

FOR TRIP LEADERS

How To Do A SPEEDY TRIP REPORT



Even if you have never worked with an Excel spreadsheet, these directions will enable you to fill out your ACA Final Trip Report in just a few minutes:

1. Open the ACA_Final_Report spreadsheet document you received from the Paddle Coordinator.
2. Save this document as ACA_Final_Report, but add your trip's name in the new document's title.
3. Open the Member Roster that you also received from the Paddle Coordinator.
 - a. Put an X for yourself and every person who paddled with you in an empty column to the right of the Member Roster.
 - b. Highlight the whole Member Roster by holding down the Control Key and the "A" key at the same time.
 - c. Click on DATA, which you will find in the top row.
 - d. Click on SORT, which is in the middle of the choices that opened when you clicked on DATA.
 - e. In the box that opens, use the SORT BY arrow to tell the program which Column you put the X marks in. (I used Column O on the most recent Member Roster.)
 - f. Press the OK button.
4. The people who went on the trip will now be grouped together at the top or the bottom of the Member Roster.
 - a. Highlight the three columns with all their ACA numbers, Last Names and First Names.
 - b. Cut that information by holding Control and the "C" key.
 - c. Close the Member Roster. When it asks you if you want to SAVE the changes, click NO.
5. Go back to the ACA Final Report.
 - a. Put your cursor in the first cell (box) under "ACA Number" on the Final Report.
 - b. Paste the information there. Paste = Control + "V".
 - c. Under notes, indicate that you were the coordinator and any other information that is pertinent.
 - d. In the center column at the top of the Final Report fill in:
 - i. Activity/Event name
 - ii. The date
 - iii. The location
 - iv. The number of participants in the different categories
 - e. Save and Close this document.
6. Email the ACA Final Report with your destination name and new information to the Paddle Coordinator.