

We are going to use Google Sheets for Mass Signup. For those unfamiliar with Sheets, it is the Google version of Excel.

This is being done to allow the parishioners to more efficiently schedule their times.

When using Sheets, there are a couple of items to note:

- You will not be able to edit the sheet from your smart phone unless you have the Google Drive app. A browser window is recommended.
- There is no save button. To the right of Help on the toolbar you will see a status of **Saving.....** or **All Changes saved in Drive**.
- Multiple people can update the sheet at the same time. You will be able to see others typing and boxes being highlighted.
- After you enter **Your Name** and **Contact Information**, hit enter to save the edits to the Drive (Saving.....)
- The cell will turn red when Saving.... is complete.
- When you are finished, simply close the window.

Please click on the link below to open a new browser tab with the Sheet. After the cell background turns red, the changes have been saved.

If you need to change your appointment for any reason, click on the link again, remove your name from the spot you want to change and enter a new one. Verify that the cell has changed back to green, so that others know that time is now available.

Please only edit a cell with a green background.

[Mass Signup](#)