RCSN Lunch Booking Instructions

Book in or out at lunches.rotarystneots.org.uk

Please read the instructions on page 2 of this document. If you are still unsure about using the online system you are welcome to email lunches@rotarystneots.org.uk (*if you use any other address you may well end up paying for a meal you don't want!*) by 3.45 pm on Fridays.
After 3.45? You can try emailing but there is no guarantee that you will be in time to cancel without charge.
Same goes for amending the spread sheet after 3.45 pm.



Lunch Attendance

July - 2023

Current Membership (ex IG) = 32

Totals				
Sign-offs		Guests	Hon Mems	
Week	Numbers	Numbers	Numbers	Total for day
1	6	0	0	26
2	7	0	0	25
3	8	0	0	24
4	9	0	0	23
5	8	0	0	24

FULL MEMBER SIGN-OFFS: Please enter your name in the column below the date you will be away

MON	MON	MON	MON	MON
3rd	10th	17th	24th	31st
Frank Anderson (NE)	Frank Anderson (NE)	Frank Anderson (NE)	Frank Anderson (NE)	Frank Anderson (NE)
Nigel Brittain (NE)	Nigel Brittain (NE)	Nigel Brittain (NE)	Nigel Brittain (NE)	Nigel Brittain (NE)
Jim Brittain (NE)	Jim Brittain (NE)	Jim Brittain (NE)	Jim Brittain (NE)	Jim Brittain (NE)
Robert Manderson (NE)	Robert Manderson (NE)	Robert Manderson (NE)	Robert Manderson (NE)	Robert Manderson (NE)
Michael Carter (NE)	Michael Carter (NE)	Michael Carter (NE)	Michael Carter (NE)	Michael Carter (NE)
Liz Davies (NE)	Liz Davies (NE)	Liz Davies (NE)	Liz Davies (NE)	Liz Davies (NE)
	Dot Morfett	Joy Round	Joy Round	Peter Newell
		Dot Morfett	Peter Newell	Joy Round
			David Smith	

* NE (above) = Named Exception (Sign-in rather than sign-out - so name has to be removed for dates when attending)

Enter the name of any GUESTS you are bringing, including the speaker(s), in the appropriate column below

3rd	10th	17th	24th	31st

IMPACT, HONORARY & ASSOCIATE MEMBER SIGN-UPS: Please enter your name in the column below the date you will be attending

3rd	10th	17th	24th	31st

July | August | September | October | November | December | January

1. MONTH

Go to bottom of page and check that you are on the month you are looking for.
The first one to appear should be the current month.



2. FULL MEMBERS (OTHER THAN IMPACT GROUP MEMBERS)

Full members are expected to attend lunch unless signed out. However, there are exceptions in addition to those who are solely members of the Impact Group. There are some people for whom regular attendance is difficult and they are shown with (NE) beside their name. Such persons must *delete* their name for dates that they are *able* to attend. This simply involves clicking in the appropriate box to select it, which will put a blue border around the cell.



Next press delete on your keyboard.



The cell content will disappear and the background will turn to white. Click anywhere else on the spread sheet to save.

FULL MEMBER SIGN-OFFS: Please enter your name in the column below the date you will be away

MON 3rd	MON 10th	MON 17th	MON 24th	MON 31st
Frank Anderson (NE)	Frank Anderson (NE)	Frank Anderson (NE)	Frank Anderson (NE)	Frank Anderson (NE)
Nigel Brittain (NE)	Nigel Brittain (NE)	Nigel Brittain (NE)	Nigel Brittain (NE)	Nigel Brittain (NE)
Jim Brittain (NE)	Jim Brittain (NE)	Jim Brittain (NE)	Jim Brittain (NE)	Jim Brittain (NE)
Robert Manderson (NE)	Robert Manderson (NE)	Robert Manderson (NE)	Robert Manderson (NE)	Robert Manderson (NE)
Michael Carter (NE)	Michael Carter (NE)	Michael Carter (NE)	Michael Carter (NE)	Michael Carter (NE)
Liz Davies (NE)	Liz Davies (NE)	Liz Davies (NE)	Liz Davies (NE)	Liz Davies (NE)
	Dot Morfett	Joy Round	Joy Round	Peter Newell
		Dot Morfett	Peter Newell	Joy Round
			David Smith	

** NE (above) = Named Exception (Sign-in rather than sign-out - so name has to be removed for dates when attending)*

3. BRINGING A SPEAKER OR GUEST?

Anyone who is bringing a non-member of our Club needs to book them in. Just add their name in the following section.

Enter the name of any GUESTS you are bringing, including the speaker(s), in the appropriate column below

3rd	10th	17th	24th	31st

4. IMPACT, HONORARY, CORPORATE & ASSOCIATE MEMBERS

All members who are not expected to regularly attend Monday lunches (i.e. those for whom section 2 does not apply) will need to sign into this section.

IMPACT, HONORARY & ASSOCIATE MEMBER SIGN-UPS: Please enter your name in the column below the date you will be attending

3rd	10th	17th	24th	31st

JMR
25/7/26