

Entry Instructions
NCCC DUES 51 % SHEET FULL VERSION 10-01-07

PART A – Open file DUES 51% SHEET FULL FORM 10-01-07

1. Under menu item “File” select “Save As” to save the file under a new name that you will remember so as not to alter the original file. **NOTE: Do not worry if you see a notice for “Minor loss of fidelity”, this is due to development of the file using Excel 2007. Just click “Continue”.**
2. **NOTE:** Any cell with a small red triangle in the upper right corner has a note explaining it that can be seen by pointing at the cell with the cursor.
3. Click on Worksheet Tab Titled “NCCC 51% SHEET”
4. Select the blank for entering the Club NCCC number at the top of the page by clicking on that cell (E1).
5. Type Region and Club Number in space provided at the Top of Page(no hyphen between Region and Club) – Tab
6. Type Date in cell G1 – Tab
7. Enter the date that your RMD has specified that your Club’s renewal memberships are due to him or her in cell G5 – Tab.
8. The current Club Governor can electronically sign the form in cell A34 if allowed by the RMD and/or VP-Membership – Tab
9. Type Club Name in cell E35 - Tab
10. Type Current Governor NCCC Number in cell A37 – Tab
11. Type New Governor Name in cell E39 - Tab
12. Type New Governor NCCC Number in cell F39 - Tab
13. Type Address of New Governor in cell E41– Tab
14. Type City in cell E43 - Tab
15. Type State and Postal Code in cell E45 - Tab
16. Type Phone Number(s) in cell E47 – Tab
17. Type E-Mail in cell E49 – Tab
18. Type Fax Number in cell E51.
19. This completes the Worksheet NCCC 51% SHEET data entry portion.
NOTE: Any field that is not applicable can be left blank on this page.
20. Click on Tab Titled “CLUB DUES” in your 51% SHEET file.
21. Starting in Cell B5 fill in the appropriate amounts for your Club Dues leaving any that do not apply set to \$0.00.
22. This completes the Worksheet CLUB DUES data entry portion.
23. It would be a good idea to save your file at this time to prevent accidental loss of data already entered.

PART B -- INSTRUCTIONS TO PREPARE NCCC CLUB MEMBERSHIP LIST TO PASTE INTO THE DUES WORKSHEET IN YOUR 51% SHEET FILE.

NOTE: IF YOU ARE NOT USING THE NCCC CLUB MEMBERSHIP LIST PROVIDED TO YOU TO FILL OUT THE DUES WORKSHEET IN YOUR 51% SHEET FILE, GO TO PART C OTHERWISE:

1. Save your NCCC Club Membership List file under a new name using “Save As” under menu item “File”.
2. Select so that all formatting symbols like tabs and paragraph symbols are visible.
3. Delete any page breaks in the listing.
4. Delete any lines containing Headings including the Column Headings except the ones at the top of the membership list.
5. Delete the top line of the 2-line Column Heading at the top of the list (note: it just contains “membe” at the far right).
6. Select and Hi-lite the listing of members including the remaining line of Column Headings by clicking with the left mouse button at the far left on the Column Heading row starting with a tab followed by “Re” and dragging to the far right end of the last line of the members’ list then release the left mouse button.
7. Under “Format”, choose “Paragraph” and set the spacing to “0 pt” before and after. Click OK.
8. Delete any tabs between a member’s number and its extension such as between “0001” and “LM”. Other tabs between the Region, Club and Number should remain.
9. Select and Hi-lite the listing of members including the Column Headings by clicking at the far left on the Column Heading row starting with a tab followed by “Re” and dragging to the far right end of the last line of the members’ list. Do not include the Summary lines at the bottom of the listing.
10. Under “Table”, select “Convert” “Text to Table”. In the Convert Text to Table box, select separate text at “Tabs”. You should see number of Columns indicate “18”. Click OK.

