

California-Nevada-Hawai'i District Circle K International

2018-2019 Master Records Sheet User Guide

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Introduction

Greetings! Welcome to the user manual for the 2018-2019 Master Records Sheet (MRS). This user manual will look very similar to the 2017-2018 user guide, as we have kept relevant information that can still pertain to this term. The MRS is used to help organize your club. The main job of the MRS is to keep track of your dues-paid members' service, leadership, and fellowship hours, in addition to keeping track of Membership Recognition Program status and helping members apply for awards.

As you may or may not have heard, the MRS is a tedious file to fill out. Going into this, you might find yourself lost or even confused about where to put the simplest of information. However, you shouldn't worry because that's why this user manual is here for you!

This year, we chose to reuse the MRS from the 2017-2018 term with a few changes to it. The most significant change made this term was the addition of the Interclub sheet. Another change was the replacement of the Circle K tag with the Alumni tag.

This guide has a ton of pictures for you to follow and make your MRS adventure a whole lot easier. Don't let the size of the MRS intimidate you, because it's definitely a lot easier than it looks! By the time you finish this guide, your Excel knowledge will expand ten-fold!

With that being said, there is a sample MRS file that you can look at. If you are ever confused about where to put certain things, refer to the sample file to guide you. If you get stuck there, have any questions, comments, or concerns, don't hesitate to contact me via email (MatthewKim010999@gmail.com) or via Facebook (Matthew Kim). Let's make this a combined effort between you and me, and make this one heck of a term!

Wishing the best of luck,

Matthew Kim
2018-2019 Membership Recognition Program/Master Records Sheet Coordinator

Important Notes

Deadlines

Bimonthly Check-In Deadlines: **October 5, 2018 by 11:59PM**
December 5, 2018 by 11:59PM
February 5, 2019 by 11:59PM

FTC Recognition Deadline: **October 5, 2018 by 11:59PM**

Final MRS Submission for DCON Deadline: **March 2, 2019 by 11:59PM**

Submit all Master Records Sheets by the deadlines to District Member Recognition Chair Katelyn Duch at member-recognition@cnhcirclek.org

File Name

Please name your file using the following format:

2018-2019 MRS_School Name

where School Name is the name of your school.

For example, if I'm from Circle K University, the file would be named

2018-2019 MRS_Circle K University

Please do not use full abbreviations of your school name (ex. CSULB). CSU, UC, UH, and UN are the only permitted abbreviations.

Contact Information

If you have any questions, please do not hesitate to contact any members of the Member Recognition Committee. We are always here to help!

District Member Recognition Chair – Katelyn Duch – cki.kduch@gmail.com

Administrative Executive Assistant – Alexandra Wei – apwei@ucsd.edu

Creative Executive Assistant – Adam Djabra – adamdjabra@gmail.com

MRP/MRS Coordinator – Matthew Kim – MatthewKim010999@gmail.com

Northern Representative – Jennifer Sandoval – jensandovalt@gmail.com

Central Representative – Amanda Liao – amandajjliao.cki@gmail.com


Southern Representative – Bruce Casenaz – bcasenaz.cki@gmail.com

Getting Started

Note: Before you start filling out any data, please make sure that you glance through the MRS User Guide to ensure that you don't run into any issues that can be resolved by the instructions given below. The User Guide also includes Excel hacks which can help make your job more efficient, so read through those as well before you fill out any data.

