TRIP, PLEASE CONTACT Betsy Cuthbertson bouthbertson@skiclubvail.org or call 970-790-5147*****

1. Trip 1	×	Go to section 3 (Van & Lodging Sign Up)	▼
2. Trip 2	×	Go to section 2 (Van Sign Up)	▼
3. Trip 3	×	Go to section 4 (Flight/Housing Sign Up)	▼
4. Add option			

Required ☒

After section 1 Continue to next

Choose one competition or event: Dropdown

*****IMPORTANT: IF ATHLETE WILL NOT BE STAYING IN TEAM HOTEL FOR ENTIRE TRIP, PLEASE CONTACT Betsy Cuthbertson bouthbertson@skiclubvail.org or call 970-790-5147*****

1. Feb 3-6 Winter Park GS	×	Go to section 3 (Van & Lodging Sign Up)	▼
2. Feb 14-16 Copper NorAm	×	Go to section 2 (Van Sign Up)	▼
3. March 1-4 Lutsen	×	Go to section 4 (Flight/Housing Sign Up)	▼
4. Add option			

Required ☒

Make sure each trip is mapped to the correct section. IMPORTANT, OR THE FORM WON'T FLOW CORRECTLY.

- Van & Lodging Sign Up (Winter Park, Steamboat, Aspen)
- Van Sign Up (Copper, ABasin, Loveland)
- Flight/Housing Sign Up (Lutsen, LaCrosse, etc)

To add a question:

QUESTIONS

RESPONSES

☐ Saturday
 ☐ Sunday
 ☐ Monday
 ☐ Tuesday
 ☐ Wednesday
 ☐ Thursday

+

Tr

Click on the + sign to add question

Question

☐ Option 1
 ☐ Add option or [ADD "OTHER"](#)

Multiple choice

Required ☐

+

Tr

Click on the question type drop down list to change

☐ Tuesday
 ☐ Wednesday
 ☐ Thursday
 ☐ Friday

Question

☐ Option 1
 ☐ Add option or [ADD "OTHER"](#)

Required ☐

Short answer

Paragraph

☒ Multiple choice

☒ Checkboxes

☐ Dropdown

File upload

Linear scale

Multiple choice grid

Checkbox grid

Date

Time

+

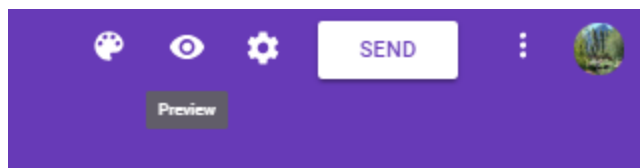
Tr

Choose the appropriate question type

Question Types:

- iv. Short answer: your answer will be any short text, numerical or alphabetical. (names, phone numbers, email addresses, etc)
- v. Paragraph: used for longer text answers (questions, comments, special requests)
- vi. Multiple choice: used for questions where people select ONE answer from a list (yes/no questions, transportation options)
- vii. Checkboxes: used for questions where people can select MULTIPLE answers from a list (van ride days, legal compliance questions)
- viii. Dropdown: used for questions where people select ONE answer from a list that's probably too long to be a multiple choice question. (trip selection)
- ix. File upload: I don't ever use this, but can be helpful for people to upload waivers or other important travel documents.
- x. Linear scale, multiple choice grid, checkbox grid: I haven't found a useful application for these questions.
- xi. Date: to enter dates. This is more beneficial than the "short answer" question type so you can ensure all dates are entered in the same format. Useful for data sorting.
- xii. Time: to enter time in the correct format. (plane arrival/departure times)

6. TEST YOUR FORM BEFORE YOU SEND IT OUT!

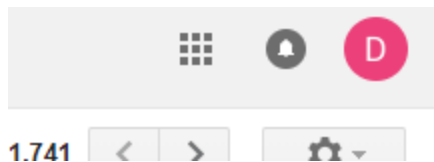


To get to the live form after editing, click on the eye icon.

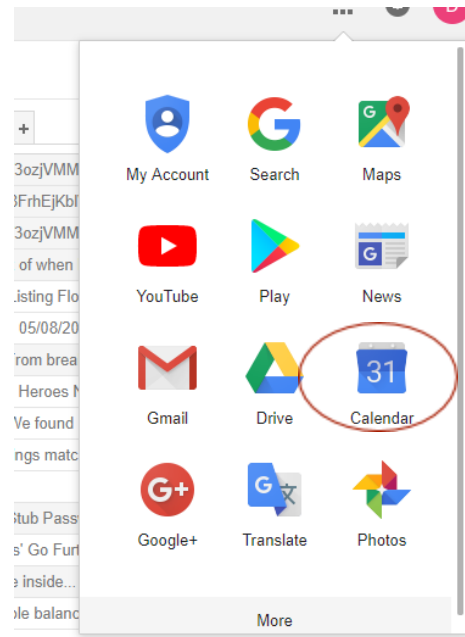
7. Entering Link in Team Calendar

MAKE SURE YOU SEND OUT LINK FROM LIVE FORM. If you send out the link from where you were editing the form, parents won't be able to do anything if you have your sharing settings correct.

