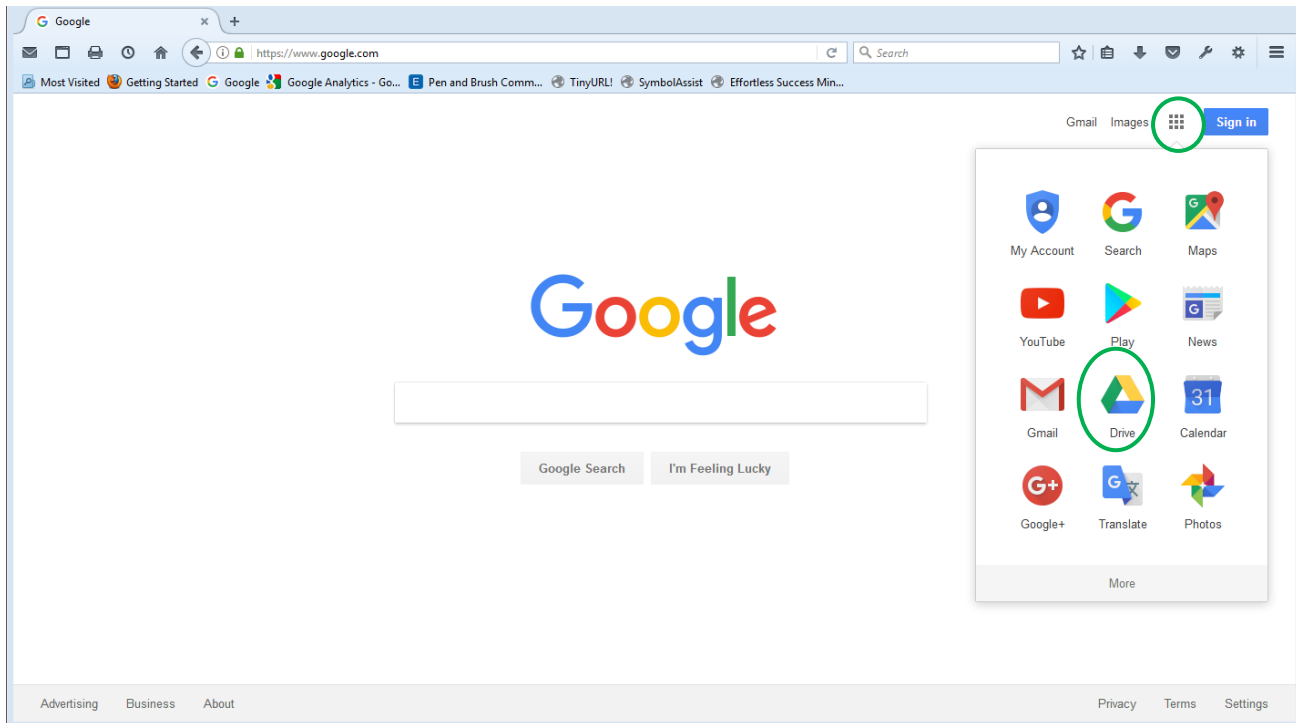
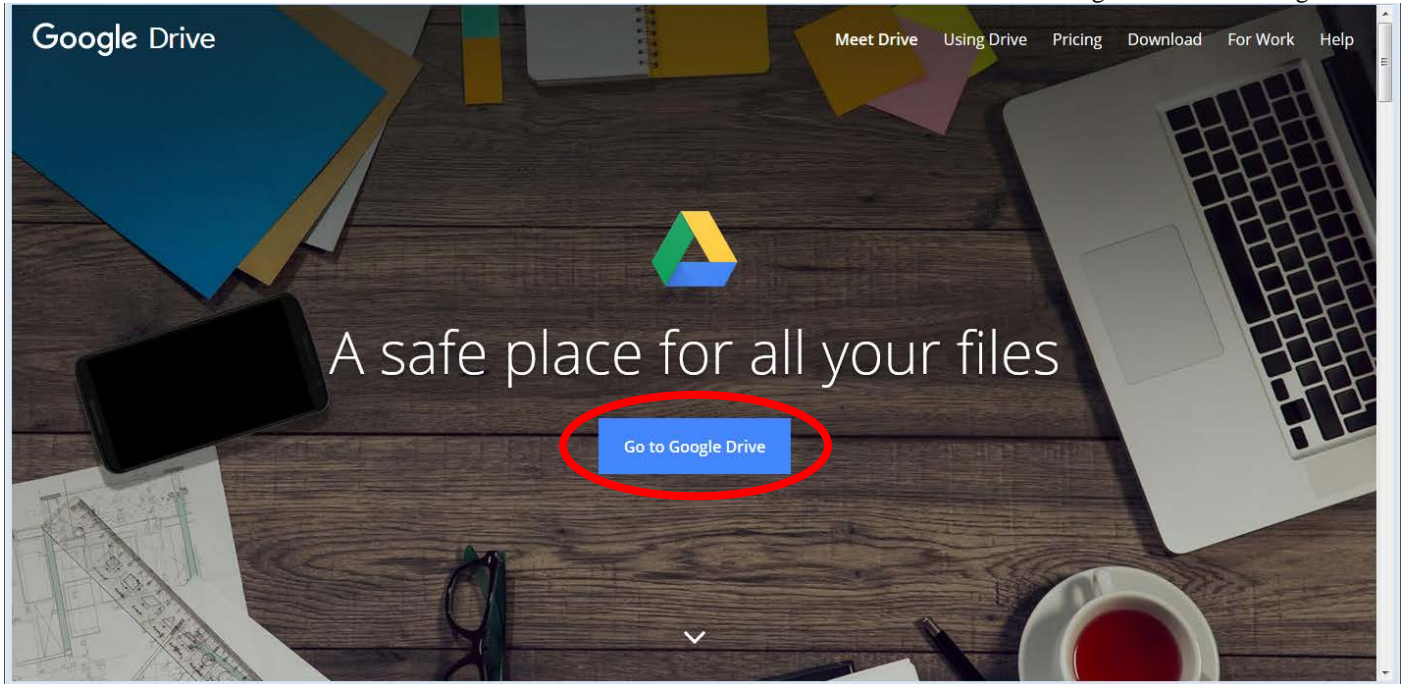


