On Your Mark
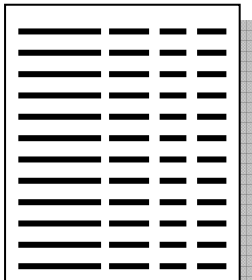
Inserting data into the Membership Inventory Tool
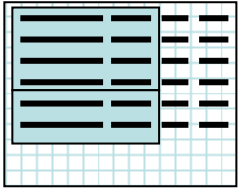
There are <u>two methods</u> to enter young men data into the tool.

YM Data (printed)

Type the <u>Name</u> and <u>Birthdate</u> from a printed list for each boy starting with oldest to youngest.

YM Data (Excel)

Highlight and copy the <u>Name</u> and <u>Birthdate</u> for YM ages 18 to 11 and paste into the tool (top section). Then repeat for ages 10 to 7 (Cub Scout section). Continue for each charter organization as needed.

Membership Inventory Tool (*Excel Spreadsheet*)

List of Young Men by age for --   **Charter Organization #1**

The final step is to <u>add the BSA charter information</u> into the tool. Put an "X" next to each young man in the appropriate column to indicate the group they are registered with. Type the names and birthdates in the bottom section for any young man not found on the membership list but registered on the charter and add the proper "X".
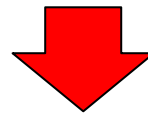
Final Results

Important Notes:

If there are more young men to enter than space provided in the tool section, highlight a row and select insert to <u>add rows as needed</u>. Then highlight a group of ages across the 12 months and copy then paste into these new rows so that ages are properly calculated and color-coded.

After all data has been entered, extra rows can be deleted to improve the final look of the report.