**What this does:** Creates a form to record candidate points and spreadsheet to store candidate progress. Using candidate names and emails, creates a spreadsheet for each candidate that will track how many points and sister dates they have.

Note: it is assumed that all of these files will be created on your own google drive that the other sisters cannot access. This is so the form responses can remain confidential.

**1. Creating the Apps Script file**

Create a new Apps Script file in your drive. It can be found in the “More” section when you create a new file. Make sure it is created under your personal account and not the sorority's.



Delete any code it comes with. Replace it with all of the code from the Candidate Spreadsheet Creator.

Note:

You might get an Error 400 after you try to open the Apps Script if you are signed into multiple google accounts. To prevent this, sign into the sorority drive in incognito mode.

**2. Creating the point book form and MED spreadsheet**

Put the semester’s sister password in quotes after the “var password =” in line 7.



Make sure to click the save button (floppy disk) and then hit Run:



Note:

Make sure it says “init” where it is underlined. It should be there automatically, but just in case.

It will ask you for authorization. Please allow it. If you don’t trust me, feel free to do the process manually (or refer to [Automated Sister Dates Sheet How To](https://docs.google.com/document/u/3/d/1caC1GiRBD1OmBzzIwt41zTfw0ywO_U38q85uLYTlWRI/edit)).



You will see this scary screen with a warning sign. Click the gray Advanced button, and then “Go to [your file name here]”:

[redacted for privacy]

After you have given all of the permissions, just let the code run.

Every time you run this part of the code, it will create duplicate documents (the spreadsheet and form). You can run it again if something gets messed up, but you shouldn’t need to.

Feel free to rename the documents.

Note:

If you need to change the questions on the form, this automation will not work properly. You will need to adjust a lot of the code (or ask Katya to adjust it).

**3. Creating candidate spreadsheets**

The MED spreadsheet has two tabs: Summary and Form Responses. DO NOT MOVE THESE TABS. In Summary, fill out the blue spot (B1) with the gmail of whoever you want to also receive access to all of these documents. You can also leave this space blank.

Note:

You will need to share the form and MED spreadsheet manually.

Next, get a list of all of the candidate names and gmails and paste them in two columns. Names in A4 and below, and gmails in B4 and below.

Example from MED Spreadsheet Template:



Note:

The emails must be google accounts (gmails) so the candidates can access their google drive through them. To make syr/esf emails into gmails, just use “@g.syr.edu” as the ending. (Change accordingly for esf)

Example: name@syr.edu -> name@g.syr.edu

Next, go back to the Apps Script file.

Copy the url from your MED Spreadsheet and paste it inside the quotation marks on line 11, overriding the placeholder url that is there. Do the same with the form url on line 15.



Now, click the “init” drop-down in the Apps Script header and select “addCandidates”. Then, save the script as before and then run it. 

It might take a few minutes. If it times out after 6 mins, let Katya know!

You might want to refresh your google drive to see the new candidate spreadsheets pop up. Feel free to reorganize them in folders as you see fit.

Note:

If you want to add more candidates to the list later, you can just run the addCandidates function again! Simply add the new candidate info below the current ones. The program uses the tab names in the MED spreadsheet to keep track of who has been added before so it will not create duplicates.

**4. Connecting candidate spreadsheets to MED Spreadsheet**

Most of the work has been done for you, but you will need to manually go through every newly-created candidate spreadsheet and allow it access so it can pull data from the MED Spreadsheet. Don’t worry, the candidates will not be able to access the MED Spreadsheet by these means.



Select any of the #REF cells and click Allow access. You only need to click the button once per spreadsheet. They might take a few seconds to connect.

**6. The Summary tab**

This tab is a useful place to see how all of the candidates are doing on one sheet. You will notice the program added Current Points and Dates columns to the candidates.

You can add conditional formatting to help highlight if anyone is falling behind. You can find tutorials on how to do that online, so I will not go into it here.

Note:

For some reason, the first candidate’s points/dates sometimes do not register, so just click on the #REF cells and hit enter. This will refresh them.

If you need help/want a more detailed explanation,

contact Katya at [redacted]