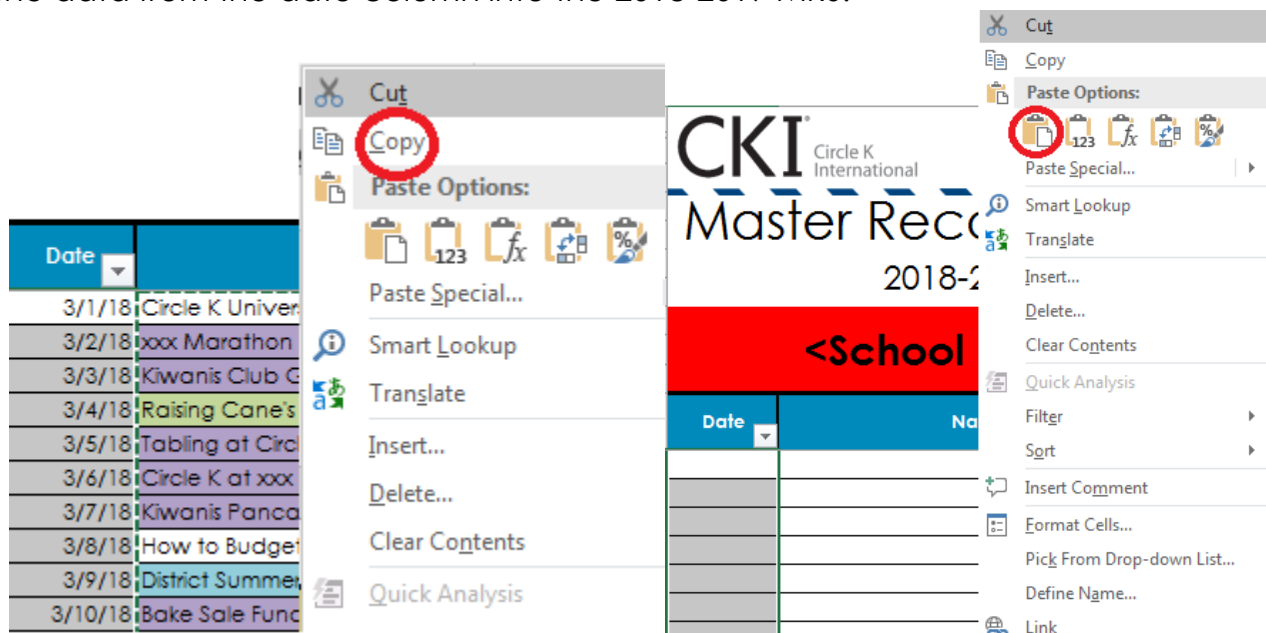
1. School Name

Put in your school name, the way it's stated when you save the file. Please do not use full abbreviations of your school name (ex. CSULB).

	A	B	C	D	E	F	G	H	I
1	 Master Records Sheet 2018-2019 <School Name>					Version	Service	Leadership	Fellowship
11						v18.08.08			
12						Paid Members			
13						0			
14						Total Events			
15						0	0	0	0
16	<School Name>					#	S	L	F
17						Members			
18	Date	Name of Event				Attendees			
19									
20									
21									
22									
23									
24									
25									
26									
27									

2. Transfer date of events.

Copy and paste each month's date column from the MRF to the MRS. If you have been keeping track of hours using the 2017-2018 MRS, you can copy and paste the data from the date column into the 2018-2019 MRS.

