

United Way of Gaston County, Inc. Campaign Results Spreadsheet Template Instructions



1. From the 2009 Campaign Forms CD, open the UWGC Campaign Results Spreadsheet in MS Excel
2. Save the File to your computer (you cannot save the file on the CD)
3. Fill in the information as appropriate
4. The spreadsheet allows up to 3 donor designations
5. Save your spreadsheet
6. Add a password to the file; To add a password to your spreadsheet:
 - a. Make sure your spreadsheet is open
 - b. In MS Excel, go to Tools, then Options
 - c. Click on the Security Tab
 - d. Enter the password in the Password To Open Box
 - e. Click OK
 - f. A box will popup that says Reenter password to proceed
 - g. Enter the password you just entered previously and click OK.
 - h. Your spreadsheet is now password protected
 - i. You may close your spreadsheet
7. E-mail the file to info@unitedwaygaston.org. In the subject field, put your company and Campaign Results (ex. Creative Documents Campaign Results)
8. E-mail the password, in a separate e-mail
9. If you have questions concerning the spreadsheet, or need assistance onsite, please contact Patricia Clay at 704.864.4554 ext. 17 or via e-mail at pclay@unitedwaygaston.org

Although you have submitted your campaign results electronically via the spreadsheet, you still need to complete the Employee Campaign Envelope complete with all contents and submit to the United Way of Gaston County.

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Campaign Results Spreadsheet Column Descriptions

FIELD	DESCRIPTION	DATA TYPE	SAMPLE DATA
INTERNALOREMPL NUMBER	Employee ID # (if the SS# is the Employee ID #, only use the last 4 digits)	Numeric	
PREFIX	Employee Prefix	Text	Mr., Miss, Mrs.
FIRSTNAME	Employee First Name	Text	
MIDDLENAME	Employee Middle Name	Text	
LASTNAME	Employee Last Name	Text	
SUFFIX	Employee Suffix	Text	Jr., Sr.
ADDRESSLINE1	Employee Address Line 1	Text	
ADDRESSLINE2	Employee Address Line 2	Text	
CITY	Employee City	Text	
STATEORPROV	Employee State	Text	
ZIPPOSTALCODE	Employee Zip Code	Numeric	
EMAILADDRESS	Employee E-mail Address	Text	
TRANSACTIONTYPE	Employee Method Pledge	Text	Payroll, Fully Paid, Direct Bill
PLEDGEAMOUNT	Pledge Amount	Numeric	
PAYMENTAMOUNT	Amount Paid	Numeric	
PAYMENTTYPE	How payment was made	Text	Cash, Check
CHECK NUMBER	Check Number	Numeric	1234
CHECK DATE	Date of Check (must be in YYYY/MM/DD)	Numeric	April 16, 1960 = 19600416
BOOKNUMBER1	Designation Code	Numeric	0041
DSGNAMOUNT1	Designation Amount	Numeric	
IgnoreAGENCY1	Name of Designated Agency		
BOOKNUMBER2	Designation Code	Numeric	0041
DSGNAMOUNT2	Designation Amount	Numeric	
IgnoreAGENCY2	Name of Designated Agency		
BOOKNUMBER3	Designation Code	Numeric	0041
DSGNAMOUNT3	Designation Amount	Numeric	
IgnoreAGENCY3	Name of Designated Agency		