

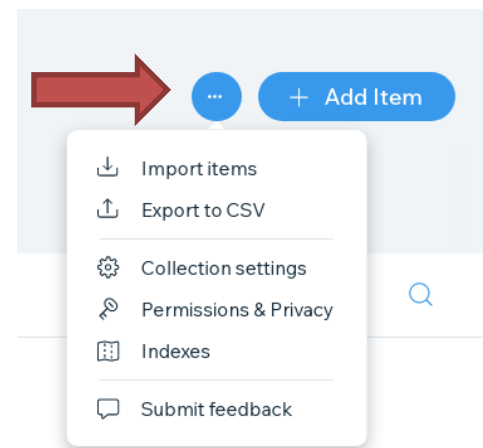
## Meeting Sign-in sheet process

1. Go into the Wix website editor
2. Open the "Sign-in\_list" page
3. In the upper right corner, double click on the Sign\_in\_sheet dataset to open it. It opens in the Sandbox (which is usually blank)



4. Click on the yellow icon.
5. Change it to "Live"
6. You should see a list of names of the people who signed in.
7. You can look over the list and see if there are any people who have signed in more than once. You can delete them here or later in the spreadsheet.

8. To download the dataset:
  - a. Click on the 3 little dots in the upper right corner.
  - b. From the menu that appears, select Export to CSV
  - c. On the next window, select "Export the entire collection"
  - d. Click the blue "Export" button
  - e. Depending on your browser, you should get a dialog that lets you name the file and choose its location to save. In Chrome, it tells me it has created a file called Sign\_in\_sheet.csv which I can then drag to my Windows Explorer in the desired location. (I leave this window open)



9. In another window, open the csv file with your spreadsheet program. I use Excel, but Google Sheets would probably work as well or any other Apple spreadsheet app.
10. To clean it up a bit, I "hide" the first 4 columns. I widen the columns to fit the data. You'll notice that the date/time is not exactly readable (it's in UDT). There's probably some math to convert it to an Excel format, but I didn't think it was worth the effort. The date part of it is still readable.
11. Save the file as anxlsx file.
12. Email the xlsx file to MQSCMembership.
13. Go back to the Wix editor window that was left open in 8e.
14. There's an empty square to the left of the row headings, just above the "1"
15. Click it. All the rows will be selected and an orange button will appear on the right. When your ready to delete this data, click the orange button.
16. In the "Are you sure???" dialog, click Delete. Spinning, spinning, pouf!
17. Close the dataset.
18. You should be back to the SignIn\_list page. Edit the meeting date to the next meeting date (not that anybody reads this). Save and Publish. That's it!