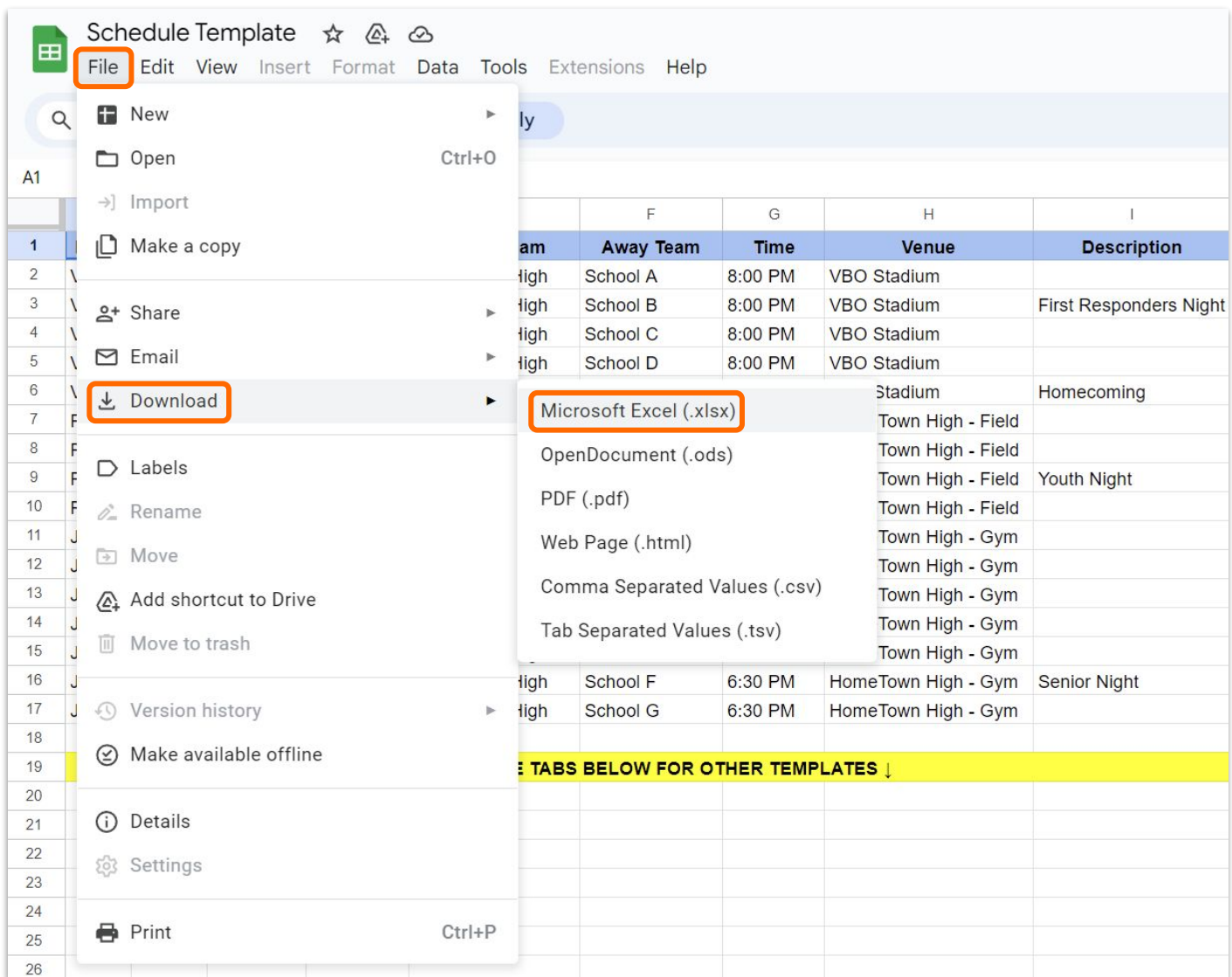


# HOW TO DOWNLOAD FROM A GOOGLE SHEET

How to download from a Google Sheet and upload to the form.



