

CLUB INSTRUCTIONS FOR USING THE IGNITE SCORESHEET

1. Record the **name of the club** in the bright yellow area at the right of the page headings. This will automatically apply the club name to each record.
2. To the right of the club name, add the district number.
3. Add the names of **dues paying club members** (Active, Active LOA, Active – Rule of 85, and any other Active categories but not Honorary) to the list in column A. If you have an existing spreadsheet with the list of names you can copy from the old list and paste into the IGNITE scoresheet. Without regard to whether the names are shown as Last, First or First Last we recommend that they be listed alphabetically by last name initially with new members added to the end of the list as they join. The count of members will automatically appear at the top of the worksheet. Do not enter a spacebar entry to clear a name as this will still count as a member in the list and will raise your goal. To clear a name, put the cursor in the cell and then use your keyboard Del key.
4. **Record points for each member** next to their name in the appropriate columns C through T. The individual total will accumulate next to their name. The column total for the club will appear toward the top of the spreadsheet directly under the column label.
5. The **club overall total** will accumulate in Column B to the right of the label Club Totals.
6. The **club goal** at the very top is set automatically where it multiplies the number of non-blank cells in your member list times ten.
7. Once the club total meets or exceeds the club goal the red area at the very top of the form will display “**Congratulations!!**.”
8. After making changes always remember to **SAVE** the workbook before exiting.
9. **Deadline for reporting is the 10th of each month** and please email the excel file to ignite5340@gmail.com of a reporting representative. On or by that date send an email to the representative and attach the saved IGNITE Scoresheet file.
10. To save paper, this report is originally formatted to accommodate most clubs on a single page. For larger clubs extend the print area to include the last line of your data and resave the file.
11. Now Recruit and Retain!