



CROWS

(Course Registration Open-source Web-based System)

New User's Manual

CROWS is the free and easy-to-use system to setup a Course Registration website for your school / PTA Enrichment programs.



Document Change Record

Date	Author	Version	Notes
October 20, 2012	CROWS Development team	1.0	Initial public release



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Try Out the CROWS Test Site

Before taking the time to read this user's manual and create a website for your school's enrichment program, you may experiment with the sample "test website" to familiarize yourself with how CROWS works.

1. Fill out the form at <http://www.crows.cc/ContactUs> to request your password to the CROWS test site.
2. Access the web site <https://sites.google.com/site/sampleschoolenrichment1/> and pretend you are a parent registering a student for an after-school enrichment class:

Sample School Enrichment site (Image)

sample.school.enrichment1 x

← → ↻ <https://sites.google.com/site/sampleschoolenrichment1/> ←

Email Address *
Please, enter a valid mail address.

Grade *
 K
 1
 2
 3
 4
 5

TEACHER *

RELEASE METHOD From Enrichment *
 Extended day
 Pick-up
 Walk alone

Enrichment Class 1 *
choice 1 ▾

Enrichment Class 2 *
choice 1 ▾

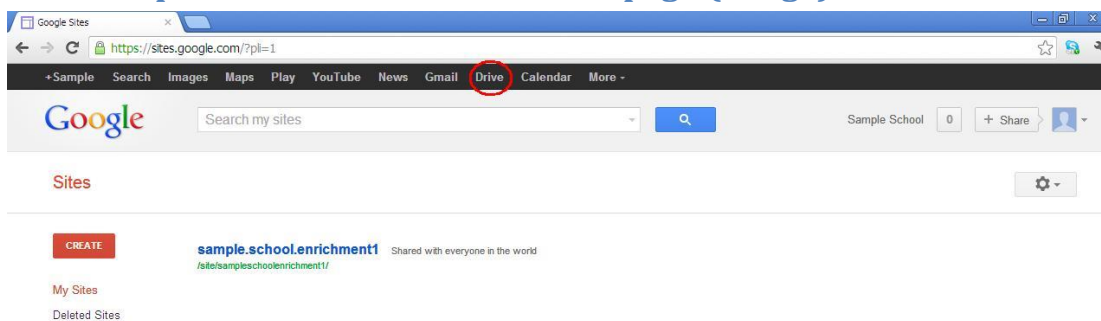
←

3. Fill the form with real and/or fictitious data and press submit. (*The data does not matter as this is merely a test web site.*)
4. Wait up to 5 minutes to receive an automatic mail (*sent to the email you provided in step 3 above*) confirming the registration that you just entered.
5. Now you can access to <https://sites.google.com/> and enter the following data in order to check the Sample School Enrichment spreadsheet and confirm that the data you entered has been saved:
Email = Sample.school.enrichment
Password = (obtained in Step # 1 above)
6. After having logged in, click the "Drive" option circled in red below :



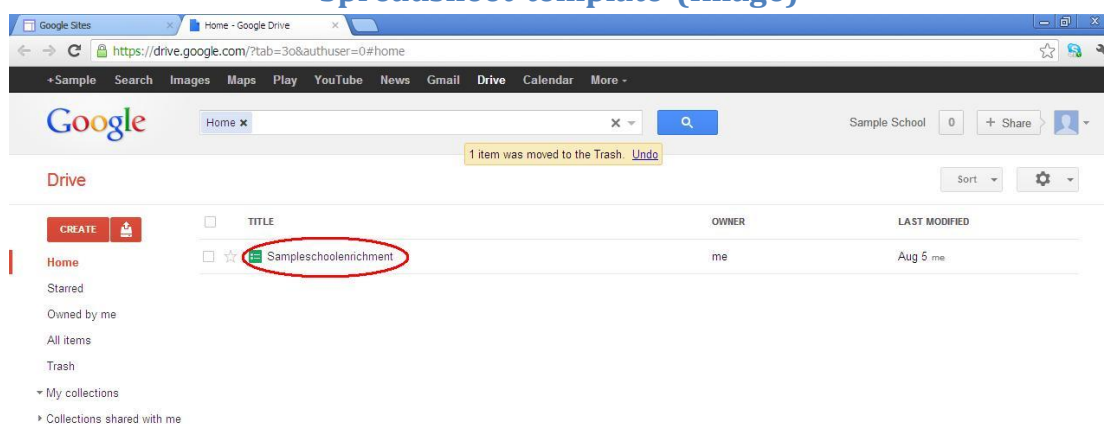
CROWS (Course Registration Open-source Web-based System)

Sample School Enrichment Home page (Image)