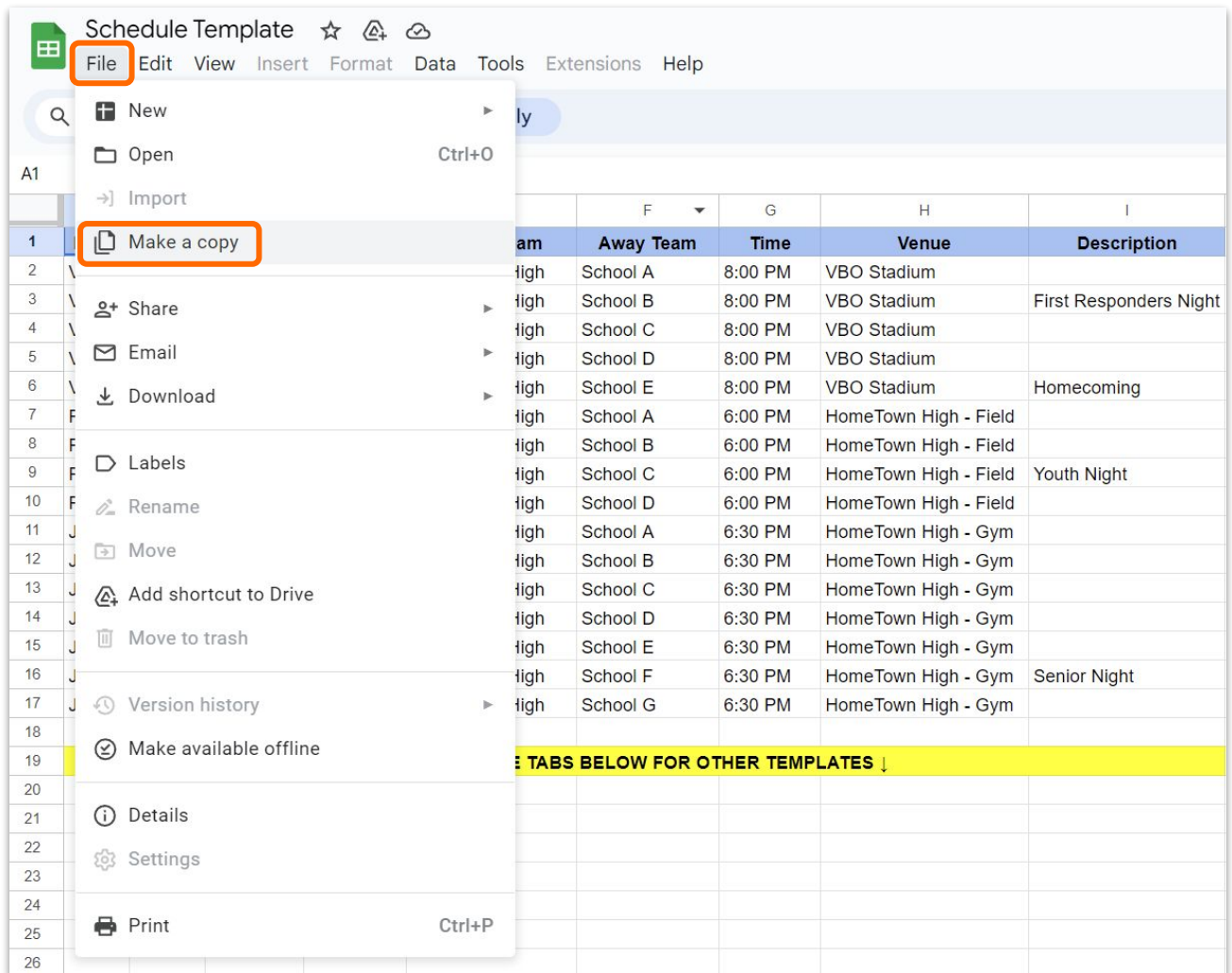
The screenshot shows a Google Sheet titled "Schedule Template". The "File" menu is open, and the "Download" option is selected. A sub-menu is displayed, showing various file formats. The "Microsoft Excel (.xlsx)" option is highlighted. The background shows a table with columns: Home Team, Away Team, Time, Venue, and Description. The table contains several rows of data, including "First Responders Night", "Homecoming", "Youth Night", and "Senior Night". A yellow banner at the bottom of the table reads "TABS BELOW FOR OTHER TEMPLATES ↓".

Home Team	Away Team	Time	Venue	Description
Town High	School A	8:00 PM	VBO Stadium	
Town High	School B	8:00 PM	VBO Stadium	First Responders Night
Town High	School C	8:00 PM	VBO Stadium	
Town High	School D	8:00 PM	VBO Stadium	
Town High			VBO Stadium	Homecoming
Town High			Town High - Field	
Town High			Town High - Field	
Town High			Town High - Field	Youth Night
Town High			Town High - Field	
Town High			Town High - Gym	
Town High			Town High - Gym	
Town High			Town High - Gym	
Town High			Town High - Gym	
Town High			Town High - Gym	
Town High	School F	6:30 PM	HomeTown High - Gym	Senior Night
Town High	School G	6:30 PM	HomeTown High - Gym	

**TABS BELOW FOR OTHER TEMPLATES ↓**

# HOW TO MAKE A COPY TO YOUR OWN GOOGLE DRIVE

How to make a copy to your own Google Drive: (if the client is logged into Google)  
You then would download as an Excel file as listed above to attach to the form.



The screenshot shows the Google Sheets interface for a spreadsheet titled "Schedule Template". The "File" menu is open, and the "Make a copy" option is highlighted with an orange box. The spreadsheet contains a table with the following data:

	F	G	H	I	
	am	Away Team	Time	Venue	Description
1	high	School A	8:00 PM	VBO Stadium	
2	high	School B	8:00 PM	VBO Stadium	First Responders Night
3	high	School C	8:00 PM	VBO Stadium	
4	high	School D	8:00 PM	VBO Stadium	
5	high	School E	8:00 PM	VBO Stadium	Homecoming
6	high	School A	6:00 PM	HomeTown High - Field	
7	high	School B	6:00 PM	HomeTown High - Field	
8	high	School C	6:00 PM	HomeTown High - Field	Youth Night
9	high	School D	6:00 PM	HomeTown High - Field	
10	high	School A	6:30 PM	HomeTown High - Gym	
11	high	School B	6:30 PM	HomeTown High - Gym	
12	high	School C	6:30 PM	HomeTown High - Gym	
13	high	School D	6:30 PM	HomeTown High - Gym	
14	high	School E	6:30 PM	HomeTown High - Gym	
15	high	School F	6:30 PM	HomeTown High - Gym	Senior Night
16	high	School G	6:30 PM	HomeTown High - Gym	

Below the table, there is a yellow bar with the text "TABS BELOW FOR OTHER TEMPLATES ↓".