Procedure for the Base Form

**To start**

A filled in Application Form is sent to you .

You open the AF and save it as “Name of the applicant 1 ”;the next as “Name of the applicant 2” etc, in a map “Incoming youth 2021”.

You open this AF again and you click on the small cell on the upper left of the form to select the whole form. (Or Ctrl+A)

In “edit” you choose for “copy” (Or Ctrl+C) to “paste” afterwards,

You open the base form

In this map you see first of all the sheet “base”, some further on: “Appl 1”, “Appl 2”, “Appl 3” … And these sheets are empty for the moment.

In this map you open the sheet “Appl 1”,

Select the cell A1 and choose “paste” or Ctrl+V.

You see the application form is inserted.

Do the same with all your forms and you get a perfect list

**What do you see in this base form?**

In this base form you see a sheet “Addresses HF” and some cells in sheet “Base date” marked in yellow, the sheet “Addresses HF” and the cells in yellow must be filled in manually.

Let us start with the sheet “Addresses HF”, in that sheet you must fill in the addresses and information’s of the host families. They have a number : Family number 01 in “No Hosting, this means the student is not in a family, and number 02 is “Camp Address” this means the student is in camp, and you fill in the address of the camp and 03 “to be provided”:

Number 4, 5, 6, … are the information’s of the host families.

Column B: District under which the family resort

Column C: you fill in the name of the families where the students possibly go to.  
Column D: name of the applicant for who this family must host  
Column E: address; Colum F: city; Colum G: Postal number; Colum H: Tel.nr  
Column O: e-mail address

You do not use columns I,J,K,L,M

**In the sheet “Base data” you also see the columns and cells in yellow**

**IN THE INTIRE FORM ONLY THE CELLS IN YELLOW CAN BE CHANGED.** The others are protected because they contain a formula for a link.

* In column AX to BC you put the information’s of the arrival.
* In column BE you put the **number** of the family who must pick up the student.
* In column BF to BK the information of departure
* In column BM you put the number of the family or camp who must take the student for departure
* In column BV to CD you put the number of the family the student is staying in this week, if he is not in family you put 1, if he is in camp you put the number 2, if you have no information about, you put 3

Now you have all details you need in the maps “1” to “60” for the students 1 to 60.

**Individual file cards**

You also see an individual file for each applicant.

This map is generated automatically, DO NOT CHANGE IT MANUALY.

The enormous advantage is it is so easy if you must change something.   
E.g. if you must change of a telephone number or another item in the AF, just go the AF (not in the base data!) make the change, and you will all over the form an also in the file card, the change is made.

If you need more help just ask me

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