Using Google Drive for the Stevne Database



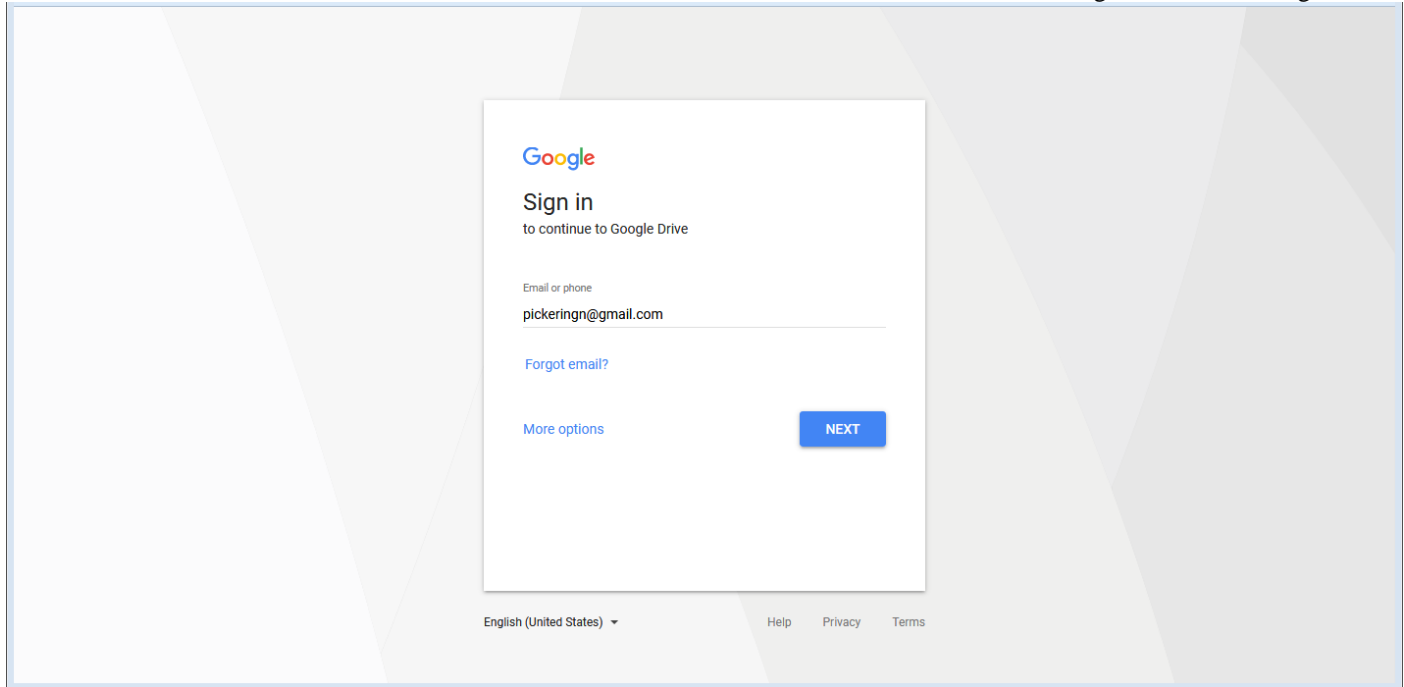
Google Home page

Click the Menu symbol at the top, then the Google Drive icon in the drop-down menu.



