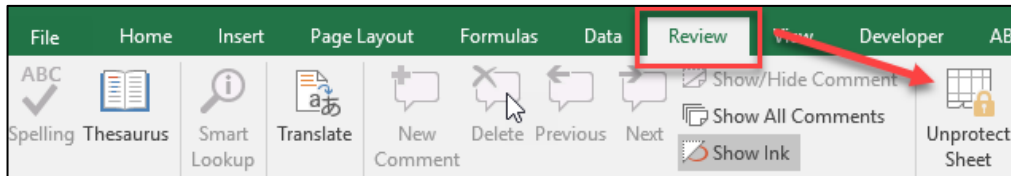


Program Attendance Spreadsheet

The *Program Attendance SCKLS Master.xlsx* Excel spreadsheet is set up to automatically generate totals and create charts as you track individual programs and attendance.

Download and save the file with its original file name, then **Save As** and rename the file, replacing *SCKLS Master* with the year. This will be your working copy.

The worksheets are protected, except for the light yellow data entry cells. This prevents accidental changes to the formulas and charts. If you need to edit any of those areas, simply click the **Review** tab and click **Unprotect Sheet**.



If you have more than 48 programs in any given month, insert additional rows above row 50 (inside the light yellow area) to include them in the calculations.

Instructions for Use

- **Program Name** column - Enter the name of the program. This can be as brief or detailed as you wish, and may be repeated (for example, *Storytime* may be used every week). **This is a required field.**

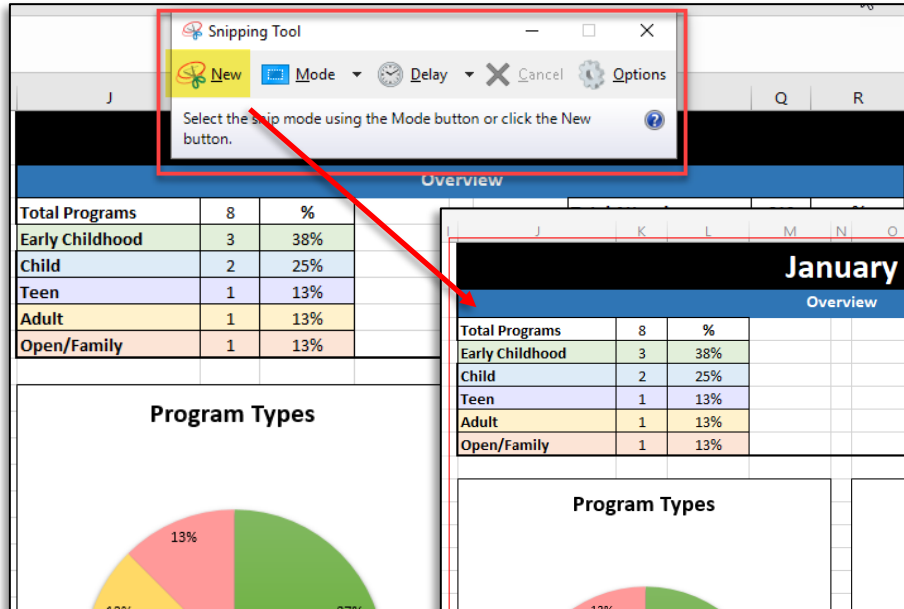
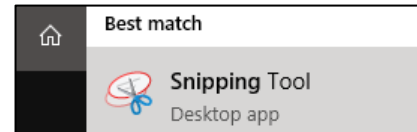
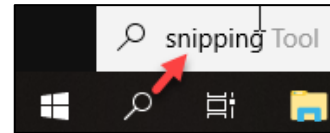
January							
Program Name	Date	Target Age	Early	Child	Teen	Adult	Presenter(s)/Theme/Notes
		<div style="border: 1px solid black; padding: 2px;"> Early Child Teen Adult Open </div>					

- **Date** column - Enter the date of the program, including the year. *This is an optional field.*
- **Target Age** column – Select one from the drop-down menu, as shown above. If a program is intended for families or for all ages, select Open. **This is a required field.**
- **Early/Child/Teen/Adult** columns - Enter the number of attendees in each/any/all of the next four color-coded columns; blank cells are fine. Define the age ranges as used at your library. Be sure to include the number of adults at a children’s program! **This is a required field (at least one).**
- **Presenter(s)/Theme/Notes** - Add any other information that is useful to you. *This is an optional field.*
 - **HOWEVER**, if you want to include a program in the Summer Reading Program statistics (additional charts on the May – August sheets, and on the Year End sheet), **enter SRP or srp** anywhere in the Presenter(s)/Theme/Notes field for each applicable program.



Add charts or summary tables to other documents

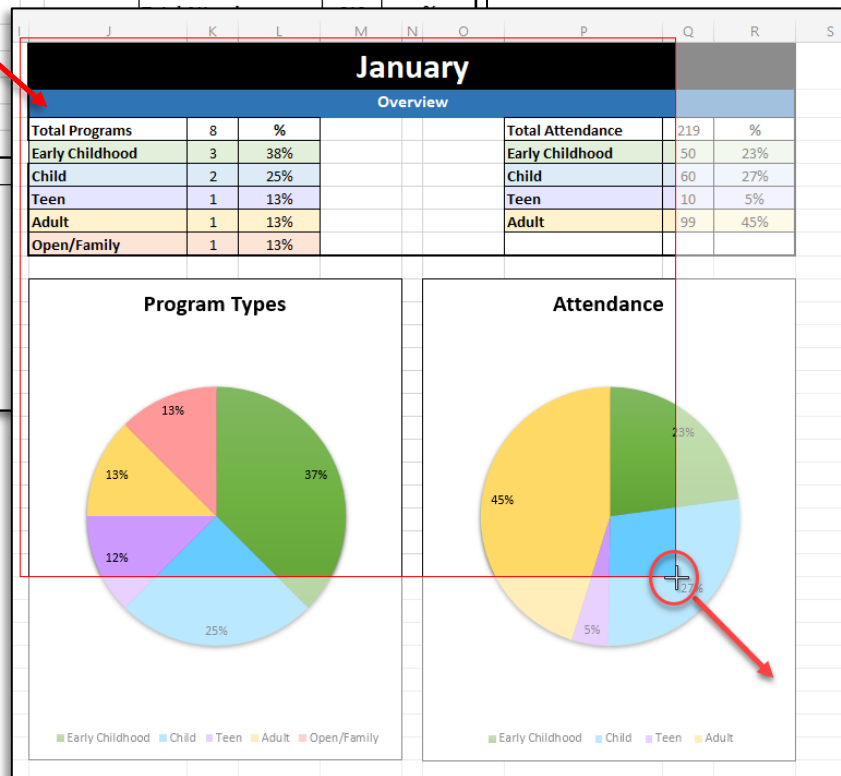
Quickly capture a screenshot of the area you want to include using the Windows 10 Snipping Tool. Open the sheet, then access the Snipping Tool by clicking the Windows search icon, type 'snipping' and then click to open the Snipping Tool app.



Click 'New' and drag the square to outline the area.

Copy the selection (Edit > Copy or Ctrl + C) to paste it into a document or PowerPoint slide...

...or save the selection as an image (File > Save As) for future use.



Thanks to Cassandra Brindle, Library Programs Coordinator at Oneonta (AL) Public Library for sharing the original spreadsheet. This version was modified by Sharon Barnes, South Central Kansas Library System.



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