

Shelton AARP Spreadsheets

Introduction

There are three spreadsheets used for the Shelton CT AARP Chapter

Membership List

Shelton AARP Member List mm-dd-yyyy.xls

Guest List

Shelton AARP Guest List - mm-dd-yyyy.xls

Community Contacts

Shelton AARP Community Contacts mm-dd-yyyy.xls

The spreadsheet name includes the date last updated (mm-dd-yyyy). To allow those with an earlier version of Excel to use the spreadsheets, they have been saved as Excel 97-2003 Workbook (.xls) instead of Excel Workbook (.xlsx).

Membership List

This spreadsheet has the following tabs:

- Membership 2018
- Membership 2017
- Membership 2016
- Membership 2013-2015

The tabs contain

- Member name and contact information
- AARP membership information
- Status of dues payment
- Attendance at monthly meetings.

There are two views used to print lists for dues and sign in for monthly meetings.

- 2018 Dues and Sign In – Shows status of 2017 dues and has a column for meeting sign in
- 2017 Dues and Sign In – Shows status of 2017 dues and has a column for meeting sign in
- 2016 Dues– Shows status of 2016 dues

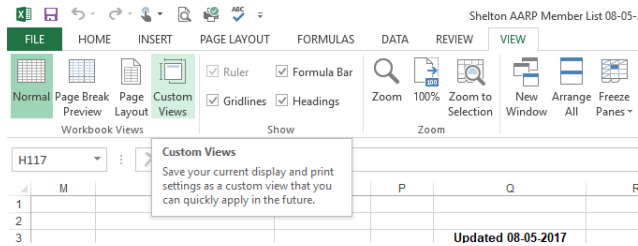
Two other views are used to return to showing the complete spreadsheet:

- 2018 All Columns
- 2017 All Columns
- 2016 All Columns

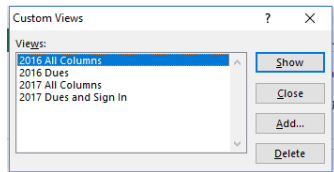
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To show a view:

- Click on the View tab
- Click on Custom Views



- Click on the view you want to see, then click on Show.



Once the view is displayed you can then print it using File, Print or the Quick Print icon in the Quick Access Toolbar.

Guest List

This spreadsheet has three tabs.

- Guests 2017-2018
- Guests 2016
- Guest Sign In Sheet - printable sheet to use for guest sign in at meeting

The Guest tabs contain:

- Names and contact information for guests
- Whether they are AARP members
- Total number of meetings attend
- Whether they have attended more than two meetings and so need to join the chapter
- Meetings attended.

Community Contact List

This spreadsheet lists community contacts who receive our monthly newsletter by email and a tab for additional newsletter recipients.