

## INSTRUCTIONS FOR USE OF EONZ EOTC EXCEL DIARY

1. Enter the date
2. enter the name of the trip/event
3. enter the duration of the event in hours
4. click in column D and an arrow will appear to the right
5. click on the arrow and a (dropdown) menu will appear
6. click on one of the types from that menu

An explanation of each of the types is found at Line 78 in the document and is repeated here.

Participant	participant in an experience
TC Part	training course participant
TC Deliverer	training course delivery
Conf P	conference presentation
Ldr of Grp	leader of a group in the outdoors
Ldr & Cons	leader/consultant

If you fulfil more than one role within an event then it is recommended that you make more than one entry. *For example, if you are a participant in a 10 hour training course and deliver a 2 hour section of the course then this would be two entries; one as a 'participant' for 8 hours and one as a 'TC Deliverer' for 2 hours*

An analysis of the entries has been occurring as each entry is completed. See line 78.

It is possible to rearrange your entries so that they are grouped according to types as and when the need arises. To do this:

1. select the column headings by clicking on Line 3 so that the whole line is highlighted
  2. drag the cursor down to line 78
  3. click on the data menu bar at the top of the document
  4. click on sort
  5. click on 'header row'
  6. click on 'type' from the 'sort by' menu
  7. click on ok
- (there are other ways to go about this)