

# Task 3: Merge Contributor Sheets into a Searchable Resource Index

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This task guides you through setting up a system in Google Sheets that imports resources from multiple contributors and combines them into a single, searchable index. You'll use **IMPORTRANGE**, **QUERY**, and **FILTER** to make the data live and filterable.

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## 1 – Create or open the source sheets

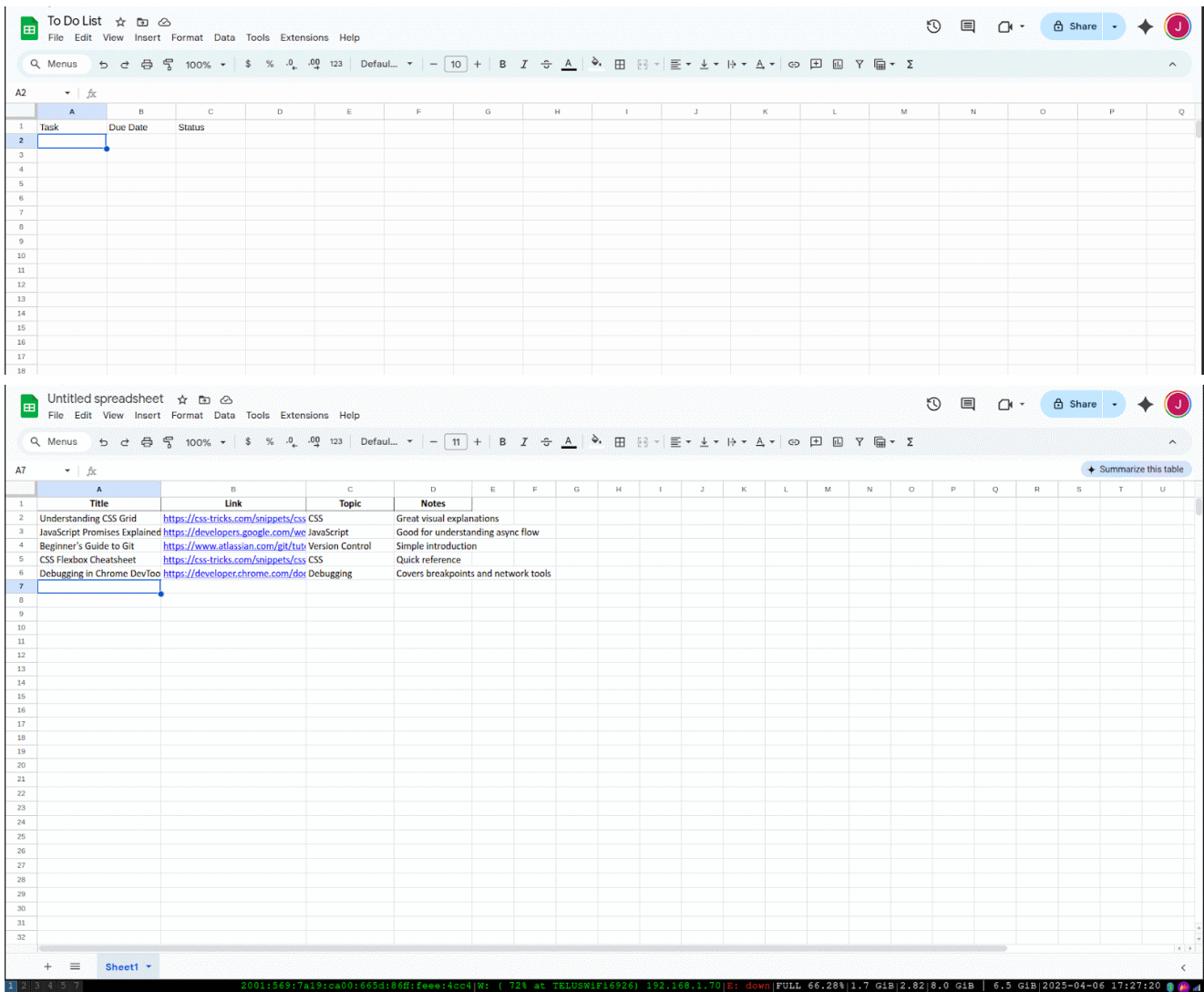
Make sure each contributor has their own Google Sheet with consistent columns:

```
Title | Link | Topic | Notes
```

Consistency matters. All sheets should use the same column names and order.