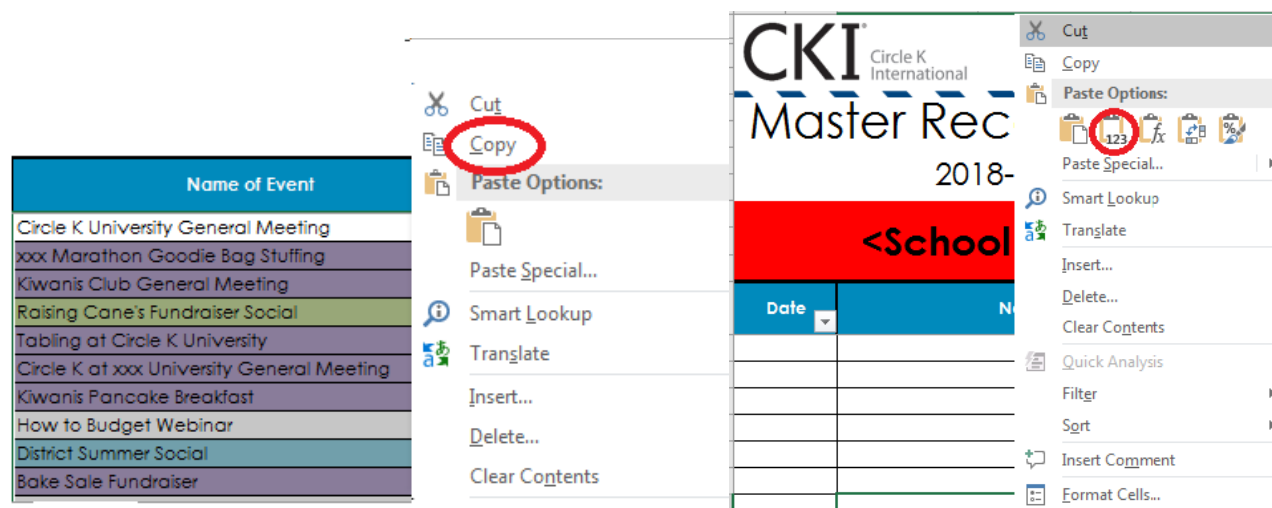


The screenshot illustrates the transfer of date data from the 2017-2018 Master Records Sheet (MRF) to the 2018-2019 Master Records Sheet (MRS). On the left, the MRF shows a date column with dates from 3/1/18 to 3/10/18. On the right, the MRS shows a red box indicating where to paste the data. A context menu is open over the MRS, showing the 'Copy' option circled in red.

Tip: Use Ctrl + C to copy and Ctrl + V to paste quickly instead of right-clicking. You cannot use Ctrl + V when you want to use paste special (ex. Paste only values, formulas, etc.).

3. Transfer name of events.

Copy the Events column for each month from the MRF. If you have been keeping track of hours using the 2017-2018 MRS, you can copy and paste the data from the Name of Event column into the 2018-2019 MRS. Now, instead of pasting directly via Ctrl + V, right click and select paste values, like in the images below. This ensures that the MRS formatting stays the same.



4. Transfer the event tags.

Copy and paste the tags (CO, CA, ..., INT, HE). You can either copy the data from the MRF or the 2017-2018 MRS, if you've already compiled this. Note that the tags you use should be the same ones used on the respective CERF and the MRF.

Please keep in mind that the Circle K (CK) tag has been removed from the MRS, so any events that have been tagged as so will need to be removed.

Note: Columns F through I (member attendance and hours columns) should not be filled out since the sheet will automatically calculate it based on the inputted hours. There may be slight differences in these columns between your MRF and the MRS, since the MRS does not account for non-dues-paid members' hours while the MRF does.

Now that you have all the events inputted, you can input all the members. Each member section looks like what you see on the right.

5. Input members' names and info.

Replace <Member Name> with a member's name. You should be filling in a member's name in the format Last Name, First Name and you should be inputting members in alphabetical order by last name. Next, input the general info about the member:

- **AS** (Articles Submitted): Any articles submitted to the club, divisional, district, or international newsletter.
- **CM** (Committee Member): Committee member on a club, divisional, district, or international level.
- **WH** (Workshop Hosted): Hosted a workshop/webinar on the club, divisional, district, or international level.
- **LP** (Leadership Position): Club or district officer.
- **\$'17-'18**: Dues-paid member during the previous term.
- **Paid '18-'19**: Dues-paid member during the current term.

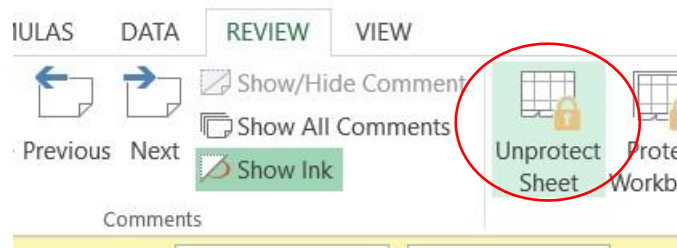
<Member Name>	1
	AS
	CM
	WH
	LP
	\$'17-'18
Paid '18-'19	

Note: Click on the X and use the dropdown options to change it to ✓.