Access your calendar:



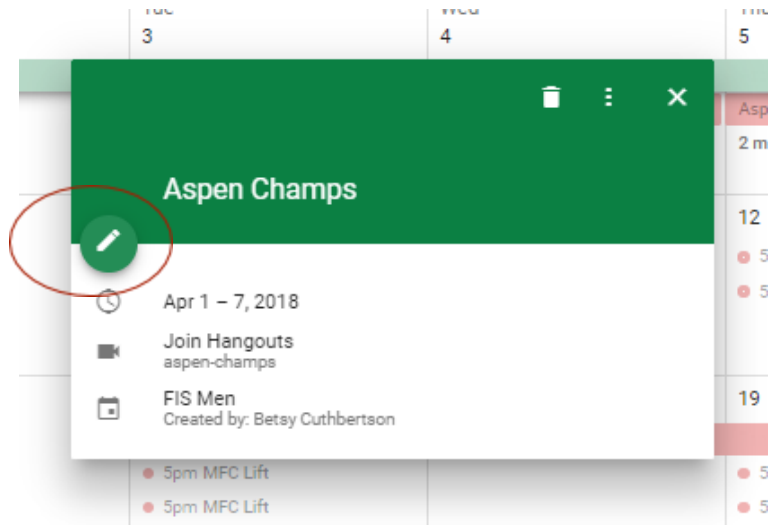
Click the 3x3 square icon
from your gmail



Click on event to edit trip details

Sun Apr 1	Mon 2	Tue 3	Wed 4	Thu 5
Aspen Champs				
● 8:30am SL GP Whippersn		Aspen SG x2 2 more	Aspen GS	Aspen GS 2 more
8	9	10 ● 5pm MFC Lift ● 5pm MFC Lift	11	12 ● 5pm MFC Lift ● 5pm MFC Lift

Click the edit icon



✕ Aspen Champs

Apr 1, 2018 to Apr 7, 2018

☒ All day Does not repeat ▾

EVENT DETAILS FIND A TIME

📍 Add location

👤 Hangouts ▾ ✕ aspen-champs ✎

🔔 ADD NOTIFICATION

📅 FIS Men ▾ ● ▾

📁 Free ▾ Default visibility ▾ ⓘ

☰

📎 B I U | ☰ ☷ | 🔗 ✂

Add description

Enter link to live form and other trip details here.

8. Viewing Form Responses

Section 1 of 5

QUESTIONS RESPONSES

2018-2019 Mens FIS Trip Sign Up

Enter YOUR email (the person filling out the form) below to receive a copy of your responses.

Email address *

Valid email address

This form is collecting email addresses. [Change settings](#)

Athlete name: *

First and Last

Short answer text

From the edit form screen, click "responses"