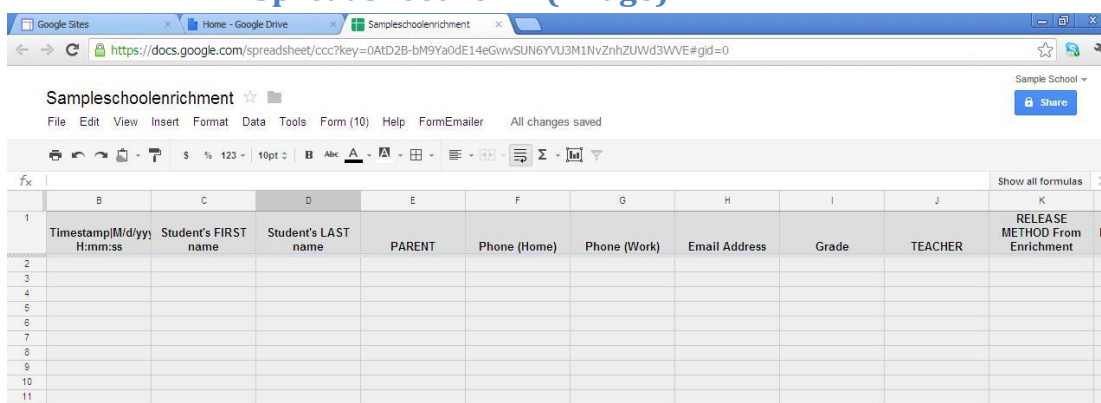
- Click on the “SampleSchoolenrichment” circled in red below so that you can see the spreadsheet form for the Sampleschoolenrichment1 website:

Spreadsheet template (Image)



The spreadsheet will display the data that in you entered earlier in Step 3:

Spreadsheet form (Image)



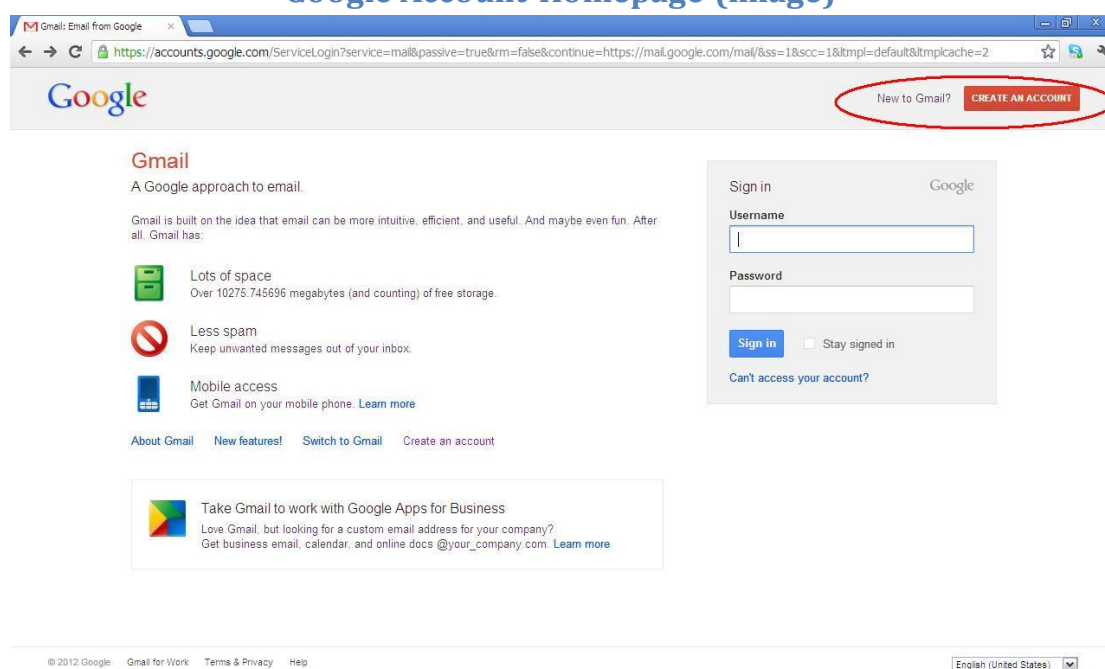
Under the “File” menu is also an option to download your data to Microsoft Excel. Feel free to experiment more with this website. Since, it is only a “test site” feel free to experiment as much as you want. There is no need to worry about breaking anything! (*The volunteer CROWS team can always “reset” your the site upon request.*)



Creating your free Google account

1. First of all you must have a Google account to use CROWS. You may use an existing personal Gmail account. However, it is suggested that you create a new Google account dedicated to your School registration website so that in the future you may more easily share this account (and the password) with other parent volunteers should you so choose. **Note:** Google Accounts are completely free.
- Go to www.gmail.com
 - Create your e-mail account. A suggested email name is YourSchoolEnrichment@gmail.com in which you replace “YourSchool” with the name of your school:

Google Account Homepage (image)

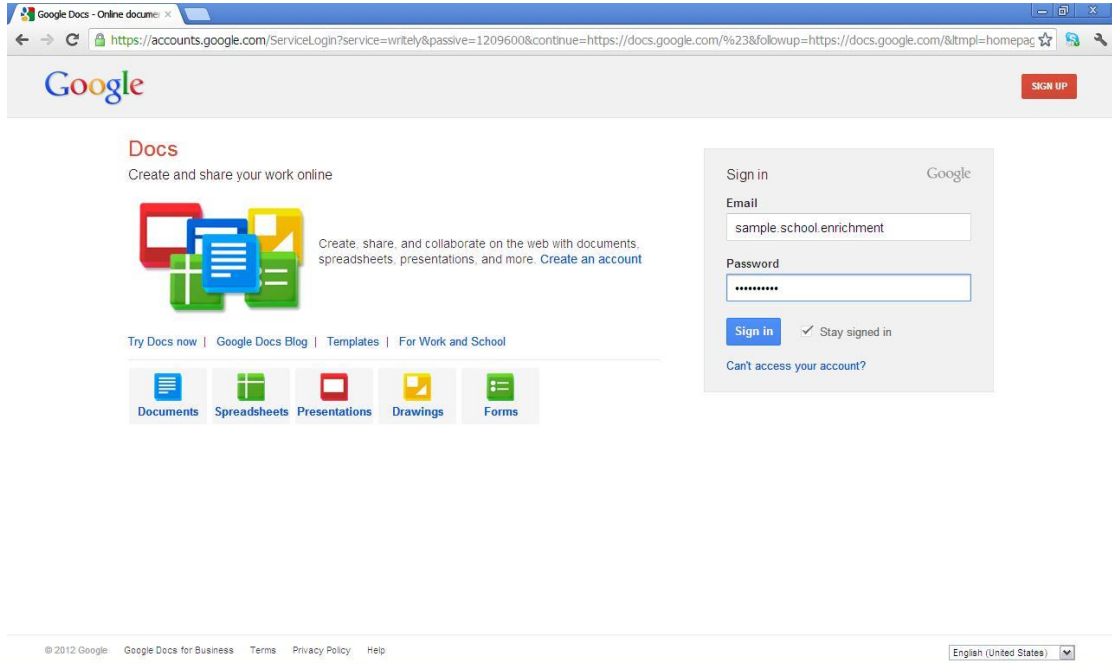




Creating your School's web registration form

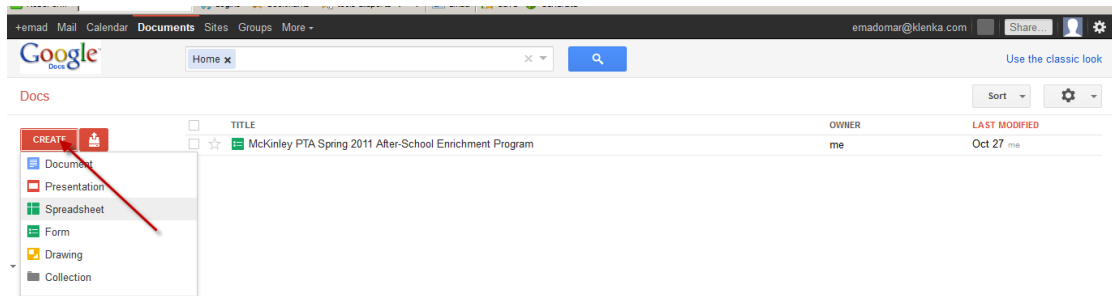
2. Login at: <http://docs.google.com/> using the Email and Password which you created in step 1 above:

Google Docs Home Page (image)



3. Click Create and choose Form:

New Spreadsheet (image)

