



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. [Tracking Entry Form](#): Where you enter the monthly data in a Google Form, stored in a Google Sheet (similar to an Excel spreadsheet).
2. [Tracking Data](#): 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.

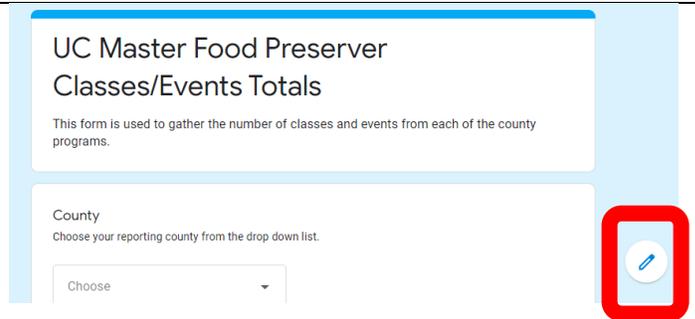
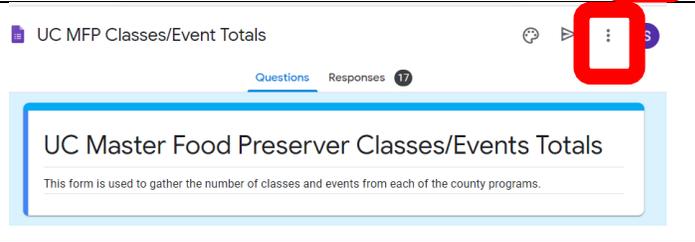
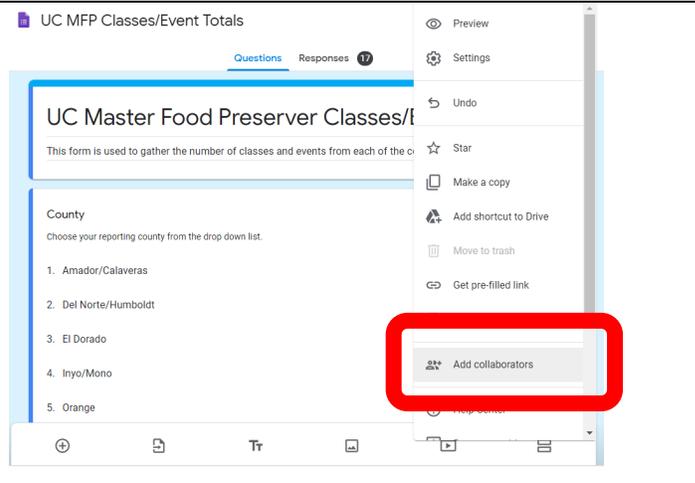
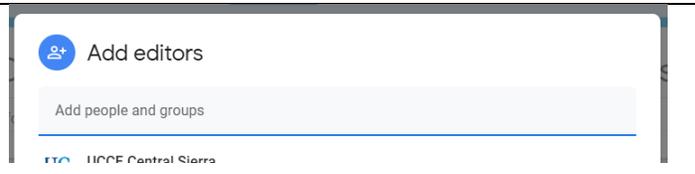
<ol style="list-style-type: none">1. Open the UC Master Food Preserver Classes/Events Totals data form.2. Choose your county from the drop down option.3. Choose reporting year from the drop down option.4. Choose reporting month from the drop down option.	<div data-bbox="857 359 1458 527"><h3>UC Master Food Preserver Classes/Events Totals</h3><p>This form is used to gather the number of classes and events from each of the county programs.</p></div> <div data-bbox="857 541 1458 699"><p>County Choose your reporting county from the drop down list.</p><p>Choose ▾</p></div> <div data-bbox="857 714 1458 871"><p>Year Pick the reporting year from the drop down list.</p><p>Choose ▾</p></div> <div data-bbox="857 886 1458 1043"><p>Month Pick your reporting month from the drop down list.</p><p>Choose ▾</p></div>
<ol style="list-style-type: none">5. Enter the number of Public Education in person hands-on classes you led during the reporting month.6. Enter the number of Public Education in person demonstration classes you led during the reporting month.7. Enter the number of Public Education virtual hands-on classes you led during the reporting month.8. Enter the number of Public Education virtual demonstration classes you led during the reporting month.	<div data-bbox="857 1094 1458 1251"><p>PE In Person Hands-on Classes How many PE In Person Hands-on Classes did you have this month? Enter a numeric value.</p><p>Your answer _____</p></div> <div data-bbox="857 1266 1458 1423"><p>PE In Person Demonstration Classes How many PE In Person Demonstration Classes did you have this month? Enter a numeric value.</p><p>Your answer _____</p></div> <div data-bbox="857 1438 1458 1596"><p>PE Virtual Hands-on Classes How many PE Virtual Hands-on Classes did you have this month? Enter a numeric value.</p><p>Your answer _____</p></div> <div data-bbox="857 1610 1458 1768"><p>PE Virtual Demonstration Classes How many PE Virtual Demonstration Classes did you have this month? Enter a numeric value.</p><p>Your answer _____</p></div>