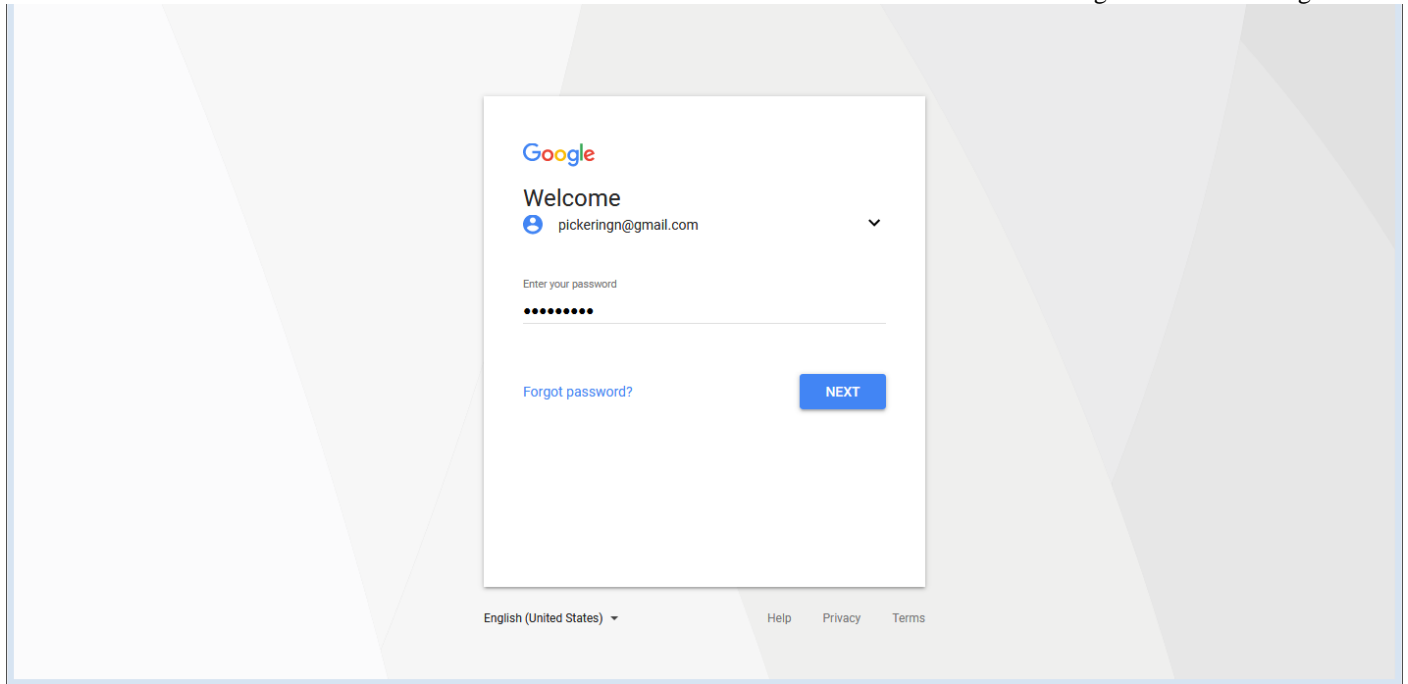
“Meet Drive” page

If you’ve not used Google Drive before, you’ll see this page. Explore if you want.
The page may not show in later visits.
Click “Go to Google Drive” to proceed.

