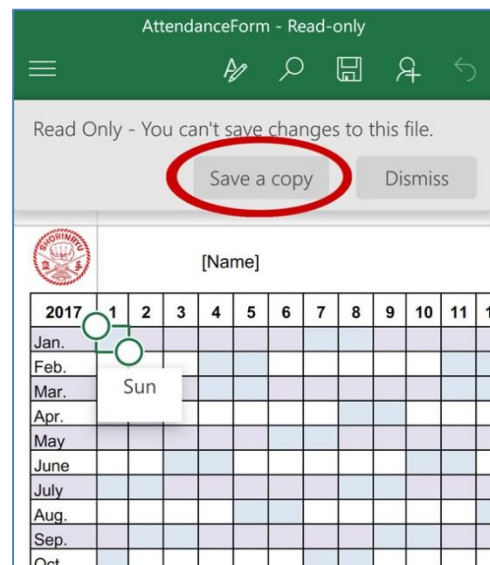
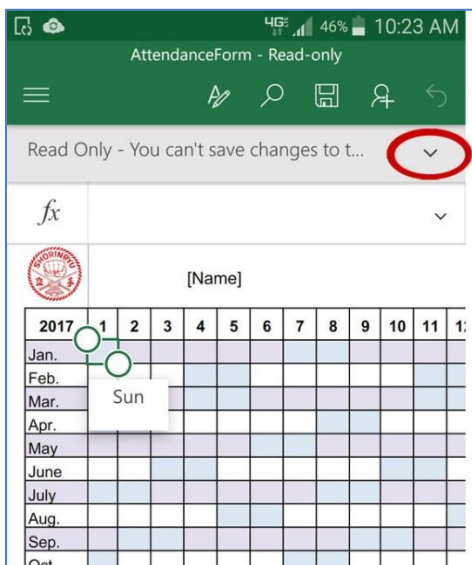


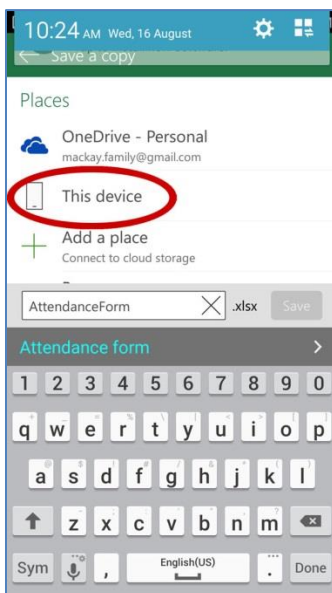
# Ueshiro Shorin-Ryu Attendance Sheet

## Quick Start for Android

1. Download the free Excel app from the Galaxy Apps store by searching for "Microsoft Excel".
2. Open the Excel app once it is installed. A one-time registration is required after a few trial uses.
3. Go to your email inbox and open the email from Kyoshi attaching the attendance form.
4. Open the attachment by double-clicking the file name or icon. The form should open in "Read Only" mode. Tap the down arrow next to the far right of "Read Only," then tap "Save a copy."



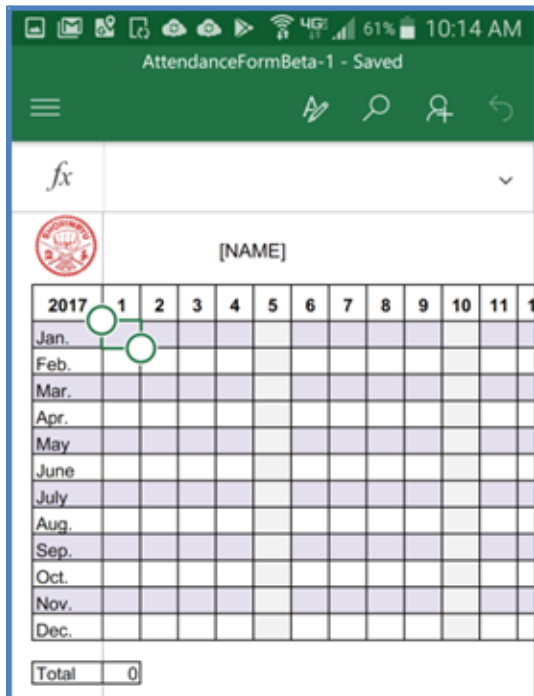
5. Save the attendance form to your Android:



- Close Excel and see if you can re-open the attendance form by tapping the “Excel” app tile. This version of the form should NOT have the “Read only” restriction.
- The file should open where you last left off. For new users, this will be the current year’s attendance sheet.

2017	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Total
Jan.																															0	
Feb.																															0	
Mar.																															0	
Apr.																															0	
May																															0	
June																															0	
July																															0	
Aug.																															0	
Sep.																															0	
Oct.																															0	
Nov.																															0	
Dec.																															0	
Total																															0	

- Tap on the “[NAME]” field and enter your name in the space provided next to the “fx” symbol. Tap the green arrow to save the change.
- Select the box/cell corresponding to the date you wish to update. You will see the cell marked with two green circles:



- Enter a “1”, “2”, or “3” for the number of classes you took that day in the space provided at the top of the screen (next to the “fx” label). Click the green check box to save the change.

## “Rank History” Form

1. Select the “Rank History” tab at the bottom of the screen.

	[Name]	Date started:			
Rank	Date received	Time at rank*	Rank	Date received	Time at rank*
Shiro Obi			Sho Dan		
Ro Kyu			Ni Dan		
Go Kyu			San Dan		
Yon Kyu			Yon Dan		
San Kyu			Go Dan		
Ni Kyu			Shishi Dan		
Ik Kyu			Hachi Dan		
			Ku Dan		

\* This information is automatically calculated.

Rank History 2017 2018 2019

2. Enter the date you started training in USRKUSA on the top line of the form. Excel will automatically calculate the time you’ve been training. As you progress through the ranks, enter the date of each test in the “Date received” column. “Time at rank” is calculated automatically.
3. Changes are saved automatically, but be sure to make occasional backups of your form to the Cloud or another device.