QUESTIONS RESPONSES

0 responses

Create Spreadsheet

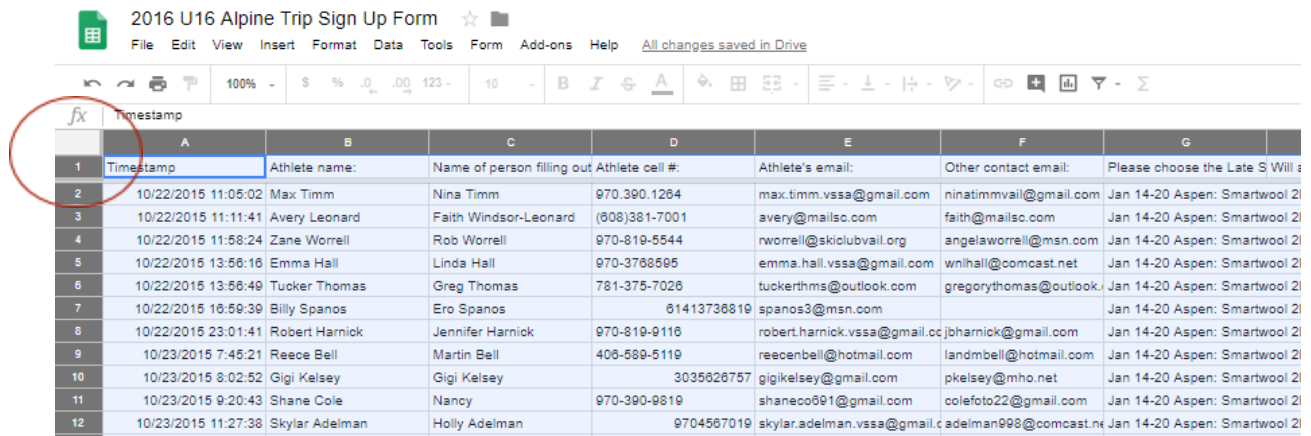
Accepting responses

Waiting for responses

Click on the green icon to create a spreadsheet for your responses

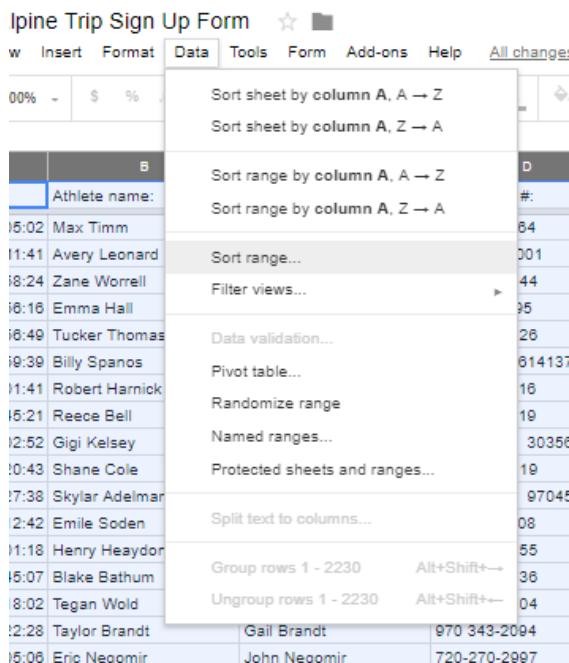
9. Sorting data for each trip: 3 methods:

First, highlight all data by clicking on top left empty square.



Timestamp	A	B	C	D	E	F	G
1	Timestamp	Athlete name:	Name of person filling out	Athlete cell #:	Athlete's email:	Other contact email:	Please choose the Late S Will
2	10/22/2015 11:05:02	Max Timm	Nina Timm	970.390.1264	max.timm.vssa@gmail.com	ninatimmvail@gmail.com	Jan 14-20 Aspen: Smartwool 2
3	10/22/2015 11:11:41	Avery Leonard	Faith Windsor-Leonard	(808)381-7001	avery@mailsc.com	faith@mailsc.com	Jan 14-20 Aspen: Smartwool 2
4	10/22/2015 11:58:24	Zane Worrell	Rob Worrell	970-819-5544	rworrell@skiclubvail.org	angelaworrell@msn.com	Jan 14-20 Aspen: Smartwool 2
5	10/22/2015 13:56:18	Emma Hall	Linda Hall	970-3768595	emma.hall.vssa@gmail.com	wnihall@comcast.net	Jan 14-20 Aspen: Smartwool 2
6	10/22/2015 13:56:49	Tucker Thomas	Greg Thomas	781-375-7026	tuckerthms@outlook.com	gregorythomas@outlook.com	Jan 14-20 Aspen: Smartwool 2
7	10/22/2015 16:59:39	Billy Spanos	Ero Spanos	61413736819	spanos3@msn.com		Jan 14-20 Aspen: Smartwool 2
8	10/22/2015 23:01:41	Robert Harnick	Jennifer Harnick	970-819-9116	robert.harnick.vssa@gmail.com	joharnick@gmail.com	Jan 14-20 Aspen: Smartwool 2
9	10/23/2015 7:45:21	Reece Bell	Martin Bell	406-589-5119	reecebell@hotmail.com	landmbell@hotmail.com	Jan 14-20 Aspen: Smartwool 2
10	10/23/2015 8:02:52	Gigi Kelsey	Gigi Kelsey	3035626757	gigikelsey@gmail.com	pkelsey@mho.net	Jan 14-20 Aspen: Smartwool 2
11	10/23/2015 9:20:43	Shane Cole	Nancy	970-390-9819	shaneco691@gmail.com	cofoto22@gmail.com	Jan 14-20 Aspen: Smartwool 2
12	10/23/2015 11:27:38	Skylar Adelman	Holly Adelman	9704567019	skylar.adelman.vssa@gmail.com	adelman998@comcast.net	Jan 14-20 Aspen: Smartwool 2