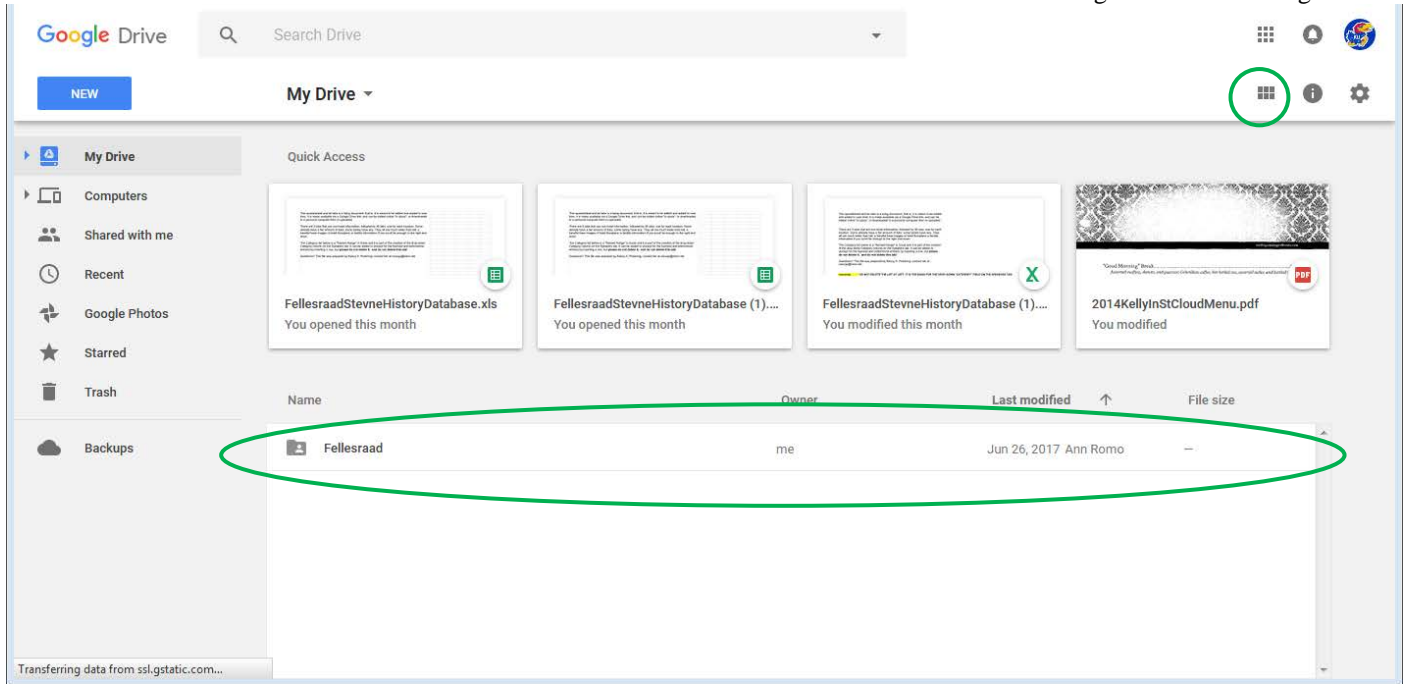


Sign In to Google with your Google ID or Gmail address and click Next.

In the sample, I've used a Google ID I created for Google Drive. Although it IS a Gmail address, I don't use it for email. If you need to contact me, use my "real" email address: nancyp@minn.net.



Enter your password and click Next.

