**TABLESREADY**

1. Manipulating Excel file for TablesReady.com software (do this on Wednesday/Thursday before the conference, to avoid a lot of changes as participants drop and add)
   1. We have an account at TablesReady.com that enables a registration table volunteer to rapidly text participants prior to their meetings. The email tied to this website is [awconference@gmail.com](mailto:awconference@gmail.com), the username is **GeorgeWeinstein** and the password is **AWCTR1914**
   2. Create a worksheet on the same Excel file we’ve been using, name it “TablesReady Listing” and copy and paste all the data from the main worksheet onto it.
   3. Do an Agenda Item Name data sort and delete all rows except the confirmed (not waitlisted) Query Letter Critiques, Manuscript Critiques, and Pitches, because these are the activities for which we’ll text reminders.
   4. To get the data into TablesReady, we do have a CSV import function using a standard format. The file needs to be in the format " Date, Time, Name, Size, Phone, Notes".
      1. Insert 6 columns before the leftmost column of the worksheet and name them per the above (copy and paste from previous conference registration file).
      2. “Date” will be the Friday date for the Query Letter Critiques and Saturday date for the Manuscript Critiques and Pitches. Put these in the format “11/3/2017”—you can enter the first one and then copy and paste this into all the others for Friday and then repeat this process for the Saturday date activities.
      3. “Time” needs to be in the format of “1:45pm” with no spaces or periods. Elsewhere, you might have used “1:45 p.m.” for readability, so do a Find on “ p.m.” (with a space before the p.m.) and Replace All with “pm” (no space in front). Do the same to convert “ a.m.” to “am”. Then, refer to the previous conference Registrations to Date spreadsheet and find the “TablesReady Standard Times” tab. Copy and paste from this tab into the “TablesReady Listing” tab for the Query Letter Critique, MS Critique, and Pitch meeting timeslots if the timing was the same (Friday query letter critique times in particular may vary, and if anyone dropped their ms critique meeting and was replaced by a pitch meeting on Saturday, those times will be off too, so be careful).
         1. To be safe, paste times to the right of the last column (showing the actual activity and time) and doublecheck that all are correct for each agent/editor, correcting the ones that aren’t due to a ms critique/pitch swap and then paste THAT column of corrected times under Column B.
      4. “Name” requires you to merge the current First Name and Last Name columns, which involves some Excel trickery. The following was copied from <https://www.ablebits.com/office-addins-blog/2013/10/13/merge-columns-excel-without-losing-data/>:

Graphical user interface, application

Description automatically generated

Graphical user interface, application

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Graphical user interface, application

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Graphical user interface, application, table

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After this merge process, you can delete the First Name and Last Name columns.

* + 1. “Size” can be “1” for all participants.
    2. “Phone” needs to be in the format of 10 digits with no spaces or punctuation. The conference registration form requests this, but scroll down the Mobile Phone Number column to make sure participants have complied and correct any who haven’t and delete the rows with international numbers (they won’t get a text reminder). Copy and paste the Mobile Phone Number data into the Phone column.
    3. “Notes” can be the Agenda Item Name data, so the volunteer can see at a glance who the participant is supposed to meet with and where.
    4. Delete the columns to the right of “Notes.”
    5. **Do a new Data Sort on Date and then Time and then Notes, to order the appointments correctly (all the same times batched together).**
    6. Copy the Query Letter Critiques and Manuscript Critiques from this worksheet into a new Excel file, name it “[Conference Month & Year] TablesReady Data – Batch 1” and save it in your conference folder **as a CSV file, not an xlsx**. Do the same with the Pitches from this worksheet and save it as a CSV file labeled “[Conference Month & Year] TablesReady Data – Batch 2” (TablesReady can’t accept a CSV with 300+ records in one file, so two batches will be needed).
  1. In TablesReady, go to "Appointments" then "Import." Select the Batch 1 CSV file you saved to load all our appointments. Once the file is loaded, you just scroll to the bottom of the page and click Upload to add them. It takes a few moments to populate the site, so don’t redo this or you’ll have everyone listed twice. Then click Import again and do the same with Batch 2.