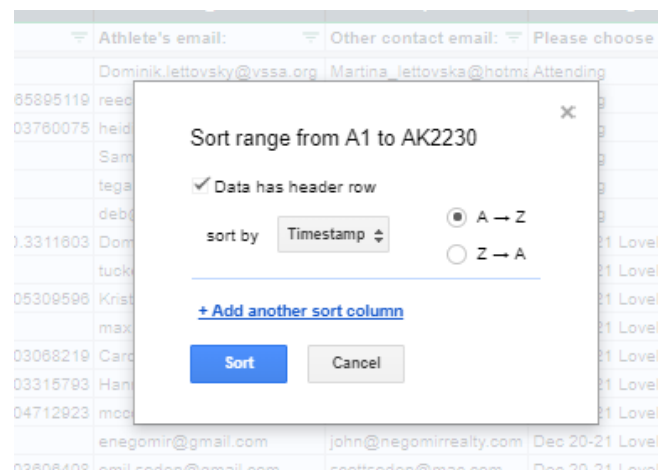
Method 1: **SORT**



From toolbar at the top of screen, click Data --> Sort Range

From toolbar at the top of screen, click Data --> Sort Range

Choose what you would like to sort by (competition, last name, etc)



Sort range from A1 to AK2230

☒ Data has header row

sort by: Timestamp

☒ A → Z ☐ Z → A

[+ Add another sort column](#)

Sort **Cancel**

Method 2: FILTER

Alpine Trip Sign Up Form

Insert Format Data Tools Form Add-ons Help All changes saved in Drive

0% - \$ %

Sort sheet by column A, A → Z
Sort sheet by column A, Z → A

Sort range by column A, A → Z
Sort range by column A, Z → A

Sort range...

Filter views... Create new temporary filter view

Data validation... Filter view options

Pivot table... Alphabetical Sort

Randomize range Loveland Sunday Vans

Named ranges... Loveland Vans Monday

Protected sheets and ranges... Aspen Alpha

Split text to columns... Filter 1

Group rows 1 - 2230 Alt+Shift+→ Temporary filter 1

Ungroup rows 1 - 2230 Alt+Shift+← Temporary filter 2

Learn more

B	D	E
Athlete name:	#:	Athlete's email:
Max Timm	34	max.timm.vssa@gmail.com
Avery Leonard	001	avery@mailsc.com
Zane Worrell		
Emma Hall		
Tucker Thomas		
Billy Spanos		
Robert Harnick		
Reece Bell		
Gigi Kelsey		
Shane Cole		
Skylar Adelman		
Emile Soden		
Henry Heaydon		
Blake Bathum		
Tegan Wold		
Taylor Brandt	Gail Brandt	970 343-20
Eric Negomir	John Negomir	720-270-2997 enegomir@gmail.com

From toolbar at the top of screen, click Data --> Filter Views --> Create new temporary filter view

Name your filter view to access it easily later

2016 U16 Alpine Trip Sign Up Form ☆

File Edit View Insert Format Data Tools Form Add-ons Help All changes saved in Drive

100% - \$ % .0 .00 123 - 10 - B I A

Please choose the Late Season Training days you will be attending: [May 7 (Sat) A Basin]