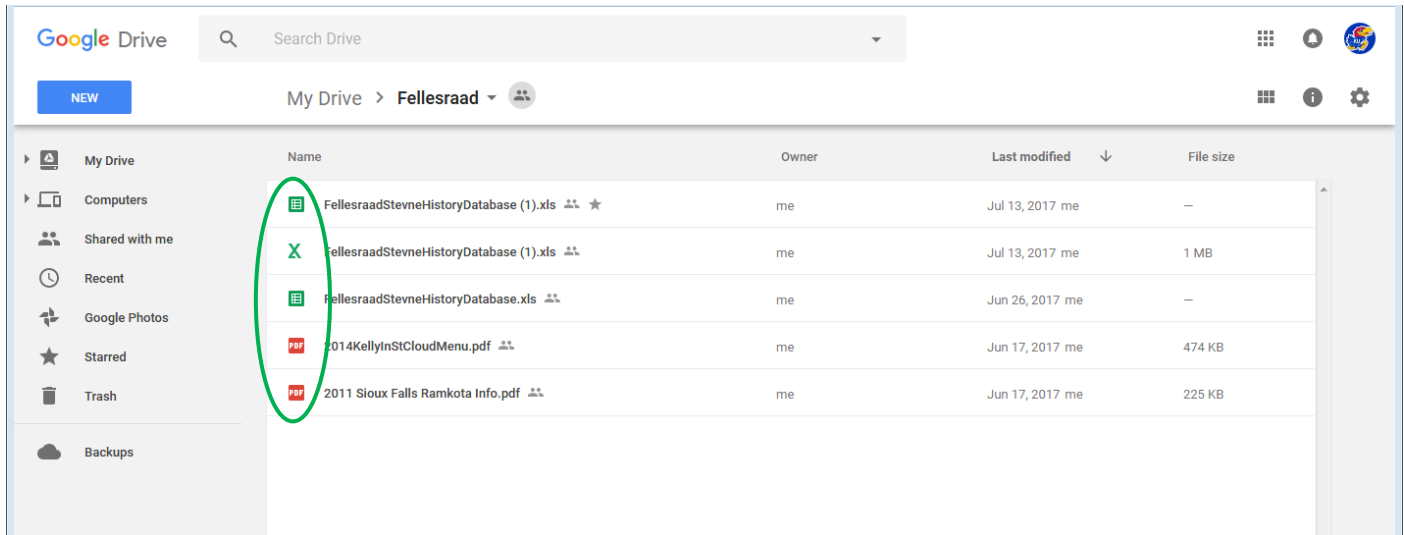


The Main View of the Google Drive account.

Many types of documents can live here.

You're looking for the folder named "Fellesraad". Double-click the icon to open the folder to view the contents.

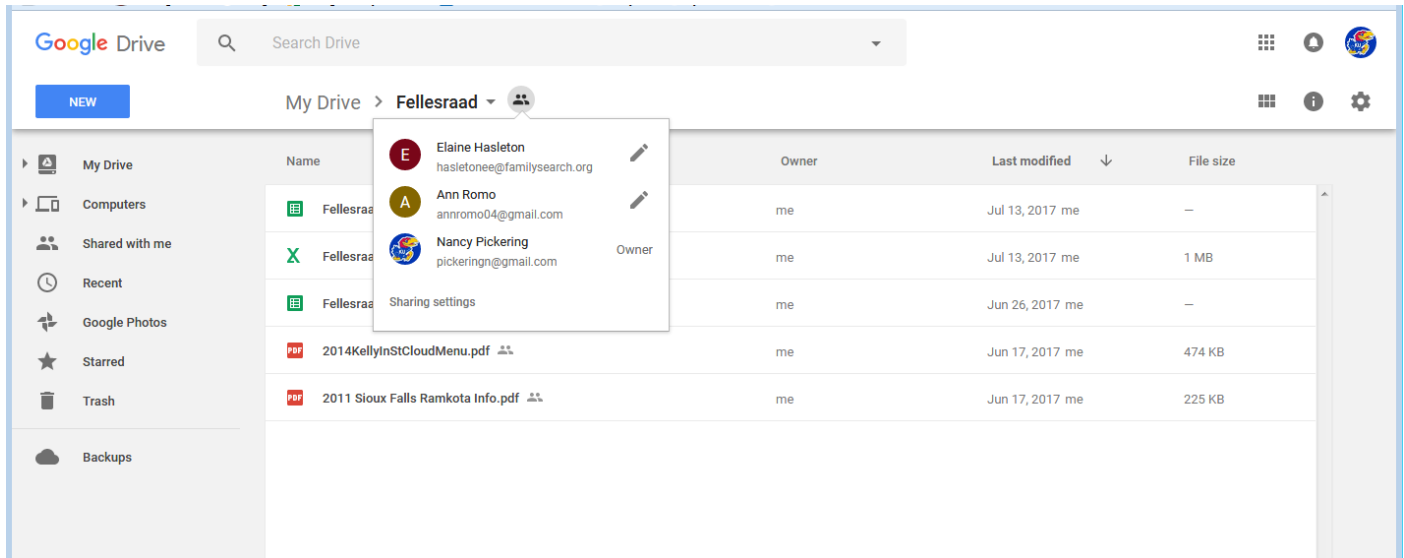
(You can also change the view with the menu icon at the top)



Folder Contents View

Notes:

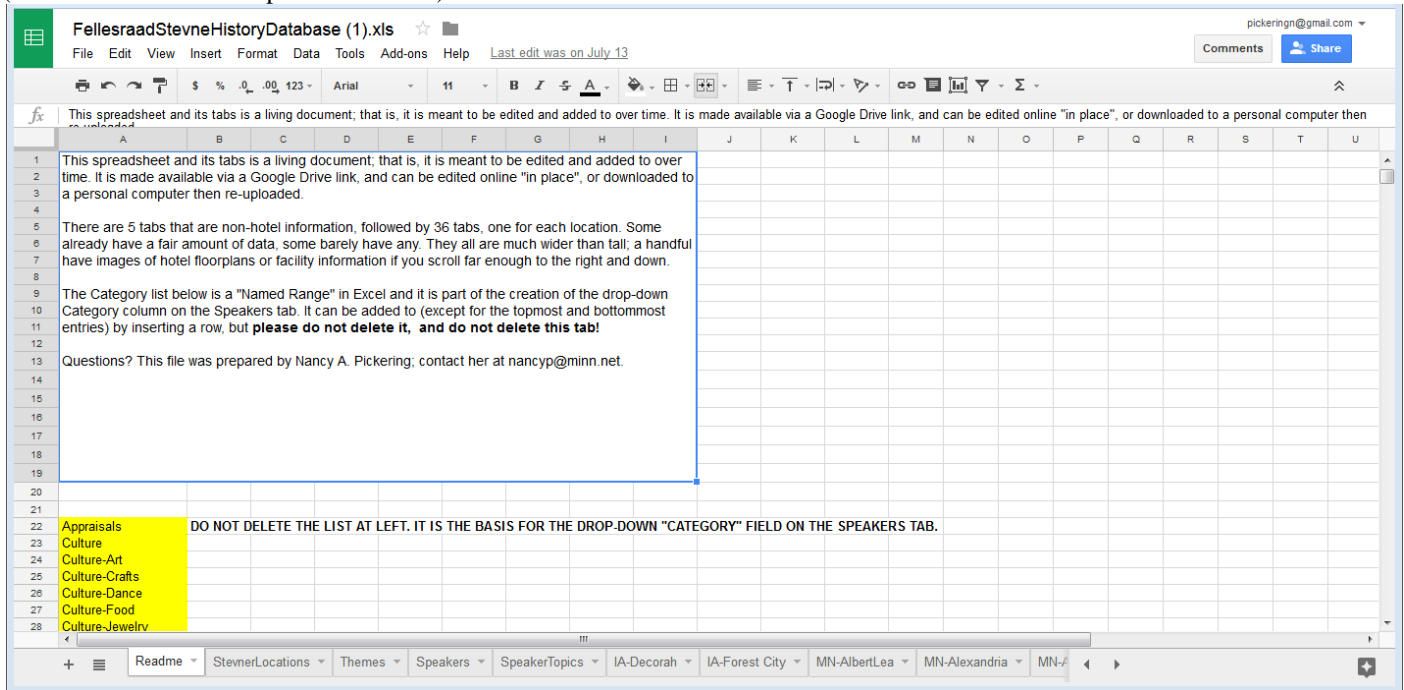
- Note the icon symbols for different types of documents. For this database, we're using the symbol seen at the top which corresponds to "Google Sheets" – Google's version of Excel spreadsheets.
- You can sort by file name or modification date. I've made it easier to know which is most current database file by placing a star by the file you should use for the database. You'll also note its modification date, which should be the newest.



Invitees

This dropdown list shows the owner of the folder (me) and two others who have been invited to share the folder and its documents. As we invite more planners to join the group, their (your) names will appear here, too.

Okay, let's click open the "FellesraadStevneHistoryDatabase (1).xls". It can take a while to load, and opens in a new tab. (Your folder tab is still open underneath.)



The Spreadsheet

The first tab is a "Readme" tab with an introduction to the organization of the file.. It also has my email address if you need to contact me.