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11. Hi-lite all the cells in Columns 2, 3, 4 and 5 by left clicking in the “Re” cell and dragging to the cell containing the last member’s name. Under “Format”, select “Font” and set to type -- “Tahoma”, style -- “Regular” and size -- “10”. Click OK
12. Save the manipulated Membership list under your new file name.
13. Open your new 51% SHEET Excel file and fill out the worksheet with the tab “NCCC 51% SHEET” if you haven’t already done so. Select the DUES worksheet (click on DUES tab).
14. Going back to the Membership list that you have just manipulated, Hi-lite Columns 2, 3, 4 and 5 **excluding** their Headings by clicking in the first data cell in the “Re” Column and dragging down and to the right to the cell containing the last member’s name then release the left mouse button. Under “Edit”, select “Copy”.
15. Now go back to your 51% SHEET Excel file and click on Cell B18 on the DUES worksheet. **IMPORTANT!** Under “Edit”, select “**Paste Special**”. In the Paste Special box, select “Paste” as “text”. Click OK.
16. Proceed to fill in the rest of the information in the “RE”, CLB, NUMB and NAME columns on the “DUES” worksheet deleting members that did not renew and adding NCCC members that are new or members that are just Club members without belonging to NCCC. For those added members:
 - a. If the Club Member is a Member of NCCC through your Club, Type in the Member’s complete NCCC number if known such as in MW246-0001 in the appropriate columns or as an option you can just fill with your Club Region and Number. Example: MW246.
 - b. Leave the 3 columns for the NCCC Number blank if the Club Member is not a member of NCCC or if the Club Member is a Member of NCCC through another Club.
17. For each Club member that is a member of NCCC, use the Pull Down Menu for NCCC MEMBERSHIP TYPE column by selecting the cell in that row and column, clicking on the down facing arrow and then clicking on the correct NCCC MEMBERSHIP TYPE (**for Club members that are not members of NCCC leave the column blank**). **If the Club Member is a Member of NCCC through another Club choose “NCCC WITH ANOTHER CLUB” from the Pull Down Menu.** Note: These actions will also place the correct NCCC fee in the appropriate NCCC dues column.
18. For each Club member use the Pull Down Menu for CLUB MEMBERSHIP TYPE column by selecting the cell in that row and column, clicking on the down facing arrow and then clicking on the correct CLUB MEMBERSHIP TYPE. Note: These actions will also place the correct CLUB DUES fee in the appropriate Club dues column.
19. When completed with the above, select the first cell in the “CHECK AMT.” column.
20. Type Check amount if applicable (note: one check can cover an entire family – only enter the check once) – Tab.
21. Type Check Number if applicable – Tab.
22. Type Cash Amount if applicable – “Tab to” or “click” the space to enter next member’s payment.
23. Repeat sequence for Dues page until complete.
24. When complete with all entries save the 51% SHEET file under your new file name. (This is done in order that you will always have a blank file to work with if there is any type of rework required.)
25. Go to PART D.

PART C -- Click on Tab Titled DUES

NOTE: ONLY USE THIS PART IF YOU ARE NOT MAKING USE OF NCCC CLUB MEMBERSHIP LIST PROVIDED TO YOU.

1. In the NCCC NUMBER columns (RE, CLB and NUMB.), type one of the following: – When completed – Tab to the NAME column.
 - a. If the Club Member is a Member of NCCC through your Club, Type in the Member’s complete NCCC number if known such as in MW246-0001 in the appropriate columns or as an option you can just fill with your Club Region and Number. Example: MW246.
 - b. Leave the 3 columns for the NCCC Number blank if the Club Member is not a member of NCCC or if the Club Member is a Member of NCCC through another Club.
2. Type Name of Member – Tab to the NCCC MEMBERSHIP TYPE column.
3. For each Club member that is a member of NCCC, use the Pull Down Menu in the cell of the NCCC MEMBERSHIP TYPE column by clicking on the down facing arrow and then clicking on the correct NCCC MEMBERSHIP TYPE (**for Club members that are not members of NCCC leave the column blank**). **If the Club Member is a Member of NCCC through another Club choose “NCCC WITH ANOTHER CLUB” from the Pull Down Menu.** Note: These actions will also place the correct NCCC fee in the appropriate NCCC dues column. Tab to the next column.

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4. For each Club member use the Pull Down Menu for CLUB MEMBERSHIP TYPE column by selecting the cell in that row and column, clicking on the down facing arrow and then clicking on the correct CLUB MEMBERSHIP TYPE. Note: These actions will also place the correct CLUB DUES fee in the appropriate Club dues column. When completed Tab to or select the cell in the "CHECK AMT." column.
5. Type Check amount if applicable (note: one check can cover an entire family – only enter the check once) – Tab.
6. Type Check Number if applicable – Tab.
7. Type Cash Amount if applicable – "Tab to" or "click" the space to enter next member's payment.
8. Repeat sequence for Dues page until complete.
9. When complete with all entries save the 2007 DUES 51% SHEET under your new file name.
 (This is done in order that you will always have a blank file to work with if there is any type of rework required)
10. Go to PART D.