Temporary filter 3 Range: A1:AK2230

1	Timestamp	Athlete name:	Name of person fillin	Athlete cell #:	Athlete's email:	Other contact email:	Please choose the L	Will at
2	10/22/2015 11:05:02	Max Timm	Nina Timm	970.390.1264	max.timm.vssa@gmail.com	ninatim		voool 2D!
3	10/22/2015 11:11:41	Avery Leonard	Faith Windsor-Leonard	(808)381-7001	avery@mailsc.com	faith@		voool 2D!
4	10/22/2015 11:58:24	Zane Worrell	Rob Worrell	970-819-5544	rworrell@skiclubvail.org	angela		voool 2D!
5	10/22/2015 13:56:16	Emma Hall	Linda Hall	970-3768595	emma.hall.vssa@gmail.com	wnlhal		voool 2D!
6	10/22/2015 13:56:49	Tucker Thomas	Greg Thomas	781-375-7026	tuckerthms@outlook.com	gregor		voool 2D!
7	10/22/2015 16:59:39	Billy Spanos	Ero Spanos	61413736819	spanos3@msn.com			voool 2D!
8	10/22/2015 23:01:41	Robert Harnick	Jennifer Harnick	970-819-9116	robert.harnick.vssa@gmail.com	jbharni		voool 2D!
9	10/23/2015 7:45:21	Reece Bell	Martin Bell	406-589-5119	reecebell@hotmail.com	landmi		voool 2D!
10	10/23/2015 8:02:52	Gigi Kelsey	Gigi Kelsey	3035626757	gigikelsey@gmail.com	pkelse		voool 2D!
11	10/23/2015 9:20:43	Shane Cole	Nancy	970-390-9819	shanecco691@gmail.com	colefo		voool 2D!
12	10/23/2015 11:27:38	Skylar Adelman	Holly Adelman	9704567019	skylar.adelman.vssa@gmail.com	cadelma		voool 2D!
13	10/23/2015 12:12:42	Emile Soden	Scott Soden	720.380.8408	emil.soden@gmail.com	scottsc		voool 2D!
14	10/23/2015 15:01:18	Henry Heaydon	Julie Heaydon	970-343-2255	hheaydon@vms.edu	jheayd		voool 2D!
15	10/23/2015 16:45:07	Blake Bathum	Dale Bathum	720-530-8636	Bbathum@vms.edu	Dbathu		voool 2D!
16	10/24/2015 15:18:02	Tegan Wold	Chris Wold	303-325-6704	TeganWold@gmail.com	chris.w		voool 2D!
17	10/25/2015 14:22:28	Taylor Brandt	Gail Brandt	970 343-2094	taylor.brandt@me.com	gail_br		voool 2D!
18	10/26/2015 11:05:06	Eric Negomir	John Negomir	720-270-2997	enegomir@gmail.com	john@		voool 2D!
19	10/27/2015 18:58:08	Campbell Sullivan	Campbell Sullivan	3039636825	campbellsullivan1@gmail.com	gibbys		voool 2D!
20	10/27/2015 19:37:25	Jane Geisman	Richard Geisman	6465101203	jgeisman@vms.edu	rgeisman@aspengrovello	Jan 14-20 Aspen: Smartwool 2D!	

Sort A → Z
Sort Z → A

Filter by condition...

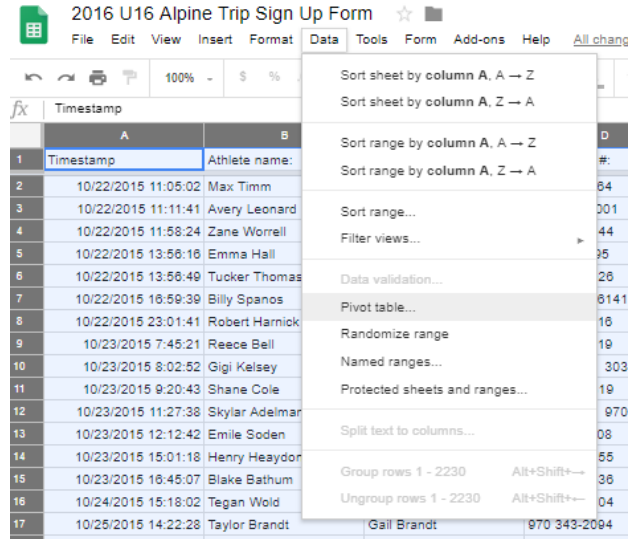
Filter by values... Select all - Clear

Feb 13-16 Loveland (\$15 Va
Feb 6-7 Copper SL (Van \$16
✓ Jan 14-20 Aspen: Smartwool
March 24-27 Winter Park: S
Not Attending

OK Cancel

Choose which items you would like to filter for from the dropdown menus at the top of each column

Method 3: **PIVOT TABLE** (advanced, but HIGHLY more useful than other two methods)