<p>9. Enter the number of general meetings you had during the reporting month.</p> <p>10. Enter the number of board meetings you had during the reporting month.</p> <p>11. Enter the number of in person training classes you led during the reporting month.</p> <p>12. Enter the number of virtual training classes you led during the reporting month.</p>	<div data-bbox="862 153 1469 304"><p>General Meetings</p><p>How many General Meetings did you have this month? Enter a numeric value.</p><p>Your answer _____</p></div> <div data-bbox="862 304 1469 462"><p>Board Meetings</p><p>How many Board Meetings did you have this month? Enter a numeric value.</p><p>Your answer _____</p></div> <div data-bbox="862 462 1469 619"><p>In Person Training Classes</p><p>How many In Person Training Classes did you have this month? Enter a numeric value.</p><p>Your answer _____</p></div> <div data-bbox="862 619 1469 787"><p>Virtual Training Classes</p><p>How many Virtual Training Classes did you have this month? Enter a numeric value.</p><p>Your answer _____</p></div>
<p>13. Enter the number of guest speaker outreach events you presented at during the reporting month.</p> <p>14. Enter the number of information booths you hosted during the reporting month.</p> <p>15. Enter the number of Food Bank outreach events you led during the reporting month.</p> <p>16. Enter the number of helpline contacts (email, phone calls and Ask a MFP) you completed during the reporting month.</p> <p>17. Click Submit.</p>	<div data-bbox="862 829 1469 987"><p>Guest Speaker Outreach Events</p><p>How many Guest Speaker Outreach events did you have this month? Enter a numeric value.</p><p>Your answer _____</p></div> <div data-bbox="862 987 1469 1144"><p>Information Booths</p><p>How many Information booths did you have this month? Enter a numeric value.</p><p>Your answer _____</p></div> <div data-bbox="862 1144 1469 1302"><p>Food Bank Outreach Events</p><p>How many Food Bank Outreach Events did you have this month? Enter a numeric value.</p><p>Your answer _____</p></div> <div data-bbox="862 1302 1469 1459"><p>Helpline Contacts</p><p>How many helpline contacts did you have this month? Enter a numeric value.</p><p>Your answer _____</p></div> <div data-bbox="862 1459 1469 1509"><p>Submit</p></div>

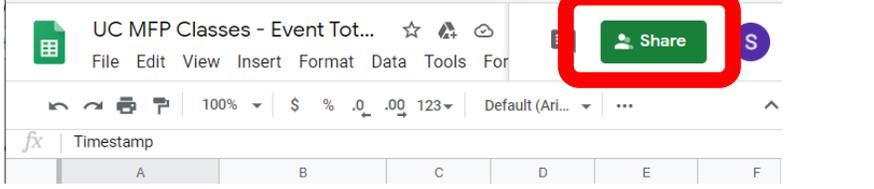
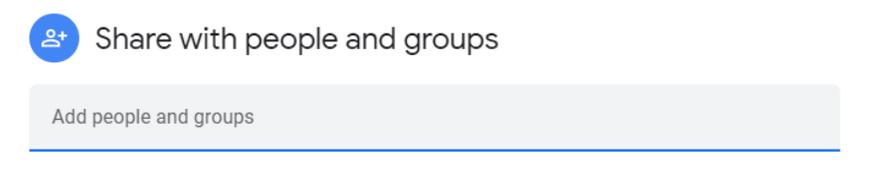
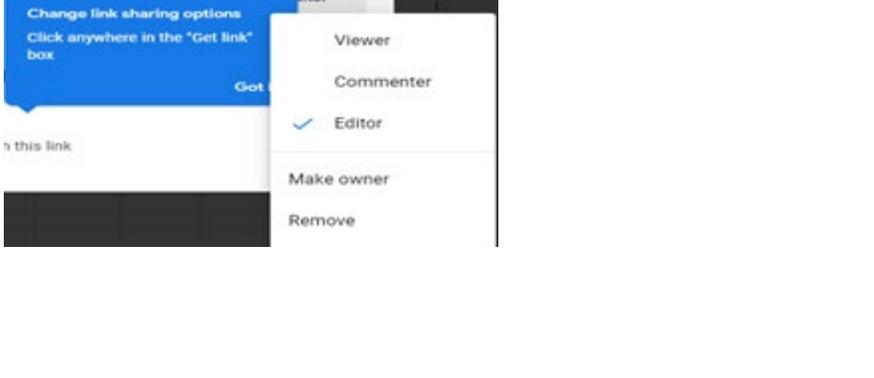
View Historical Data Using GoogleSheets

