

# **Tracking Master Food Preserver Classes and Events**

Updated 10/6/2020

**Purpose:** Track and report on the number of Master Food Preserver events: classes, outreach, meetings, and information booths at the county level. This information is not easily obtained in report format through VMS.

Frequency: Monthly

Tools needed: Google account (use your work address) to access Google Forms and Google Sheets

### Bookmark these sites:

- 1. <u>Tracking Entry Form</u>: Where you enter the monthly data in a Google Form, stored in a Google Sheet (similar to an Excel spreadsheet).
- 2. <u>Tracking Data</u>: Where you see the historical results of your entries.

This Google Form and Google Sheets will be shared with Program Coordinators and any volunteers designated by the Program Coordinator to enter the data.

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## **Enter Monthly Data**

Each entry will add a new line to the Google Sheet and keep totaling for the specified categories listed above. At any point you should be able to go into the spreadsheet and find up-to-date county totals as well as statewide totals.

1 Open the UC Master Food Preserver	
Classos/Evonts Totals data form	UC Master Food Preserver
	Classes/Events Totals
2. Choose your county from the drop down option.	This form is used to gather the number of classes and events from each of the county programs.
3. Choose reporting year from the drop down option	County     Choose your reporting county from the drop down list.
4. Choose reporting month from the drop down option.	Choose
	Year Pick the reporting year from the drop down list.
	Choose -
	Month Pick your reporting month from the drop down list.
	Choose
E Estas the surplus of Dublic Education is sourced	
5. Enter the number of Public Education in person	PE In Person Hands-on Classes
hands-on classes you led during the reporting	How many PE In Person Hands-on Classes did you have this month? Enter a numeric value.
month.	Your answer
6. Enter the number of Public Education in person	PE In Person Demonstration Classes
demonstration classes you led during the reportin	How many PE In Person Demonstration Classes did you have this month? Enter a numeric value.
month.	Your answer
7 Enter the number of Public Education virtual	
hands-on classes you led during the reporting	PE Virtual Hands-on Classes How many PE Virtual Hands-on Classes did you have this month? Enter a numeric value
month	now many FL virtual nanuson classes un you have this month? Lifter a numeric value.
	Your answer
8. Enter the number of Public Education virtual	
demonstration classes you led during the reportin	PE Virtual Demonstration Classes How many PE Virtual Demonstration Classes did you have this month? Enter a numeric value.
month.	Your answer

<ul> <li>9. Enter the number of general meetings you had during the reporting month.</li> <li>10. Enter the number of board meetings you had during the reporting month.</li> <li>11. Enter the number of in person training classes you led during the reporting month.</li> <li>12. Enter the number of virtual training classes you led during the reporting month.</li> </ul>	General Meetings         How many General Meetings did you have this month? Enter a numeric value.         Your answer         Board Meetings         How many Board Meetings did you have this month? Enter a numeric value.         Your answer         Your answer         In Person Training Classes         How many In Person Training Classes did you have this month? Enter a numeric value.         Your answer         Your answer
13. Enter the number of guest speaker outreach events you presented at during the reporting month.	Guest Speaker Outreach Events How many Guest Speaker Outreach events did you have this month? Enter a numeric value. Your answer
<ul> <li>14. Enter the number of information booths you hosted during the reporting month.</li> <li>15. Enter the number of Food Bank outreach events</li> </ul>	Information Booths How many Information booths did you have this month? Enter a numeric value. Your answer
you led during the reporting month.	Food Bank Outreach Events How many Food Bank Outreach Events did you have this month? Enter a numeric value.
16. Enter the number of helpline contacts (email, phone calls and Ask a MFP) you completed during the reporting month.	Your answer Helpline Contacts How many helpline contacts did you have this month? Enter a numeric value.
17. Click <b>Submit</b> .	Your answer Submit

#### Tracking Master Food Preserver Classes and Events

# View Historical Data Using GoogleSheets

- 1. Open the <u>Google Sheets spreadsheet</u>. (Protection has been applied to prevent some things from being changed.) If you notice anything that doesn't appear correct, please notify the <u>statewide MFP office</u>):
  - a. The first Worksheet (SWEventList) is the data entered on the Google Form.
  - b. The second worksheet (Statewide Totals) displays statewide totals with a chart of the results.
  - c. The worksheets after that are the individual county MFP program worksheets.
- 2. Locate your county at the bottom of the window. This worksheet should contain all of the data previously entered. Scroll to the right of the data for the chart representing your county outreach event numbers.

### Add Collaborators to the Event Totals Data Entry Form

1.	Open the <u>UC Master Food Preserver</u> <u>Classes/Events Totals data form</u> . Click on the <b>pencil Edit icon</b> on the bottom right corner.	UC Master Food Preserver Classes/Events Totals This form is used to gather the number of classes and events from each of the county programs. County Choose your reporting county from the drop down list.			
3.	Click on the <b>vertical dots icon</b> in the upper right corner, next to your Google Account name's first initial.	UC MFP Classes/Event Totals Questions Responses UC Master Food Preserver Classes/Events Totals This form is used to gather the number of classes and events from each of the county programs.			
4.	Scroll down and click <b>Add Collaborators</b> .	UC MFP Classes/Event Totals			
5.	Enter the emails of those you want to have access (make sure editor is marked) and click done.	Add editors  Add people and groups  ICC LICCE Central Sierre			

# Share Data with People and Groups

1. 2.	Open the <u>MFP Event Totals</u> <u>GoogleSheet</u> . Click on the green Share icon in the upper right corner.	UC MFP Classes - Event Tot       Image: Constraint of the c
3.	Enter the email of the person you would like to share the MFP Event Totals GoogleSheet with and click <b>Send</b> .	Share with people and groups Add people and groups
4.	Once you add the person, select their viewing/editing settings • Viewer • Commenter • Editor	Change link sharing options     Eltor       Click anywhere in the "Get link"     Viewer       box     Got (       Got (     Commenter            ✓ Editor   Make owner Remove
	This is where you can remove someone from the list, too. Do not change the owner.	

# Download MFP Event Totals GoogleSheet to Excel

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