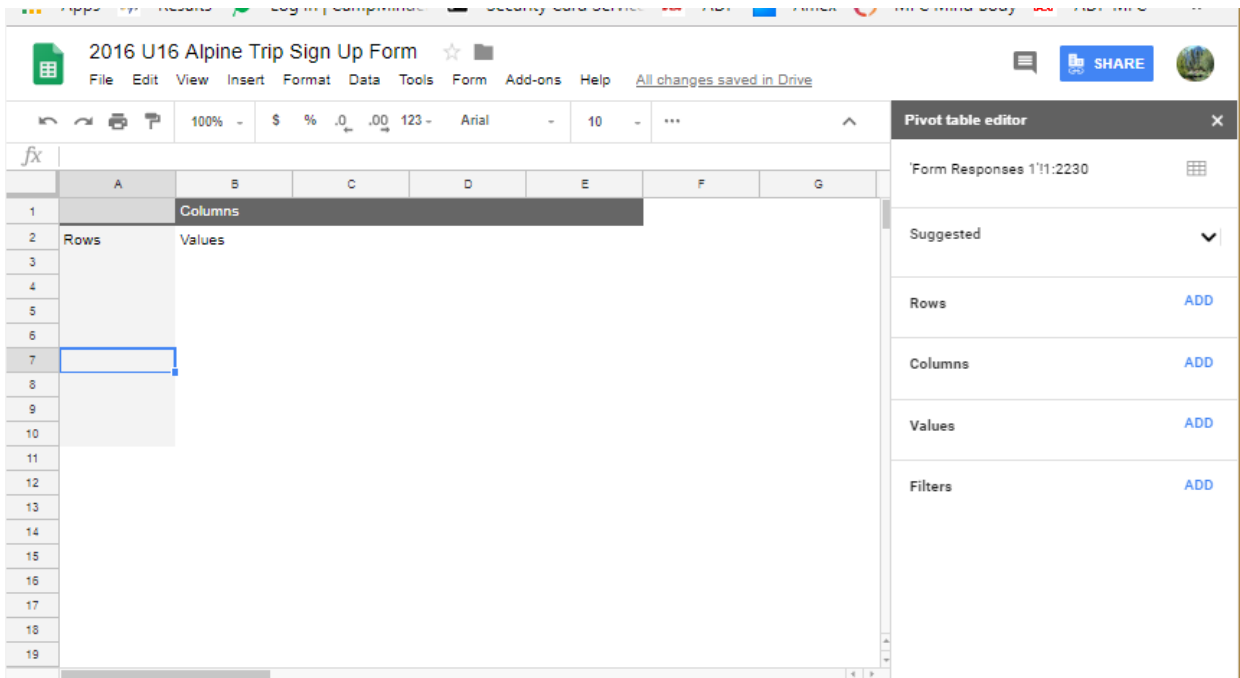


The screenshot shows a Google Sheet titled "2016 U16 Alpine Trip Sign Up Form". The "Data" menu is open, and the "Pivot table..." option is highlighted. The spreadsheet data is as follows:

Timestamp	Athlete name:	
10/22/2015 11:05:02	Max Timm	
10/22/2015 11:11:41	Avery Leonard	
10/22/2015 11:58:24	Zane Worrell	
10/22/2015 13:56:16	Emma Hall	
10/22/2015 13:56:49	Tucker Thomas	
10/22/2015 16:59:39	Billy Spanos	
10/22/2015 23:01:41	Robert Harnick	
10/23/2015 7:45:21	Reece Bell	
10/23/2015 8:02:52	Gigi Kelsey	
10/23/2015 9:20:43	Shane Cole	
10/23/2015 11:27:38	Skylar Adelmar	
10/23/2015 12:12:42	Emile Soden	
10/23/2015 15:01:18	Henry Heaydon	
10/23/2015 16:45:07	Blake Bathum	
10/24/2015 15:18:02	Tegan Wold	
10/25/2015 14:22:28	Taylor Brandt	
	Gall Brandt	970 343-2094

With all data highlighted,
click Data --> Pivot table

Blank Pivot Table



The screenshot shows the same Google Sheet with a Pivot Table created. The Pivot Table is blank, and the "Pivot table editor" is open on the right. The Pivot Table structure is as follows:

Columns
Rows

The "Pivot table editor" shows the following settings:

- Form Responses 1:11:2230
- Suggested
- Rows: ADD
- Columns: ADD
- Values: ADD
- Filters: ADD

How to populate Pivot Table:

Rows: Add the information you're trying to extract. In this case, I want who's going to be staying in team housing. I want this first. If your pivot table looks super funky, play around with the order you have your rows. You can drag these boxes up and down.

Values: This will be the number of athletes in most situations. Make sure to change the "summarize by" to "countunique". This will only count unique names, so if a parent enters their child twice, countunique will only count their name once.

Filters: Pick the competition you wish to view.

Pivot table editor

Form Responses 11:2230

Suggested

Rows

ADD

Will athlete be staying in team...

Order:Ascending

Sort by:Will athlete be ...

☒ Show totals

☐ Repeat row labels

Athlete name:

Order:Ascending

Sort by:Athlete name:

☒ Show totals

Columns

ADD

Values

ADD

Athlete name:

Summarize by:COUNTUNIQUE

Show as:Default

Filters

ADD

Please choose the Late Seaso...

Show:1 item

11. Trip Wrap Up

TO GET RID OF A LOT OF FRUSTRATIONS AND PARENTS' QUESTIONS, TRIP WRAP UP SHOULD OCCUR IMMEDIATELY AFTER THE TRIP. The longer you wait, the more likely it is to make a mistake on athlete attendance. And parents forget what their child did the longer you wait also.

- 1) Create a separate tab for your trip in your form response google sheet.