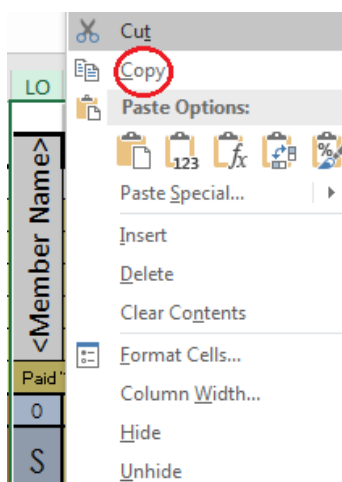
Note: You should always leave the last member blank so that you can copy and insert it when you are inputting a new member.

If your club has more than 99 members (remember that the 100th member is blank), follow the steps below to insert more members. Always insert members before the last member section, which should always remain blank.

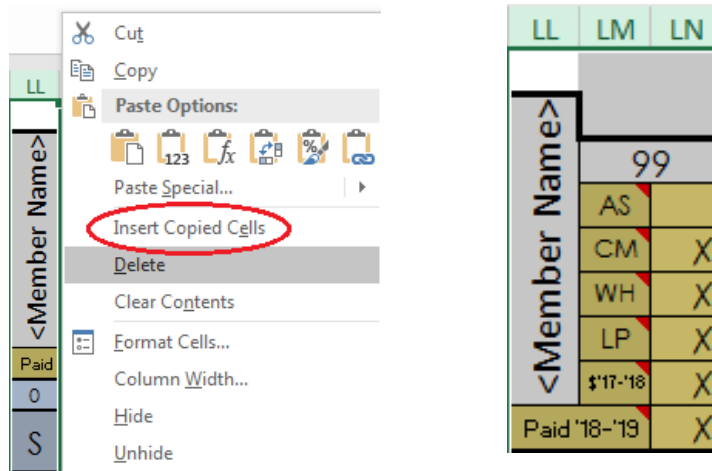
Step 1: Unprotect sheet.



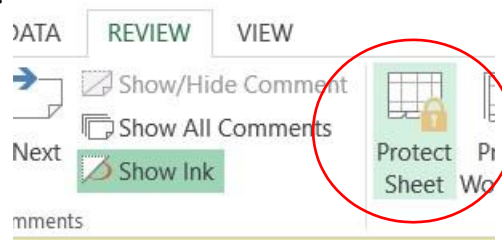
Step 2: Highlight the last 3 member columns. In this case, I'm highlighting the columns for the 100th member. Copy the columns.



Step 3: Click on the column you want to insert the copy cells to. Then right click and choose Insert Copied Cells. In the case below, I want to insert the member between member 98 and 99, so I clicked on column LL. The inserted member now becomes #99 and member #99 is now #100.



Step 4: Protect the sheet.



6. Input event chairs and hours.

After you've inputted all the members, fill out the Event Chairs column (column AA) and input all of the hours. If you have been keeping track of members' hours using the 2017-2018 MRS, copy and paste all the hours.

Similar to the 2017-2018 MRS, you can use the Members tab to look at MRP standings, which are automatically calculated, or view event attendance for individual members. There's also a Frequently Asked Questions (FAQ) tab for questions that you may have throughout the term.



If a member requests their event attendance, you can view it on the Individual Members and save it as a PDF. Below is a visual explanation.

Step 1: Select the member whose event attendance you want to view. In this case, I chose Bert, Will.



7. Transferring Data to the Interclub Page

New to the 2018-2019 MRS is the addition of the Interclub Page. Here, you can transfer the data of the Events that fall under “Interclub” from the Events Page to the new Interclub Page.


Step 1: Fill out the Events Page as usual.


