Instructions for Train Show Tasks Spreadsheet

How to update and generate new season documents

Note that master copies of the spreadsheet are in GitHub at Mclae\DFWTRAINSHOWS. Save often and commit and push each save for proper version tracking.

Note that the print club schedule macros will populate the print folder specified on the SCRAP sheet.

There are several tasks needed to update the spreadsheet for next season.

The show season includes two train shows at the Plano Convention Center. A Fall show and a January show. Show profits are distributes in Spring, usually at the February or March council meetings.

To prepare the spreadsheet fort next year, you need the following:

1. Show dates for the season
2. Adjustments in the club information, name, representative, etc.
3. Requests from any club for hour adjustments. This may be times/days worked, more or less shares, or specific requests.

Dates:

Open each show hour sheet, Starting with Fall Friday, work your way to DAT Sunday. In cell A5 (labeled with DATxxx), update the date. Note that this is source for all date locations associated with each day. Update all 6 sheets.

Assignments:

general

On the SOA sheet, adjust Pre-Show hours as per the council agreements. Some tasks will change hours based on last season experience.

On the participants sheet, column F shows the relative hours for each club. Every club should be as close to 0 as possible. These numbers will change as club hours are changed. Refer back to this sheet as you make adjustments on the schedules for each day. Make adjustments to club name, council rep, club notes, etc.

Update the show title, with season title (I.E>, 2024\2025 season, etc) Note that this shows on every club printout sheet.

Club hours

Referring to notes for each club, make changes to the schedules for each day. The best option to preserve balance is to swap an hour for one club with another club. To check the overall schedule for a club, open the CLUB sheet, and change the club Abbreviation cell C2. Note that this is a dropdown box of the club abbreviation on the Participants sheet. The sheet macros will populate the data when you select from the list.

Printing schedules

NOTE: you MUST set the printer to “print to PDF” before running the CLUB or Participants print macros. If not, the resultant PDF is not useable.

On the Club sheet, click print schedule to generate a print of the current page. Verify the following:

1. Did the PDF show in the folder related to GitHub. (Defined in cell Print Folder on Scrap page)
2. Are all the allocated hours shown
3. No errors, text hidden, valid dates, etc.

If all looks correct, click on the "Print all club schedules" button. This activates the macro to generate a PDF for each club.

Note when generating the club page, this can take up to a minute for each club. You will see a print popup as each page is generated and placed in the target folder. Also, the clubs are generated in order of the Symbol list on column A of the Participants sheet.

Check each PDF looking for errors. Repair each issue found, and re-print as needed.

Optional: generate a club list

When you have a good set,