The TablesReady instructions are easy to follow:

1. For the TablesReady worksheet you've created, do a Data Sort on Date and then Time and then Notes, to order the appointments correctly (all the same times batched together for each day).  
  
2. Copy the **Query Letter Critiques, Author Coaching, 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 2-3 batches will be needed).**  
  
3. Go to TablesReady.com. The email tied to this website is [awconference@gmail.com](mailto:awconference@gmail.com), the username is **GeorgeWeinstein** and the password is **AWCTR1914**  
  
4. In TablesReady, click the "Appointments" icon on the left side of the screen and then "Import." Select the Batch 1 CSV file you saved to load those 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. Repeat for Batch 3 if needed.