

Chapter Adviser Process for Reviewing and Correcting Spreadsheets Prior to Forwarding to the Lodge

After an election is performed the spreadsheets are to be returned to the Chapter Adviser for review.

Upon review, the Advisers need to check the following items and correct if necessary.

1. **Delete row 1 if it contains the header “Mowogo Lodge OA Election Candidate” or similar.**
2. **State abbreviation must be GA in caps or Lodgemaster will not accept.**
3. **Emails are not required, however, if none exists on the spreadsheet, the candidate will not receive emails from the lodge. This makes it unlikely that they will be aware of any information in time for it to do them any good.**
4. **Phone numbers need to be entered WITHOUT any parenthesis, dashes or decimal points. Lodgemaster will not accept if anything other than number characters are used. EX: 7707707707**
5. **Chapter names must be entered with the following spellings or Lodgemaster will not accept:
Ani-gatogewi, Canantutlaga, Japeechen, Jutaculla, Lau-in-nih, Machque, Yona-Hi**
6. **Date of Birth and BSA ID Numbers are mandatory. If these are missing or incorrect, the spreadsheet will be returned to you and the upload delayed. Note: The BSA ID# needs to have 9 characters, if it does not, there has likely been a typo and the number is wrong. You may see some older BSA ID#'S with only 7 characters, these will almost always begin with a 9 and are rare in occurrence. If you have reason to believe the BSA ID# is incorrect, please take steps to get it corrected.**
7. **Date of Birth AND Election dates must be formatted thus: 1/15/16 or Lodgemaster will not accept.
Lodgemaster will not accept a zero in front of the month or anything other than the last two digits for the year.**
8. **Unit Type must be spelled out as “Troop” or “Team” as the case may be or Lodgemaster will not accept.**
9. **Please make sure the final spreadsheet is saved in .xlsx format before you send it to me, it cannot be uploaded in any other format.**
10. **Send the finalized spreadsheet to me at adviser.vcm@mowogo.org or mpounce@bellsouth.net**

I know it's been a while since these items have been covered and some or all of you may not have ever heard it at all.

There are over a hundred spreadsheets to be processed and uploaded each year. The time it takes to do the review on this end is overwhelming. Please help me out and make sure your spreadsheets are coming to you first and that that you are reviewing and correcting these items before you send them to me.

If this email has come to you in error, we need to make a correction.

Please help us out by emailing lodge.adviser.admin@mowogo.org and letting us know.

Also, if you know the email for the correct Chapter Adviser, please forward this email to them ASAP.

Thank you all for all you do, without you the lodge could not function and my job would be impossible.

Feel free to contact me at any time if you have questions.

Thanks,

Mark

Mark Pouncey

Lodge Membership Adviser

770-781-5287