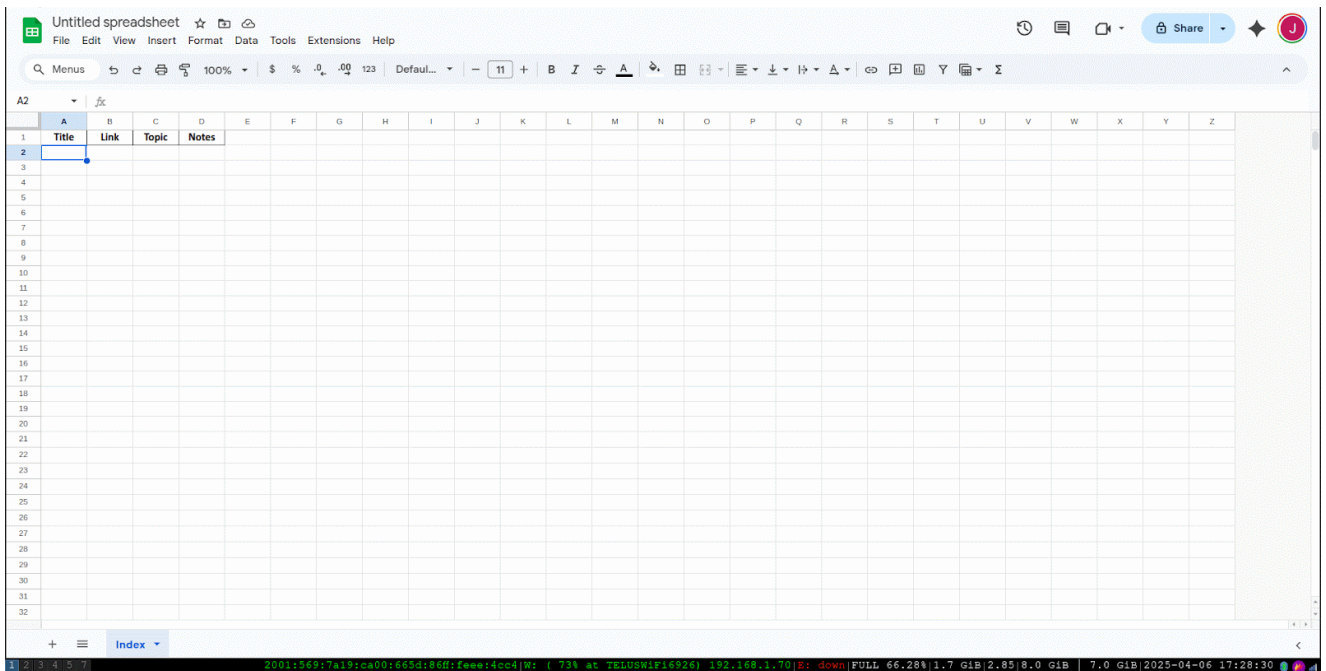
!!! warning

If columns don't match between source sheets, the merge step will break or produce incorrect results.



## 2 – Create a target sheet

This is where the merged index will live. Create a new Google Sheet and name it something like **Resource Index**.

