**Database Name:** The Remarkable Moment (Sept)

**Description:** The purpose of the database is to facilitate the operation during and evaluation after the activity. The database includes all information about participants of the activity “Anonymous Letter”, which is a pen-friends-pairing activity inside CUHK. Apart from the basic information of participants, the database also records their assigned numbers, grouping, and submission of letters. What we do are:

1. Assign numbers to participants before the activity starts.

2. Divide the participants into two groups (i.e. A/B) before the activity starts.

3. Pair participants up so that they will become pen friends (i.e. one participant in group A pairs with one participant in group B) before the activity starts.

4. Collect letters every week for the group and record their submission (e.g. Week 1 is Group A submitting letters) during the activity.

5. Check the numbers on their letters, and put into their pen friends’ envelopes with corresponding numbers (e.g. put into Group B’s envelope when Group A submits letters in that week).

6. Put on corresponding addresses and send the letters.

**Tables:**

* Participants: Used to store basic information about participants, dates of form submission, assigned numbers and their letter collection methods etc.
* Address: Used to record their assigned numbers and groups, names, and addresses for rapid lookup in Step 6 mentioned in Description. Using the filter “Where Group is \_” can help rapid lookup for Group A/B’s addresses in different weeks.
* Match-up and Submission: Used to record the match-up results in order to facilitate Step 5, and to record the letter submission of each week in Step 4. Using “Sort by (A)Number from A🡪Z” or “Sort by (B)Number from A🡪Z” can further help find their corresponding pen friends in Step 5. Making the submission record into one but not separately into two groups is for the sake of seeing the letter communication of each pair more clearly (e.g. Pair #1 reply each other every week; Pair #13 only reply each other for once only), which helps activity evaluation.

**Views:**

Gallery: Allow us to see individual information in a clearer picture (e.g. contacts and emails when we need to send individual notifications)

Calendar: Allow us to see when the most of participants submitted their sign-up forms, which helps to evaluate our promotion strategies.