	A	B	C	D
1	<u>Attendance Roster</u>			
2	Athlete Name	Lodging	Van	
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

- 2) Label the sheet appropriately

13				
14				
15				

3) Copy athletes who signed up for the trip and paste onto trip tab.

a) Create filter view for the trip

Timestamp	Athlete name:	Name of person fillin	Athlete cell #	Athlete's email:	Other contact email:	Please choose the L, Y	Will athlete be riding	If yes, please pick w	Questions/Comment	Will athlete be stay
10/22/2015 11:05:02	Max Timm	Nina Timm	970.300.1284	max.timm.vssa@gmail.com	ninatimmv@gmail.com	Jan 14-20 Aspen: Smartwool 2DH/2SG (Lodging, includes food: \$500; Van: \$35)				Yes
10/22/2015 11:11:41	Avery Leonard	Faith Windsor-Leonard	(608)381-7001	avery@mailsc.com	faith@mailsc.com	Jan 14-20 Aspen: Smartwool 2DH/2SG (Lodging, includes food: \$500; Van: \$35)				Yes
10/22/2015 11:58:24	Zane Worrell	Rob Worrell	970-819-5544	rworrell@skiclubvail.org	angelaworrell@msn.com	Jan 14-20 Aspen: Smartwool 2DH/2SG (Lodging, includes food: \$500; Van: \$35)				No
10/22/2015 13:56:16	Emma Hall	Linda Hall	970-378595	emma.hall.vssa@gmail.com	wnhall@comcast.net	Jan 14-20 Aspen: Smartwool 2DH/2SG (Lodging, includes food: \$500; Van: \$35)				Yes
10/22/2015 13:56:49	Tucker Thomas	Greg Thomas	781-375-7026	tuckerthms@outlook.com	gregorythomas@outlook.com	Jan 14-20 Aspen: Smartwool 2DH/2SG (Lodging, includes food: \$500; Van: \$35)				Yes
10/22/2015 16:59:39	Billy Spanos	Ero Spanos	91413736819	spanos31@msn.com		Jan 14-20 Aspen: Smartwool 2DH/2SG (Lodging, includes food: \$500; Van: \$35)				No
10/22/2015 23:01:41	Robert Harnick	Jennifer Harnick	970-819-9116	robert.harnick.vssa@gmail.com	jharnick@gmail.com	Jan 14-20 Aspen: Smartwool 2DH/2SG (Lodging, includes food: \$500; Van: \$35)				Yes
10/23/2015 7:45:21	Reece Bell	Martin Bell	408-580-5119	reecebell@hotmail.com	landmbe@hotmail.com	Jan 14-20 Aspen: Smartwool 2DH/2SG (Lodging, includes food: \$500; Van: \$35)				No
10/23/2015 8:02:52	Gigi Kelsey	Gigi Kelsey	3035526757	gigikelsey@gmail.com	pkelsey@msn.com	Jan 14-20 Aspen: Smartwool 2DH/2SG (Lodging, includes food: \$500; Van: \$35)				Yes
10/23/2015 9:20:43	Shane Cole	Nancy	970-300-9819	shanecc991@gmail.com	coletoto22@gmail.com	Jan 14-20 Aspen: Smartwool 2DH/2SG (Lodging, includes food: \$500; Van: \$35)				No
10/23/2015 11:27:38	Skylar Adelman	Holly Adelman	9704567019	skylar.adelman.vssa@gmail.com	adelman999@comcast.net	Jan 14-20 Aspen: Smartwool 2DH/2SG (Lodging, includes food: \$500; Van: \$35)				No
10/23/2015 12:12:42	Emile Soden	Scott Soden	720.360.6408	emil.soden@gmail.com	scottsoden@mac.com	Jan 14-20 Aspen: Smartwool 2DH/2SG (Lodging, includes food: \$500; Van: \$35)				Yes
10/23/2015 15:01:18	Henry Heaydon	Julie Heaydon	970-343-2255	hheaydon@vms.edu	jheaydon@hotmail.com	Jan 14-20 Aspen: Smartwool 2DH/2SG (Lodging, includes food: \$500; Van: \$35)				Yes
10/23/2015 16:45:07	Blake Bathum	Dale Bathum	720-530-8636	bbathum@vms.edu	dbathum@gmail.com	Jan 14-20 Aspen: Smartwool 2DH/2SG (Lodging, includes food: \$500; Van: \$35)				Yes
10/24/2015 15:18:02	Tegan Wold	Chris Wold	303-325-5704	TeganWold@gmail.com	chris.wold@epirenergy.com	Jan 14-20 Aspen: Smartwool 2DH/2SG (Lodging, includes food: \$500; Van: \$35)				Yes
10/25/2015 14:22:28	Taylor Brandt	Gail Brandt	970-343-2094	taylor.brandt@me.com	gail_brandt@comcast.net	Jan 14-20 Aspen: Smartwool 2DH/2SG (Lodging, includes food: \$500; Van: \$35)				Yes
10/26/2015 11:05:06	Eric Negomir	John Negomir	720-270-2997	enegomir@gmail.com	john@negomirrealty.com	Jan 14-20 Aspen: Smartwool 2DH/2SG (Lodging, includes food: \$500; Van: \$35)				No
10/27/2015 18:58:08	Campbell Sullivan	Campbell Sullivan	3039636825	campbellsullivan1@gmail.com	gibbysullivan@gmail.com	Jan 14-20 Aspen: Smartwool 2DH/2SG (Lodging, includes food: \$500; Van: \$35)				Yes
10/27/2015 19:37:25	Jane Geisman	Richard Geisman	8465101203	geisman@vms.edu	rgesman@aspengrovelo.com	Jan 14-20 Aspen: Smartwool 2DH/2SG (Lodging, includes food: \$500; Van: \$35)				Yes
10/27/2015 19:57:17	Elise Viola	Ariane Viola	970-360-7371	elise.viola.vssa@gmail.com	valviolas@comcast.net	Jan 14-20 Aspen: Smartwool 2DH/2SG (Lodging, includes food: \$500; Van: \$35)				Yes
10/29/2015 17:21:20	Kate Kirwood	Jeff Kirwood	970-343-6080	katekirwood1@gmail.com	jkirwood@aspengrovelo.com	Jan 14-20 Aspen: Smartwool 2DH/2SG (Lodging, includes food: \$500; Van: \$35)				Yes
11/1/2015 14:49:49	Burke Fancher	Jennie Fancher	970-360-1911	burke.fancher.vssa@gmail.com	jenniefancher@mac.com	Jan 14-20 Aspen: Smartwool 2DH/2SG (Lodging, includes food: \$500; Van: \$35)				Yes