1. Open the [Google Sheets spreadsheet](#). (**Protection has been applied to prevent some things from being changed.**) If you notice anything that doesn't appear correct, please notify the [statewide MFP office](#):
 - 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.

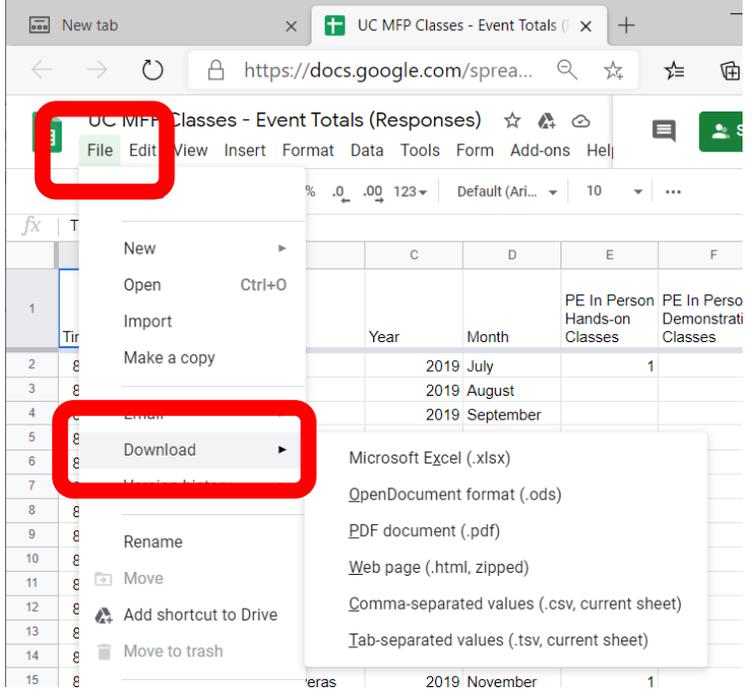
Add Collaborators to the Event Totals Data Entry Form

<ol style="list-style-type: none">1. Open the UC Master Food Preserver Classes/Events Totals data form.2. Click on the pencil Edit icon on the bottom right corner.	
<ol style="list-style-type: none">3. Click on the vertical dots icon in the upper right corner, next to your Google Account name's first initial.	
<ol style="list-style-type: none">4. Scroll down and click Add Collaborators.	
<ol style="list-style-type: none">5. Enter the emails of those you want to have access (make sure editor is marked) and click done.	

Share Data with People and Groups

<ol style="list-style-type: none"> 1. Open the MFP Event Totals GoogleSheet. 2. Click on the green Share icon in the upper right corner. 	
<ol style="list-style-type: none"> 3. Enter the email of the person you would like to share the MFP Event Totals GoogleSheet with and click Send. 	
<ol style="list-style-type: none"> 4. Once you add the person, select their viewing/editing settings <ul style="list-style-type: none"> • Viewer • Commenter • Editor <p>This is where you can remove someone from the list, too. Do not change the owner.</p> 	

Download MFP Event Totals GoogleSheet to Excel

<ol style="list-style-type: none"> 1. Open the MFP Event Totals GoogleSheet. 2. Select File. 3. Select Download. 4. Select Microsoft Excel, or another output type. 	 <table border="1" data-bbox="771 1428 1523 1900"> <thead> <tr> <th>Year</th> <th>Month</th> <th>PE In Person Hands-on Classes</th> <th>PE In Person Demonstrations</th> </tr> </thead> <tbody> <tr> <td>2019</td> <td>July</td> <td></td> <td>1</td> </tr> <tr> <td>2019</td> <td>August</td> <td></td> <td></td> </tr> <tr> <td>2019</td> <td>September</td> <td></td> <td></td> </tr> <tr> <td>2019</td> <td>November</td> <td></td> <td>1</td> </tr> </tbody> </table>	Year	Month	PE In Person Hands-on Classes	PE In Person Demonstrations	2019	July		1	2019	August			2019	September			2019	November		1
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