

Ambassador Admin Guide



Weekly Event Sheet



Name

 documentation

 Coordination Sheets

 **Event Responses** 

 New Ambassadors (Responses) 

 42 Summer Camp 6-3-17 

 Check-in 6-24-17 



Event Responses



DETAILS

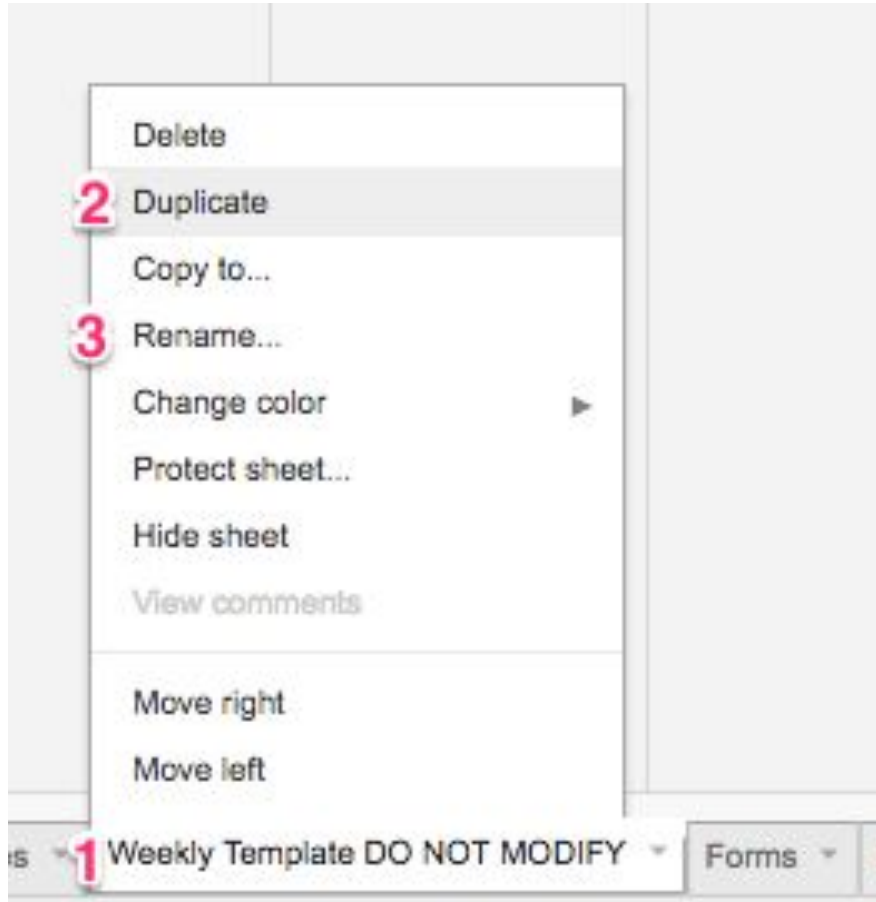
ACTIVITY

Weekly Events

Week of: June 25

ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY	ACTIVITY
SUNDAY	SUNDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		Early Packed Cases				
		Shipping				
		Referrals				
		Central				
		Support				
		Outgoing				

From 42 Ambassador folder open 'Event Responses'



1. Locate 'Weekly Template' sheet

2. Duplicate 'Weekly Template'

3. Rename new sheet to starting date of the week

7/2/2017		
	B	C
Weekly Events		
Week of: July 2		
7/2/2017 SUNDAY	7/3/2017 MONDAY	7/4/2017 TUESDAY

Update “Week of:” date; all other dates will update automatically.

Ambassador Admin Guide

Event Forms

QUESTIONS RESPONSES **4**

4 responses

SUMMARY INDIVIDUAL

1 Accepting responses ☒

10 - 15 Ambassadors

To sign up enter your student ID

4 responses

3

Avongdar	
bmontoya	
amittal	
Oabdalha	

Timestamp	To sign up enter your stud
Indie Gave Dev MeetUp, May 17, 2017	
5/25/2017 8:53:10	jtrujill
5/26/2017 13:13:39	crenfrow
5/26/2017 13:15:34	jaleman
5/26/2017 13:39:47	irhett
5/28/2017 20:15:23	wfung
5/29/2017 20:06:49	avongdar
5/30/2017 14:54:42	mvogee
Startup Villiage	
3 6/14/2017 19:58:31	Avongdar
6/16/2017 21:56:07	bmontoya
6/19/2017 12:10:40	amittal
6/21/2017 23:42:39	Oabdalha

	A	B
1	Timestamp	To sign up enter your stud
2	Indie Gave Dev MeetUp, May 17, 2017	
6	5/25/2017 8:53:10	jtrujill
7	5/26/2017 13:13:39	crenfrow
8	5/26/2017 13:15:34	jaleman
9	5/26/2017 13:39:47	irhett
10	5/28/2017 20:15:23	wfung
11	5/29/2017 20:06:49	avongdar
12	5/30/2017 14:54:42	mvogee
13	Startup Villiage	
14	6/14/2017 19:58:31	Avongdar
15	6/16/2017 21:56:07	bmontoya
16	6/19/2017 12:10:40	amittal
17	6/21/2017 23:42:39	Oabdalha
18	4 EVENT NAME, DATE	
19		

