Thank for supporting TACRAO with your purchase of the 2014-2015 College Day/Night Program. This is our second year utilizing the online calendar feature on our TACRAO website and appreciate your patience during the data transition from 2013-2014 to 2014-2015. We are busy working on archiving past information in order to make the process easier for you.

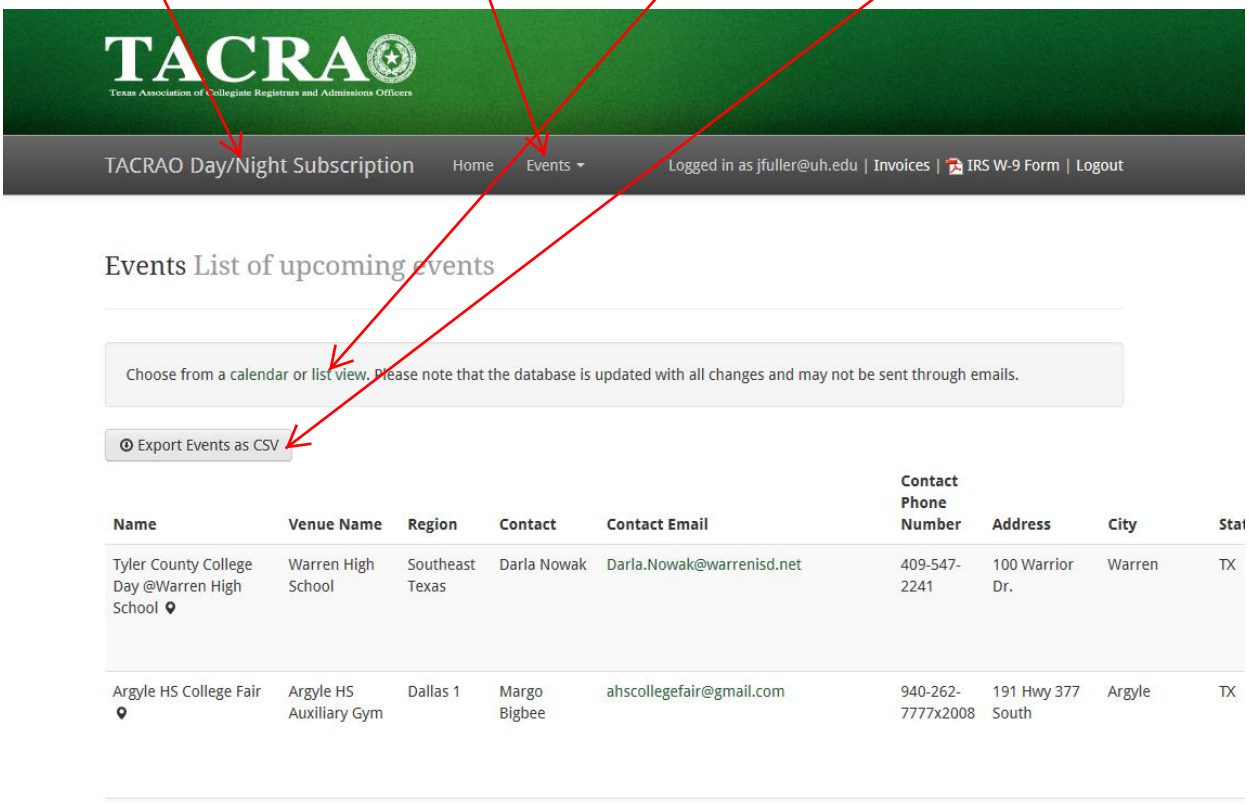
On our Member Services Page, you will find several resources on how to best utilize the online calendar export to suit your programming needs.

http://tacrao.org/member-services

Instructions on how to view/export the program can be found at:

http://tacrao.org/sites/default/files/files/College%20Day%20Night%20Program%20Instructions.pdf

If you are a TACRAO member, you can log in at http://directory.tacrao.org/ Here you can Click on the Day/Night subscription, Click on the Events link and then List View, then Export Events as CSV (see below).



Once you have gained access to the College Day/Night Program Schedule and successfully exported the schedule. We have provided you with steps on how to sort the current data successfully.

The additional directions are necessary to easily omit all previous events from the schedule. While it would be easy to pull all 2013 dates out of column N on the download… it would be a more difficult task to sift through the 2014 events to determine which are from the 2013-2014 calendar and which are from 2014-2015. Delimiting the date info first would make this process much easier. However, once the date is separated, the merge document we provide would not work.

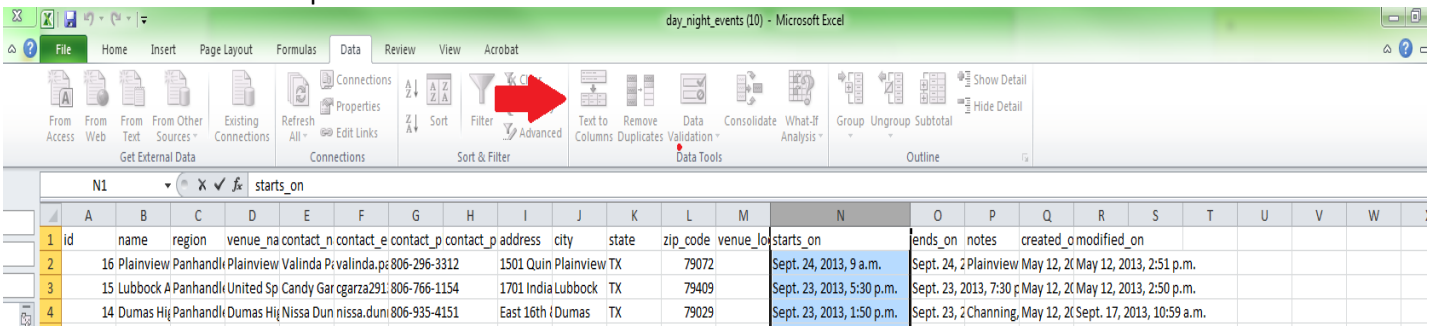
You can delimit the value of the date field in Excel so it will separate the date from Sept. 24, 2013, 1 p.m. to

9	24	2013	1 p.m.

In Column N ***Find and Replace*** all 'a.m.' with 'am' and 'p.m' with pm…

- For more clarification, use the ***Find/Replace*** all .(periods) & ,(commas) in the date/Time field with nothing… be sure you are replacing these with nothing instead of a 'space' for formatting issues, it will remove all the extraneous punctuation.

- Select Column N again and select the Data Tab at the top of Excel. Click on the ***Text to Column*** option:



1. The Columns Wizard will appear

<u>Convert Text to Columns Wizard – Step 1 of 3</u>

Select ***Delimited*** and ***Next***

<u>Convert Text to Columns Wizard – Step 2 of 3</u>

Select ***Space*** among the Delimiter options and ***Finish*** – No need to go on to Step 3

Now you should be able to manipulate the data in a much easier way…