PART D – COMPLETION OF THE 51% SHEET

1. Filling in the DUES sheet will automatically complete the balance of the Worksheet NCCC 51% SHEET and do all the required calculations. The Governor only has to review and sign.
2. Check all balances on DUES Page to see if they are correct. Any cell with a small red triangle in the upper right corner has a note explaining it that can be seen by pointing at the cell with the cursor. As a check on your work on the DUES sheet; cell I8 should equal cell E14 (E14 will be green if equal, red if not equal), cell I10 should equal G14 (G14 will be green if equal, red if not equal) and cell I15 should equal K15 (I15 will be green if equal, red if not equal).
3. Cell C28 on the "NCCC 51% Sheet" shows the number of NCCC members in your Club. The number in Cell C28 will be in **green font** if it is equal to or greater than 12. If the number in Cell C28 is less than 12, it will be in **orange font** and you should check with your RMD to see if that is acceptable for your Club.
4. Cell E12 on the DUES sheet shows the percentage of your Club that is NCCC, that percentage is also transferred to Cell G30 of the NCCC 51% SHEET. The percentage in Cells E12 and G30 will be in **green font** if it is equal to or greater than 51%. If the percentage in Cells E12 and G30 is less than 51%, it will be in **orange font** and you should check with your RMD to see if that is acceptable for your Club.
5. Print two copies of the NCCC 51 % SHEET and sign in the GOVERNOR'S SIGNATURE block.
6. Send two (2) copies of NCCC 51% SHEET with any new applications or change of addresses with club check to your RMD before the deadline as specified by your RMD.
7. You can print copies of the DUES sheet if you wish, be sure and select the number of pages to print on the print command otherwise you may get a lot of empty pages.

PART E – SORTING DATA IN THE DUES WORKSHEET

NOTE: If you are using a version of Excel that is older than 2002 the sorting function maybe locked out due to the file protection.

1. The membership data can be sorted in the DUES Worksheet by clicking and dragging **from the first cell in the RE column (B18) to the last cell in the CASH AMT. column that contains data** (last row of filled in membership information). This will Hi-lite the data to be sorted.
2. Under "Data", select "Sort". In the Sort box, select the column to sort on and click OK. The most logical columns to sort on are **NUMB** or **NAME** but any column from RE to CASH AMT can be sorted on. The TOTAL AMT column, THE 3 NCCC DUES columns and the 3 CLUB DUES columns will automatically recalculate.
3. HINT: On your working copy if you would like to temporarily Hi-lite or put a note by a particular member's name, you can use the Comment column or put asterisks or other markers in front of their name in the NAME column and then sort by name to put them at the top or bottom of the list depending on your choice of markers. You can put an entry in the NAME column in an unused row or the Comment column to explain the marker and it will not mess up any calculations.

Example:

<u>NAME</u>	<u>CHECK AMT.</u>	<u>TOTAL AMT.</u>	<u>COMMENT</u>
** -- DOE, JOHN	\$50.00	\$45.00	Overpaid dues
** -- Member overpaid his dues			

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PART F – UPDATING AN EXISTING FILE FOR YEARS BEYOND 2008

1. If you wish, the 51% Sheet file you created for the 2008 membership renewals can be easily updated for future years rather than starting over fresh every year, provided there are no NCCC Membership requirement changes or NCCC Dues changes, by doing the following.
 - a. Update the info on the NCCC 51% SHEET using Part A of these instructions.
 - b. If necessary, update the Club Dues Worksheet with any changes to your Club's Dues using Part A of these instructions.
 - c. Go to the Dues Worksheet and add new members or delete non-renewing members by updating the data in columns B through J and column T starting in row 18. The data in columns K through Q starting with row 18 and the data in rows 8 through 15 will update automatically.

QUESTIONS:

1. If you have questions on the use of this form, contact Gary Kelly at formstechsupport@corvettesnccc.org or 414-422-0874.
2. If you have questions regarding membership, contact your Regional Membership Director.

IF ALL ELSE FAILS OR IF YOU DON'T WANT TO DEAL WITH EXCEL FILES: You can just print the worksheet with the tab "NCCC 51% SHEET" in the file "DUES 51% SHEET FULL FORM 10-01-07" and fill out the worksheet manually. Another option is to use the file DUES 51% SHEET SHORT FORM 10-01-07. However, I strongly encourage you to take the time and do the long form correctly using the tools provided to you. If you go through the process, this will give you an excellent record of your Club membership, the monies collected for dues and the monies owed to NCCC and confidence that it was done accurately.