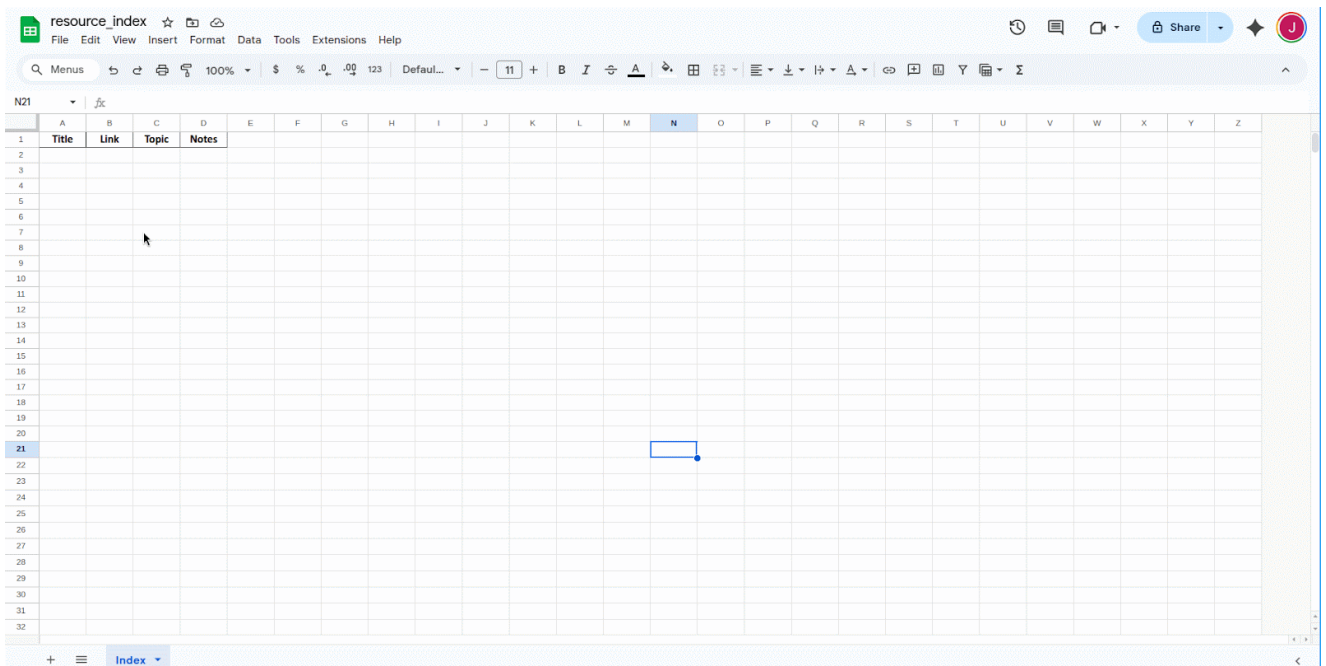


### 3 – Create a sheet for the first import

Inside your target sheet, add a new sheet tab (e.g. **AliceImport**). In cell A2, add:

```
=IMPORTRANGE("URL_A", "Sheet1!A2:D")
```

Replace **URL\_A** with the full URL of the contributor's sheet (without **/edit?...**). Click “Allow access” when prompted.

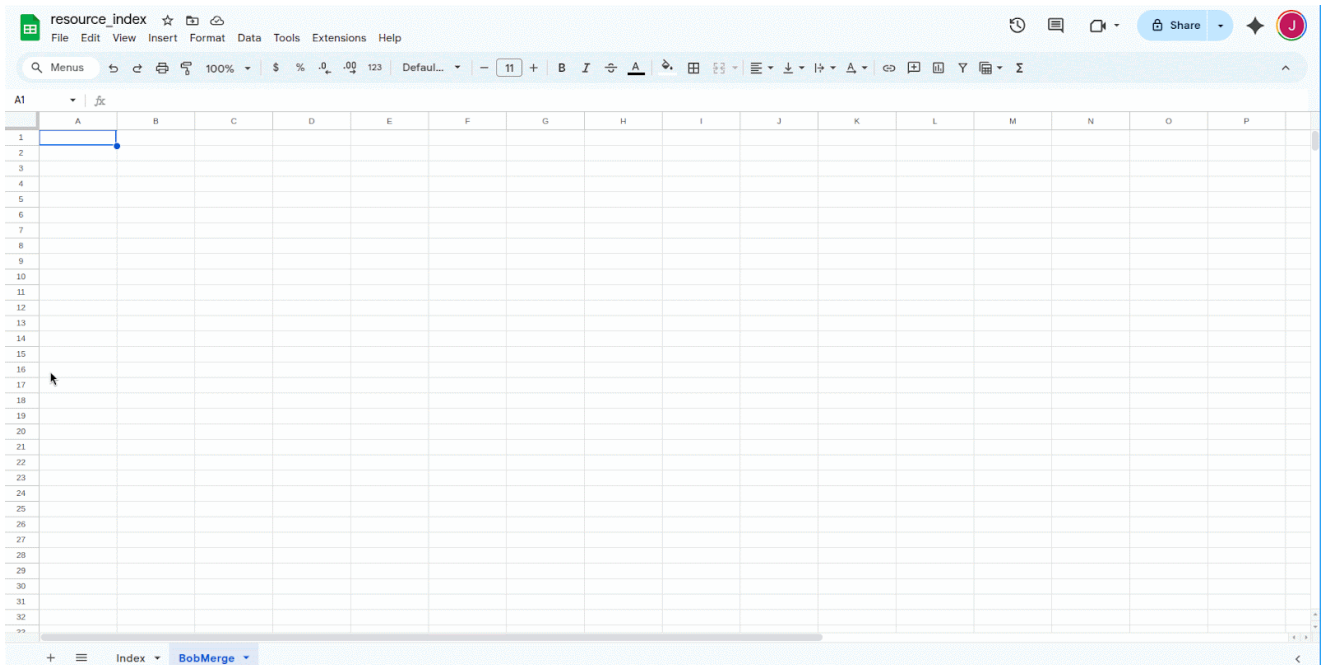


### 4 – Create a sheet for the second import

Repeat Step 3 in a new tab (e.g. **BobImport**). Update the formula to:

```
=IMPORTRANGE("URL_B", "Sheet1!A2:D")
```