**NAME TAGS**

1. Name tags for participants (do this on Thursday before the conference to minimize discards/additions)
   1. On the “In-person Listing - Mail Merge” sheet, paste in the in-person people from the “Waitlist Only” sheet and resort on last and first name.
   2. Create a new sheet titled “Name Tags” and populate it with the first two rows (first and last names) from updated “In-person Listing - Mail Merge” sheet.
      1. Delete any volunteers who are also registrants, to avoid duplicating name tags, except for volunteers who paid to attend the Friday workshop (they’ll need a blur dot on theirs).
   3. Use the sheet titled “Name Tags” to do a mail merge Word doc (using previous conference doc as the template) so you can print the name tags.
   4. After you print the name tags, refer to the Roster for Printing sheet and put a large blue dot in the bottom right corner of each name tag where that person has registered for the Friday Workshop (to keep out scofflaws). Reclip tags to cardboard holder in Avery boxes and put them in the large name tag box with the guest and volunteer name tags.

**ROSTER PRINTING**

1. Roster for Printing instructions (do this on Thursday before the conference to minimize changes)
   1. The registration table volunteers and you will need a roster of participants and what they’re doing, so create a new sheet on the main Excel file titled “Roster for Printing.” Copy from the Main Registration Sheet.
   2. Sort by Agenda Item Name and, in the cells showing assignments for Query Letter Critiques, Manuscript Critiques, and Pitches, plus waitlists, change the text of all the other activities to dark gray so the black ink for the critical activities that participants will inquire about will stand out.
   3. Sort by Last & First Names. Bold the last and first name columns; change the in-person status verbiage to “Hotel” and the virtual status verbiage to “ZOOM” and relabel that column as “Locale”; delete the e-mail address column, clear any duplicate rows of the same name, phone, and location; relabel Agenda Item Name header as “Conference Activity”; relabel Mobile Phone Number as “Cell #”
   4. **This is now the sheet that matters most, because it’s the one that will be printed before the conference.** Therefore, if anyone changes/adds/deletes/cancels, it’s this sheet that needs to be updated, along with the Name Tag sheet.
   5. **For Printing,** highlight the data and specify Set Print Area, then play with the sizing until all columns fit on one page (~65% of normal size), change the orientation to landscape, and make the top and bottom margins 0.25 to maximize what you can fit on a page, but also increase the font size to 14 to make it easier to read at a run. Then at the bottom right, click the Print Break Preview block to see where the breaks are and manipulate so that no one’s listings wrap from one page to the next. Once this is set, print this tab.

**ZOOM SCHEDULE:**

1. Also on Thursday before the conference, create a Zoom schedule showing all the query letter critique, MS critique, and pitch times, which participants have a meeting at that time, and with whom—this will be your master list for moving people into Zoom breakout rooms on Friday and Saturday. Use previous conference’s schedule spreadsheet, saved in the Zoom folder.
   * 1. To do this, and populate it with the Main Registration page data, create a temporary sheet in your Registrations file and paste all the data from the main registration sheet. Then sort on Hotel vs. Zoom and delete the in-person participants, leaving only those on Zoom and then sort on the Agenda Item Name (note: this process, while it has several steps, will be a little faster than working with the Virtual Listing - Mail Merge page unless you only have a dozen or fewer people doing Zoom meetings).
     2. As with the Tables Ready sheet, add two columns to the left: Day and Time. Put Friday for all the query letter critiques and Saturday for all the MS critiques and pitches. Then copy and paste the time from each row into the new Time column. Next, move the First and Last Name columns between the Time and Agenda Item Name columns.
     3. Sort on Date and then Time. Refer to the last conference registration sheet for the way that “Zoom Schedules” tab was formatted for guidance. Highlight all cells and Format Cells using the Inside (not Outline) option, putting a heavy line around all cells. Then put a space between every time period for reading ease after printing. Make each row 1.5 tall and increase the font size to 14, again for readability. **Leave some blank rows per timeslot for last-minute additions to Zoom.** Do a print preview to make sure any one time period does not wrap onto another page.
     4. Set the print area and print this sheet.