 			Master Records Sheet 2018-2019 Circle K University																					
			Version	Service	Leadership	Fellowship	Community Service	Campus Service	Continuing Service	Dist. Service Initiative	Int. Service Initiative	Administrative	Social Event	Membership Dev. & Ed.	Fundraiser	Alumni	Kiwanis Family	Interclub	Webinar	Divisional Event	District Event	International Event	Club Hosted Event	
			v18.08.08																					
			Paid Members	5																				
			Total Events	13	739	63	54	6	2	0	1	1	6	2	3	2	3	5	7	1	1	1	0	4
Date	Name of Event	Members	S	L	F	CS	CCS	CS	DSI	ISI	Admin	SE	MDE	F	A	KF	I	W	DE	IE	Int	CH		
3/1/18	Circle K University General Meeting	5		5								X				X							X	
3/2/18	xxx Marathon Goodie Bag Stuffing	5	12				X																	
3/3/18	Kiwanis Club General Meeting	2		4								X				X	X							
3/4/18	Raising Cane's Fundraiser Social	3			9								X	X									X	
3/5/18	Tabling at Circle K University	3	9				X	X						X										
3/6/18	Circle K at xxx University General Meeting	2		2								X						X						
3/7/18	Kiwanis Pancake Breakfast	4	12				X										X	X						
3/8/18	How to Budget Webinar	5		5								X							X					
3/9/18	District Summer Social	3		45	45							X	X				X	X			X			
3/10/18	Bake Sale Fundraiser	3	6				X							X				X						

Step 2: After all information is filled, press the “Pull Data from Events Sheet” button.

 					
Interclubs 2018-2019 Circle K University					
Total Interclubs		7			
		<div style="border: 1px solid black; padding: 5px; display: inline-block;"> Pull Data from Events Sheet </div>			
Date	Name of Event	Members	Miles Traveled	# of Circle K Members/ Club Name	# of Kiwanis Family Members/ Club Name

Step 3: After you press the button, all events that were labeled as Interclub will be transferred over.





Interclubs

2018-2019

Circle K University


Total Interclubs


7

Pull Data from Events Sheet

Date	Name of Event	Members	Miles Traveled	# of Circle K Members/ Club Name	# of Kiwanis Family Members/ Club Name
3/2/18	xxx Marathon Goodie Bag Stuffing	5	25		
3/6/2018	Circle K at xxx University General Meeting	2	24		
3/7/2018	Kiwanis Pancake Breakfast	4	43.2		
3/9/2018	District Summer Social	3	232.5		
3/10/2018	Bake Sale Fundraiser	3	2		

Step 4: Record the Number of Circle K members present with what schools they attend and the Number of Kiwanis Family Members present and their club name.





Interclubs

2018-2019

Circle K University

Total Interclubs

7

Pull Data from Events Sheet

Date	Name of Event	Members	Miles Traveled	# of Circle K Members/ Club Name	# of Kiwanis Family Members/ Club Name
3/2/18	xxx Marathon Goodie Bag Stuffing	5	25		4/ xxx Kiwanis Club
3/6/2018	Circle K at xxx University General Meeting	2	24	2/CKI College, 3/Go Wow University, 1/CSU WotWot	
3/7/2018	Kiwanis Pancake Breakfast	4	43.2		6/xxx Kiwanis Club
3/9/2018	District Summer Social	3	232.5		
3/10/2018	Bake Sale Fundraiser	3	2	2/CKI College, 3/CSU WotWot	
				3/CKI College, 20/CSU WotWot, 25/Go Wow University, 16/Hey Hi Hello College, 19/Cal Poly Wow	
3/11/2018	xxx July Divisional Council Meeting	2	14		
3/10/2018	Unlabeled Service Event to Show Your Colors	4	23	16/Cal Poly Wow	

Note: If there is any difficulty with the Interclub Page or any issue with the processes, please contact Member Recognition Chair Katelyn Duch (cki.kduch@gmail.com) or MRP/MRS Coordinator Matthew Kim (MatthewKim010999@gmail.com) as soon as possible so we can resolve any issues.

When you are working on District Convention awards, the PDF file shown under **Individual Member** above is what you will be submitting when your board fills out the following awards.

- Distinguished Appointed Board Officer Award
- Distinguished President Award
- Distinguished Secretary Award
- Distinguished Treasurer Award
- Distinguished Secretary Award
- New Member of the Year Award
- Returning General Member Award

The events will be highlighted to meet each question's requirements under the Event Attendance section of the awards above. Merge the PDF file above with your award (in PDF format) when you submit it.

Be sure to save your file throughout this process. If you haven't done so, please name your file as below:

2018-2019 MRS_School Name

where School Name is the name of your school (ex. 2018-2019 MRS_CSU Long Beach). Please do not use full abbreviations of your school name (ex. CSULB). CSU, UC, UH, and UN are the only permitted abbreviations.