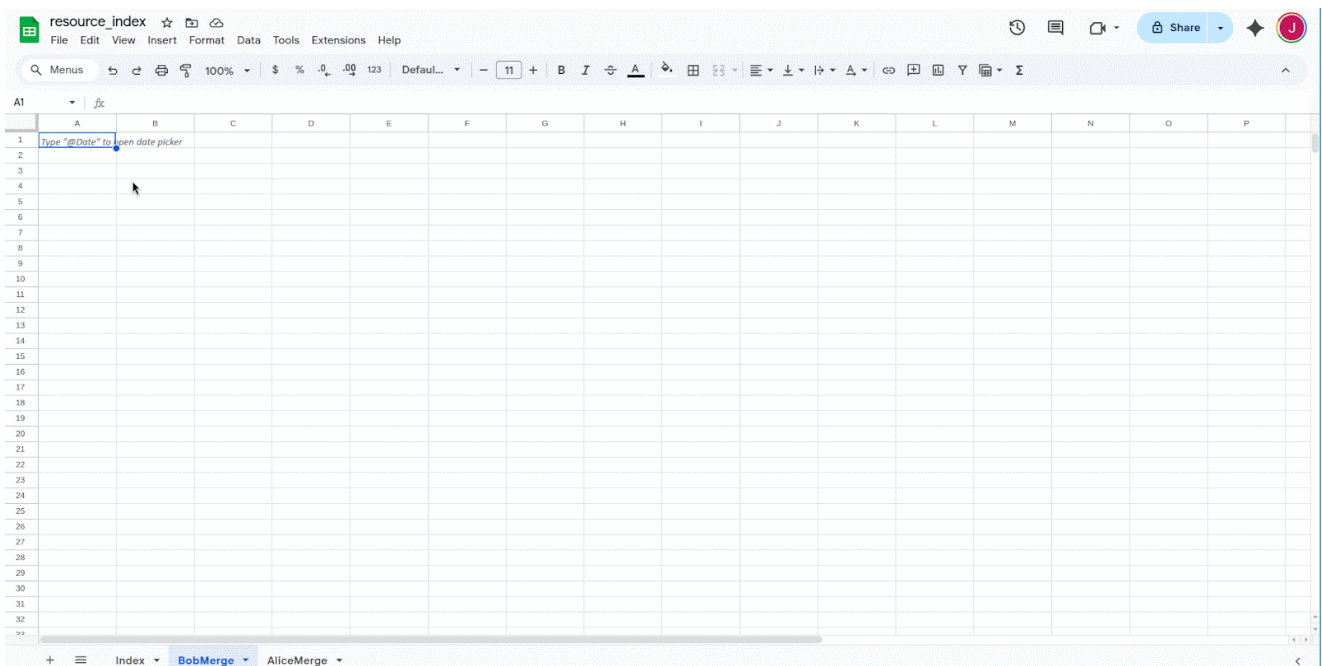
Again, click “Allow access” if asked.



## 5 – Import data into each tab

At this point, both import tabs (**AliceImport**, **BobImport**) should display live data from their respective sheets. If not, check the URLs and click "Allow access".

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## 6 – Merge the imported data