b) Highlight athlete names

Timestamp	Athlete name:	Name of person fillin
10/22/2015 11:05:02	Max Timm	Nina Timm
10/22/2015 11:11:41	Avery Leonard	Faith Windsor-Leonard
10/22/2015 11:58:24	Zane Worrell	Rob Worrell
10/22/2015 13:56:16	Emma Hall	Linda Hall
10/22/2015 13:56:49	Tucker Thomas	Greg Thomas
10/22/2015 16:59:39	Billy Spanos	Ero Spanos
10/22/2015 23:01:41	Robert Harnick	Jennifer Harnick
10/23/2015 7:45:21	Reece Bell	Martin Bell
10/23/2015 8:02:52	Gigi Kelsey	Gigi Kelsey
10/23/2015 9:20:43	Shane Cole	Nancy
10/23/2015 11:27:38	Skylar Adelman	Holly Adelman
10/23/2015 12:12:42	Emile Soden	Scott Soden
10/23/2015 15:01:18	Henry Heaydon	Julie Heaydon
10/23/2015 16:45:07	Blake Bathum	Dale Bathum
10/24/2015 15:18:02	Tegan Wold	Chris Wold
10/25/2015 14:22:28	Taylor Brandt	Gail Brandt
10/26/2015 11:05:06	Eric Negomir	John Negomir
10/27/2015 18:58:08	Campbell Sullivan	Campbell Sullivan
10/27/2015 19:37:25	Jane Geisman	Richard Geisman
10/27/2015 19:57:17	Elise Viola	Ariane Viola
10/29/2015 17:21:20	Kate Kirwood	Jeff Kirwood
11/1/2015 14:49:49	Burke Fancher	Jennie Fancher

c) Copy names to individual trip tab.

	A	B	C	D	E
1	<u>Attendance Roster</u>				
2	Athlete Name	Lodging	Van		
3	Max Timm				
4	Avery Leonard				
5	Zane Worrell				
6	Emma Hall				
7	Tucker Thomas				
8	Billy Spanos				
9	Robert Harnick				
10	Reece Bell				
11	Gigi Kelsey				
12	Shane Cole				
13	Skylar Adelman				
14	Emile Soden				
15	Henry Heaydon				
16	Blake Bathum				
17					
18					
19					
20					
21					
22					
23					
24					
25					
26	Trip Expenses			Please indicate	
27	Description	Amount	Payment Method	Lodging	Food
28					
29					
30					
31					
32					

d) Record attendance in the appropriate columns. If there are some athletes who didn't stay the whole time, indicate who stayed which nights or record any other differences in charges.