Excel Hacks

Now that you have the basics down, here are some tips & tricks to help make your job more efficient!

Hack #1: Don't like right-clicking to copy and paste? Here are some keyboard shortcuts you should know:

Save	Ctrl + S
Copy	Ctrl + C
Cut	Ctrl + X
Paste	Ctrl + V

Hack #2: Hate clicking on every dropdown box to turn a X into a ✓? You can unprotect the sheet and copy one of the check marks and paste it onto the applicable boxes. Combine with hack #1 to maximize efficiency!

Hack #3: Don't waste time by going back and forth between the MRF and MRS to copy and paste events data! You can actually view both at the same time. To do this, open up both your MRF and MRS. Go to one of the files, and click on VIEW. Then, under the Window section, click on View Side by Side. If you can't see both files on the same screen, click on Reset Window Position. You can also click on Synchronous Scrolling to turn it off if you don't want to scroll through both files at the same time. Click on View Side by Side again to view one file at a time.

Hack #4: Highlight board members and non-dues-paid members in your MRS. Since members are put in order by last name, it can be hard to find board members when you're inputting hours for recurring events like board meetings, general meetings, etc. To do this, unprotect the Events sheet and fill the cells with the board member names with a non-white color. This makes the names stand out on the sheet and helps you fill in hours quickly. I also like to do this with non-dues-paid members because I forget to delete them when I have to turn in the MRS. Make sure you use different colors for different purposes (ex. Green for board, red for non-dues-paid). Don't forget to protect the sheet when you're done!

Frequently Asked Questions

When is the Master Records Sheet due?

Bimonthly Check-In Deadlines: October 5, 2018
December 5, 2018
February 5, 2019

FTC Recognition Deadline: October 5, 2018

Final MRS Submission for DCON Deadline: March 2, 2019

All MRS submissions are due by 11:59 PM of these dates to the District Member Recognition Chair Katelyn Duch at cki.kduch@gmail.com

I accidentally forgot to put an event in. What do I do?

Unprotect the sheet and put in the event at the bottom of your events log on the MRS. Then cut the whole row (Ctrl + X). Next, click on the row where you want to insert the event. It will be inserted above the row you clicked on. Right click and choose Insert Cut Cells. Protect the sheet again.

What are the little triangles next to the date, event name, hours, and tags?

The little triangles allow you to filter through your events. You can click on the arrow and choose the specific things you want to see. For example, if I only want to see Community Service events, I would click on the triangle next to CO and deselect blanks to see only events tagged CO. After you do so, a little filter will appear next to the triangle. Be sure to click on Select All on all the triangles with the little filter to be able to view all the events your club has had. You can use the Awards Filter on the Events, Individual Members, and Monthly Events tabs.

How many members can I input?

You can input up to 800 members. If you need more room, please let Katelyn know.

How many events can I input?

You can input up to 1000 events. If you need more room, please let Katelyn know.

Should I keep track of non-dues-paid members' hours?

No. Since MRP only counts for dues-paid members, you do not need to keep track of their hours. However, if a non-dues-paid member ends up paying dues, you would need to input their hours for all the events they've attended. Since it's difficult to input members in bulk, I suggest creating separate Excel sheet/Google Spreadsheet and making a list of all the events your club has had. In the column next to it, you can input all the non-dues-paid members that attended the event. That way, if a non-dues-paid member pays their dues, you can refer back to the sheet to see all the events they've attended instead of going through all the CERFs.

My file keeps crashing. What do I do?

This is inevitable because the MRS is a very big file. To avoid this, we suggest that you try to work on the MRS on school computers since they usually handle the files better.

Help! I don't see my question here.

Please don't hesitate to contact any of the members of the District Member Recognition Committee. We love to help and are always here for you!

District Member Recognition Chair – Katelyn Duch – cki.kduch@gmail.com

Administrative Executive Assistant – Alexandra Wei – apwei@ucsd.edu

Creative Executive Assistant – Adam Djabra – adamdjabra@gmail.com

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