1. Confirm "Accepting Responses" is enabled
2. Launch response sheet
3. Confirm current entries are entered into response sheet
4. Merge cells of next empty row and enter Event name and date for new event

Previous responses can be hidden, but do not delete previous event responses

QUESTIONS

RESPONSES 5

5 responses

Message for respondents

We have all of the ambassadors needed at this

SUMMARY

INDIVIDUAL

3 - 5 Ambassadors Needed

To sign up enter your student ID

5 responses

dhuang

mfriedri

amittal

bpuschel

etregoni

✓

Get email notifications for new responses

Select response destination

Unlink form

↓

Download responses (.csv)

🖨

Print all responses

Delete all responses

Delete previous responses from event form

← DevPres 6-27-17 ☆ All changes saved in Drive

SEND

QUESTIONS RESPONSES 5

Description, Date @ Time

Detailed description

3 - 5 Ambassadors Needed

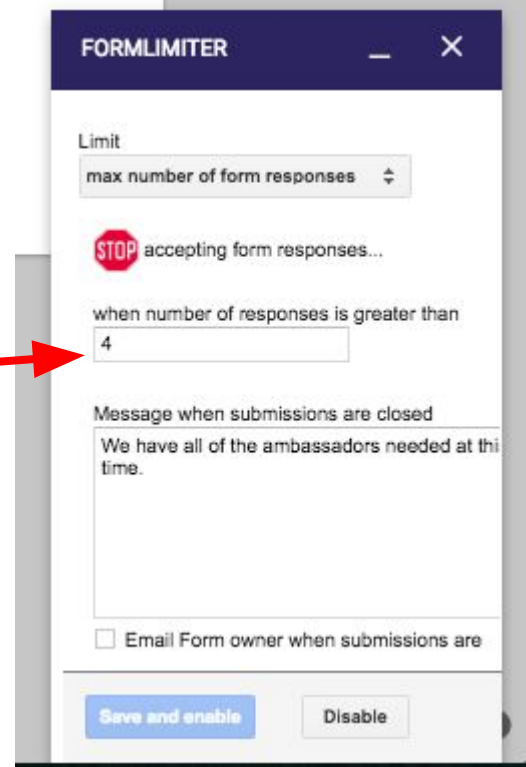
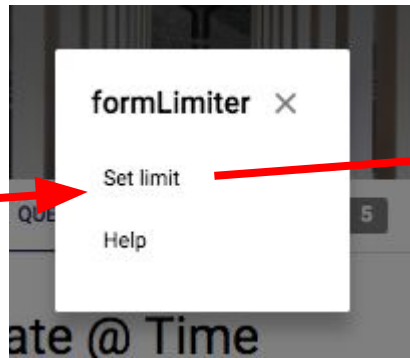
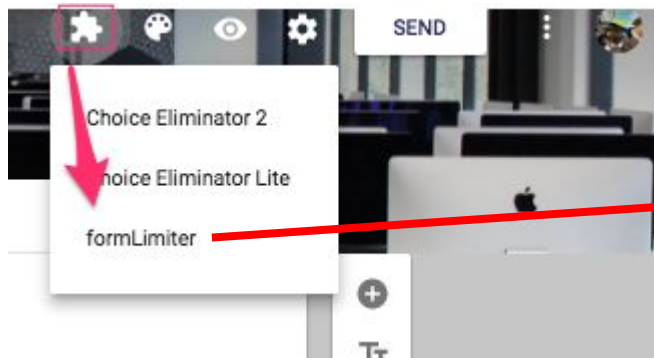
To see who already signed up click here: <https://goo.gl/9ui61d>

To sign up enter your student ID *

Short answer text

Fill out event form using the provided format, and update document name with a brief title and the date.

***Signup link is hard-linked to the form and should not be updated**



From the plugins menu use 'formLimiter' to set number of responses to (max ambassadors + 1)

Event Responses ☆

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

123 - Roboto 10 B I A

=INDIRECT("'"Form 1 Responses"!B18")

A B C D

Weekly Events

Week of: June 25

6/25/2017 SUNDAY	6/26/2017 MONDAY	6/27/2017 TUESDAY	6/28/2017 WEDNESDAY
		DevPres Quora	
		dhuang	
		mfriedri	
		amittal	
		bpuschel	
		etregoni	

Event Responses ☆

File Edit View Insert Format Data Tools Form

dhuang

A	B
Timestamp	To sign up enter your stu
DevPres June 17, 2017	
6/21/2017 16:51:43	dhuang
6/21/2017 16:52:15	mfriedri
6/21/2017 16:52:24	amittal
6/21/2017 16:52:53	bpuschel
6/21/2017 17:39:57	etregoni

Use INDIRECT() to link event responses to the weekly sheet. (Sheet name and cell will be inside double quotes as shown above)

Weekly sheet will now auto-update as responses are submitted.