FellesraadStevneHistoryDatabase (1).xls ☆ pickeringn@gmail.com

File Edit View Insert Format Data Tools Add-ons Help Last edit was on July 13 Comments Share

fx Fargo, North Dakota

Host Year	Lags Used	Lag Contact Name	Lag Contact Phone or Email	Lodging/Event Center Names	Yr Built	Hotel Contact Person	Phone	Link to Website	Costs - (5 stars 4 stars)
2005	Tre Lag								
2011	7 Lag			Best Western Doublewood					
2011	Hallinglag			Vista Inn & Suites					
2012	Tre Lag			Best Western Doublewood					
2012	Romerikslaget, Solar			Hilton Garden					

Tour Possibilities	Contact	Yr Used	Lag	Comments
Abercrombie		2005	Tre Lag	
Bagg Bonanza Farm		2005	Tre Lag	
Richland Church		2005	Tre Lag	
Pitchfork Fondue Dinner		2005	Tre Lag	
Hjemkost Interpretive Center		2005	Tre Lag	
Hjemkost Interpretive Center		2012	Tre Lag	
Prairie Productions		2012	Tre Lag	
Sons of Norway Lodge for dinner		2012	Tre Lag	

Name of Resource	Contact Name	Phone	eMail
List Area Resources (SofN, CofC, Genealogy or Historical Societies, Libraries, local Lag members), Contact info			

ELEVATOR

MN-Willmar MN-Winona ND-Fargo ND-Grand Forks ND-Minot ND-Wahpeton SD-Centerville SD-Rapid City SD-Sioux Falls

Saving an edit is automatic, so you don't have a "File/ Save" menu function.

Fargo Tab

The first five tabs are planning information such as Locations, Themes, and Speakers. The next 36 tabs are specific to host cities. They are arranged alphabetically by state, then alphabetically by cities within that state. So the first one is Decorah, Iowa, and the last is Whitewater, Wisconsin. Some tabs are more filled with information than others. I did get lots of information from the planners of my own Tre-Lag stevne, but I need more information entered for the other stevner. This is the tab for Fargo.

FellesraadStevneHistoryDatabase (1).xls ☆ pickering@gmail.com

File Edit View Insert Format Data Tools Add-ons Help Comments Share

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Room	Theatre	Class
Birch	150	80
Walnut	150	80
Birch & Walnut	300	164
Cedar	45	24
Elm	45	24
Chestnut	50	32
Woodland East	125	80
Woodland North	300	17:
Woodland North East	500	27:
Woodland South	450	25:
Woodland Square	1150	50:
Executive I	-	-
Executive II	-	-
Executive III	-	-

Room	Dimensions
Birch	30' x 54'
Walnut	30' x 54'
Birch & Walnut	60' x 54'
Cedar	24' x 24'

MN-Willmar MN-Winona ND-Fargo ND-Grand Forks ND-Minot ND-Wahpeton SD-Centerville SD-Rapid City SD-Sioux Falls

Inserting Images

One note you should be aware of: If you have floorplan drawings or data that you want to add to a page, first save that file as a JPG or PNG file and insert it into a cell in the “southeast corner” of the spreadsheet tab, where it won’t mess up rows and columns.

Fellesraad Stevne Planning Database on Google Drive

FellesraadStevneHistoryDatabase (1).xls

File Edit View Insert Format Data Tools Add-ons Help Last edit was on July 13

Host Year	Lags Used	Lag Contact Name	Lag Contact Phone or Email	Lodging/Event Center Names	Yr Built	Hotel Contact Person	Phone
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2011	7 Lag			Best Western Doublewood			
2011	Hallinglag			Vista Inn & Suites			
2012	Tre Lag			Best Western Doublewood			
2012	Romenkslaget, Solar			Hilton Garden			

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Bagg Bonanza Farm		2005	Tre Lag	
Richland Church		2005	Tre Lag	
Pitchfork Fondue Dinner		2005	Tre Lag	
Hjemkost Interpretive Center		2005	Tre Lag	
Hjemkost Interpretive Center		2012	Tre Lag	
Prairie Productions		2012	Tre Lag	
Sons of Norway Lodge for dinner		2012	Tre Lag	

List Area Resources (SofN, CofC, Genealogy or Historical Societies, Libraries, local Lag members), Contact info			
Name of Resource	Contact Name	Phone	eMail

https://accounts.google.com/SignOutOptions?hl=en&continue=https://docs.google.com/spreadsheets/d/1pCkiiUaetvK9c4L90UdJDRgKhKiM5Gje4y0L-C4AHXY/edit?usp=drive_web

Logging Out

When you're ready to sign out, click your login name at upper right to open a drop-down, and then click Sign Out..

If you're offered a change to Sign In again, you can close the tab if you're truly finished. Same with the Folder view on the tab underneath.