

Using Submitter

This article discusses how to use the "Submitter" Excel template and as well as a few pointers on working with Excel spreadsheets.

Opening the File

To open the .xls file you will need Microsoft Excel (part of Microsoft Office) or another spreadsheet software capable of opening .xls files. If you do not have Excel, but you do have Microsoft Word on your computer, then most likely you have Microsoft Office sitting on a shelf somewhere, gathering dust. Just find the Microsoft Office CD, dust it off and install Excel.

A free spreadsheet program that can open Excel files is from OpenOffice.
www.OpenOffice.org

A simple way to determine if some program on your computer is capable of opening the .xls file, simply double click on it.

How to Use Submitter

Submitter is opportunity-centric. Instead of organizing the tracking of your submissions around each of your plays, it organizes around submission opportunities. In the left hand column, enter the name of the contest, theatre or other opportunity. Then, one of the right hand columns will be your play (more on this later).

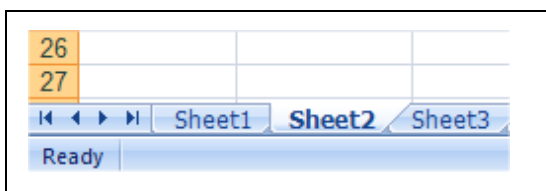
The purpose of most of the columns are obvious by the column headings. Below is a summary of columns of the spreadsheet.

- Name:** Name of theatre or contest. If the contest has a name (like "The Jane Bingham Award") we suggest you just list the name of the theatre and then in the "comments" section enter the name of the contest.
- Address:** You may want to just enter the city and state. National organizations such as Theatre Communications Group, the address doesn't matter.
- Area:** When you highlight a cell in this column, an arrow will appear to the right of the box. Click on the arrow to select an area of the US. You can edit the contents of the drop-down list. More on this later.
- Web Site:** Clicking on this cell should bring up the web site in your browser. If the web site gives a "404 error" or some other obscure response, get rid of all but the home page of the web site. For example, you click on www.PlayCafe.org/submit/. It gives a "Page not Found" error. So delete all of the web address except the base address: www.PlayCafe.org. Now use the links to find the submission opportunities.
- Contact:** A contact person - the person in the organization that you have sent your play to.
- Type:** When the "Type" cell is highlighted, an arrow appears on the right, which allows you to specify the type of opportunity - Theatre, Contest, Person, etc. With the spreadsheet that is filled in with opportunities,

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sometimes a theatre is listed as a contest if their primary way of accepting new work is through a contest sponsored by the theatre.

- Size:** Drop down list. For theatres, the number of seats.
- Deadline:** Date. Formatted mm/dd/yy. Format correctly so you can then sort on this field. If you have purchased the Submitter spreadsheet that is pre-filled in with opportunities, often this submit deadline is a bit ahead of the actual deadline, just to give yourself plenty of breathing room. Always double check the deadlines!
- Source:** Where you found the opportunity, so you can go back later for more information. For example: Page 79 of the Dramatists Sourcebook.
- Limitations:** Restrictions on cast size etc.
- Type of Play:** Ten minute, full length etc.
- Approach:** Drop-down list. Query, send script, agent etc.
- Comment:** If the comment exceeds the space available, you can view the entire comment in the *fx* box by using the scroll bars.
- Important:** Put an X in the box if the opportunity is important. You can then sort on this column to find all the important opportunities that you don't want to miss.
- Follow-up:** A date field, in mm/dd/yy format. The date you want to follow up.
- Play 1:** Highlight the Play 1 header in row 1. In the *fx* box you will see "Play 1." Now replace that text with the name of a play you want to track. Repeat with "Play 2," "Play 3," etc.
Now, go to the second row. Highlight the cell and click on the arrow. You find a powerful list of states for that particular play. The theatre or contest may not be appropriate for the play, in which case you select "Not Appropriate." Or it may be something to pursue, in which case you select "Appropriate." Then when you enter the contest, or send a query or send the play, you select the appropriate entry from the drop down list.
- Play 1 Date:** Replace "Play 1" at the top of the column with the name of the play. The date that the action indicated in the Play 1 column occurred. For example, the date you received a notice that you won the contest.
- Play 2:** More of the same. There are up to six columns for your plays, but you may easily copy and paste columns for a limitless number of plays.



Using Excel Spreadsheets

drop-down lists

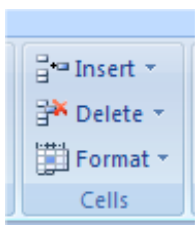
For information on creating lists, see "Create a drop-down list from a range of cells" in the help system.

Where do these drop down lists come from? From Sheet2! You can view sheet two by clicking on the arrow shown in the figure to the left.

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If you want to change something in a list, for example, you may want to add your own area to the drop down list of areas, simply add it to the list in the first column.

how to get more rows

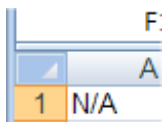


As you add opportunities to the spreadsheet, you will soon run out of rows. Go to "cells" (in the home tab) and click on insert as shown below. Then click on "insert row."

clear contents

To return a drop down list to being a blank cell, right click on the cell and then select "clear contents."

filtered and hidden rows



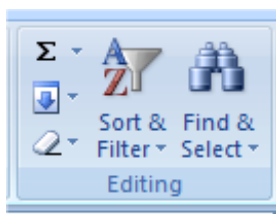
Big pain. If, for some odd reason, you discover rows are disappearing as evidenced by skips in the numbering of the rows (in the left hand column), not to mention missing data, then "filter" or "hide rows" is on. How it became "on" is beyond human comprehension. Click on the blue arrow in the upper left corner of the spreadsheet to highlight the entire spreadsheet. See the figure on the left.

Next, click on Sort and Filter, then click on "clear" if it is enabled. To unhide hidden rows, highlight rows above and below the hidden rows, then right click and select "unhide."

Again, this is only if you find rows or row numbering out of order.

sorting

Sorting is the most powerful function of your spreadsheet. Click at the top of a column. The entire column is then highlighted. Click on Sort and Filter, then click on "Sort A to Z." A dialog box appears, titled "Sort Warning" that says "Microsoft Office Excel found data next to your selection. Since you have not selected the data, it will not be sorted."



You then have two choices: "Expand the selection" or "Continue with the current selection"

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The two selections should be "Would you like to keep this spreadsheet?" or "Shall we make a complete shambles of all your work?" Never, ever select "Continue with the current selection," always select the default "Expand the selection."

To comment on this user's guide, email salyons@PlayCafe.org