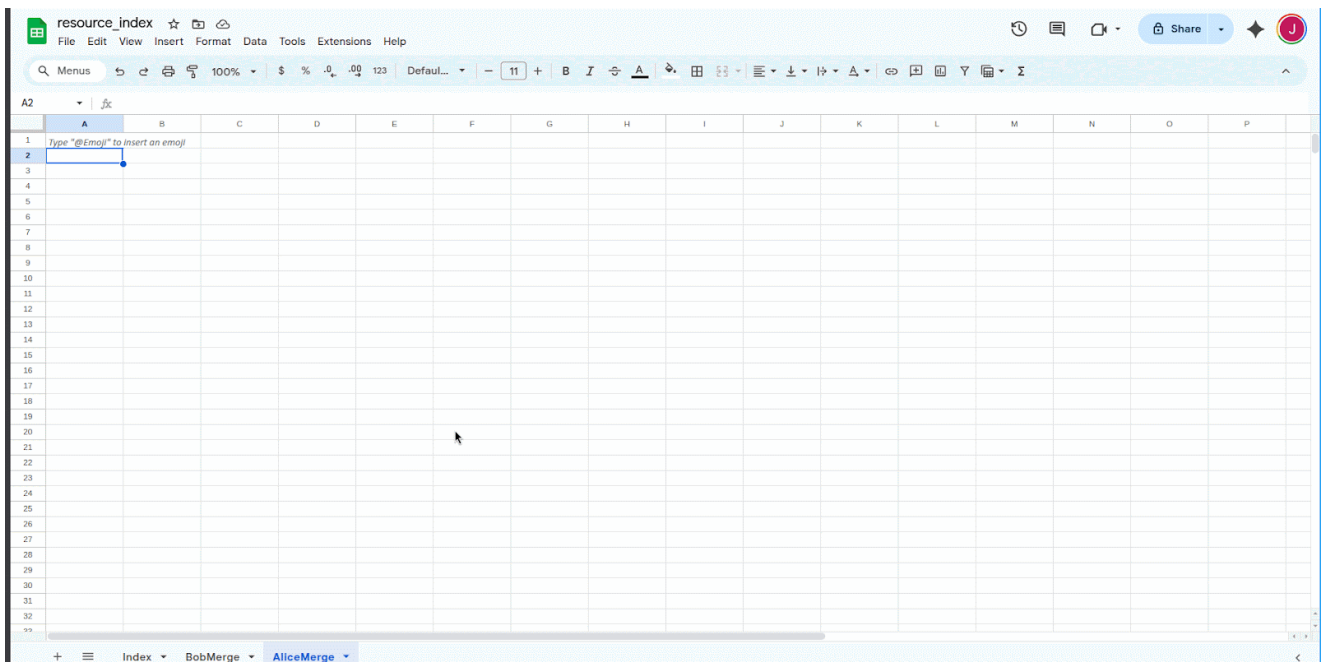
Go back to your main sheet and enter the following formula in cell A2:

```
=QUERY({AliceImport!A2:D; BobImport!A2:D}, "SELECT * WHERE Col1 IS NOT NULL", 0)
```

This stacks the two imports and removes any blank rows.

!!! tip

Add more sources by continuing the stack: {A; B; C; D; ...}



## 7 – Add a search bar

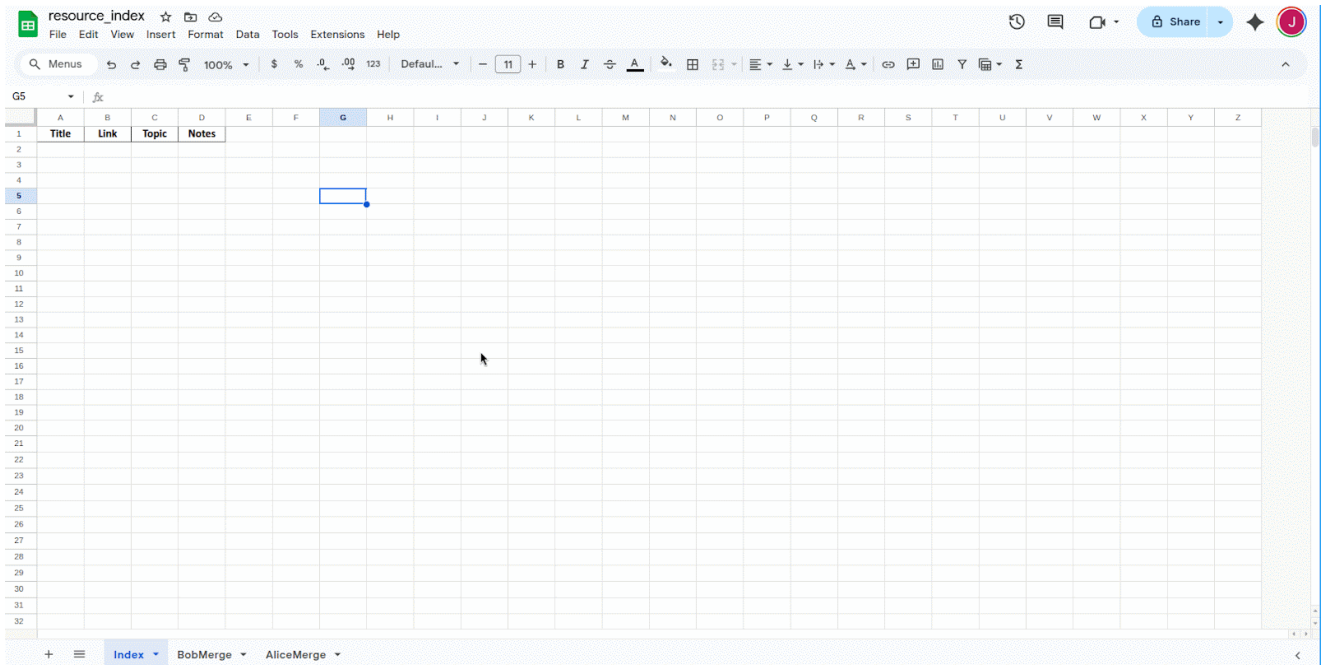
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Choose a nearby cell (e.g. F1) and type **Search:**. In G1, the user can enter a keyword.

Below that, use:

```
=FILTER(A2:D, ISNUMBER(SEARCH(G1, A2:A)) + ISNUMBER(SEARCH(G1, C2:C)))
```

This filters the merged list by title or topic.

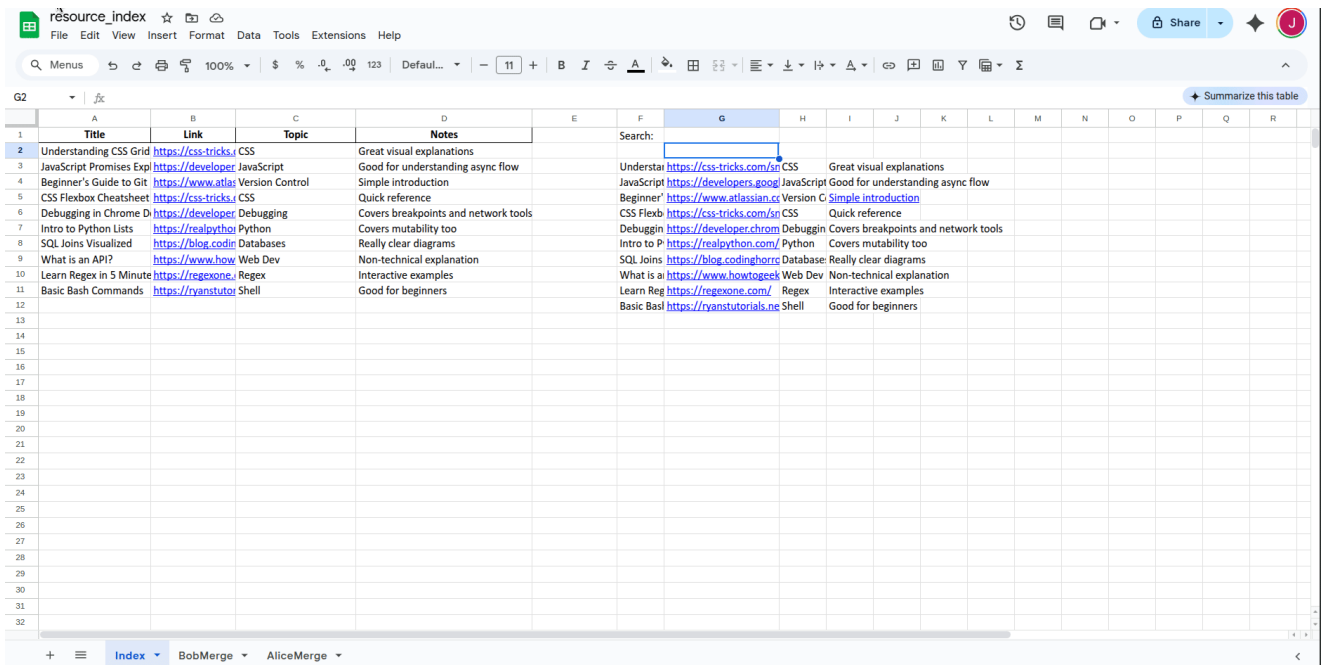


## 8 – Protect the merged table

Select the merged data area (e.g. A2:D). Right-click, choose **Protect range**, and limit editing permissions. This prevents accidental overwrites.

!!! tip

You can still allow edits on the search bar while locking down the core table.



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## What you've built

You've now created a live, multi-source resource index that:

- automatically updates when contributors update their sheets

- filters by keyword using a simple search bar
- protects important data from being accidentally changed

You can expand this setup to support more contributors, add topic filters, or include a “contributor” column for sorting and attribution.