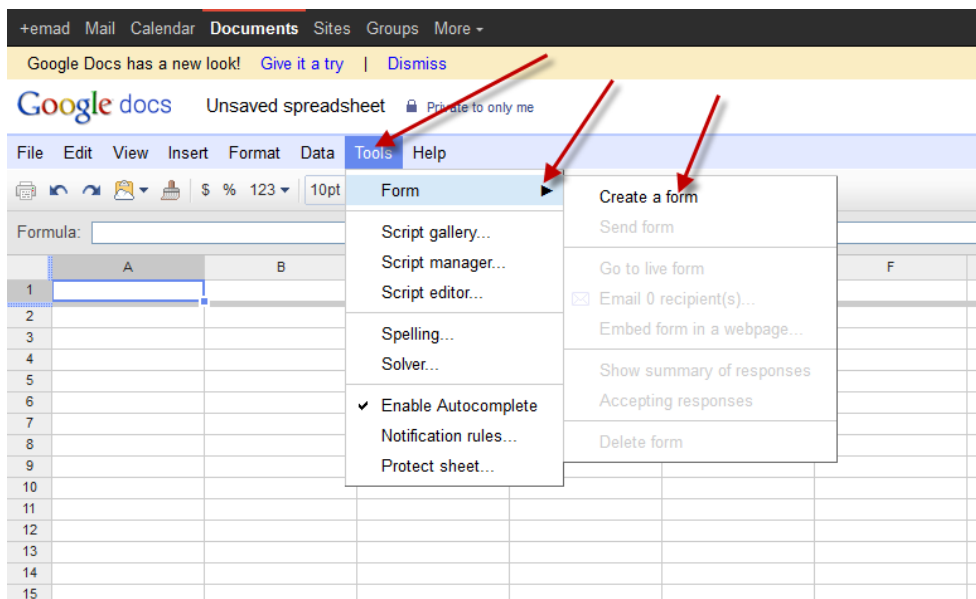




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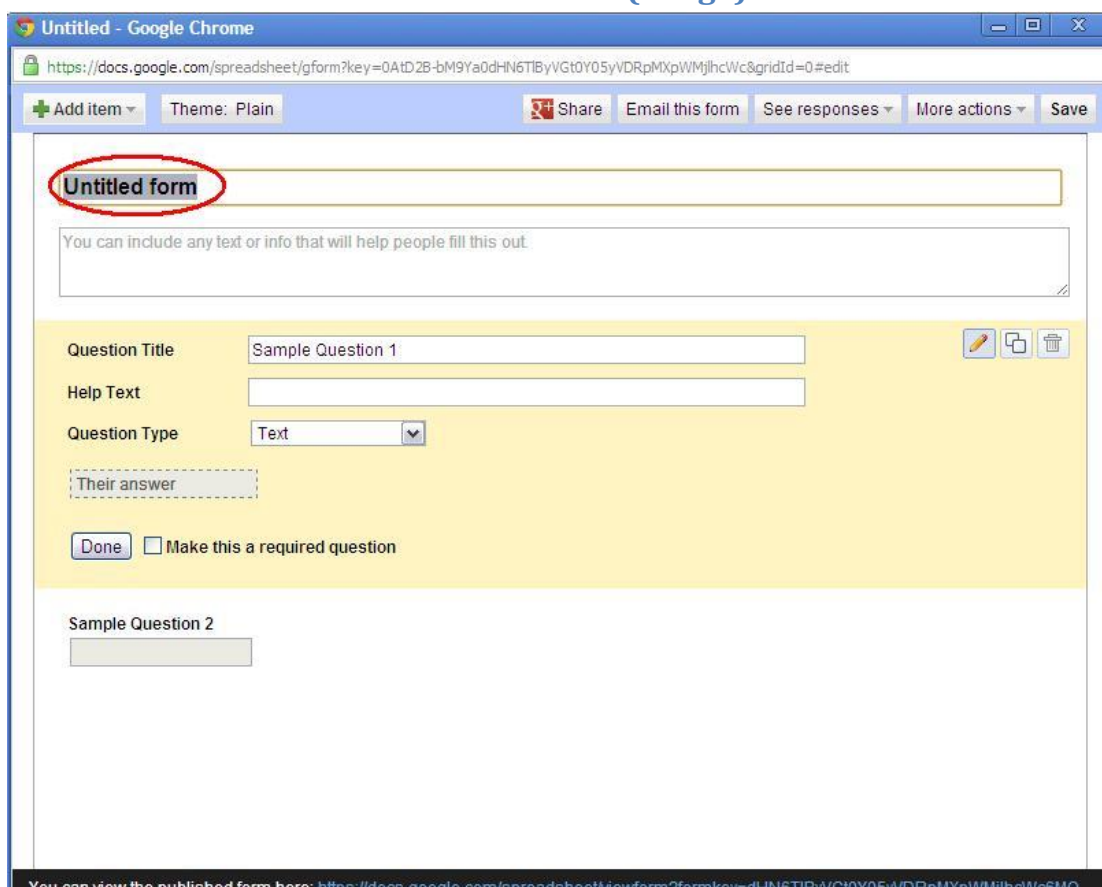
4. From the spreadsheet screen create a form (Tools, Forms, Create form)

Creating new form (image)



And you'll get an interface like the next screenshot; this is where you add any desired fields which are directly attached to a Google Docs spreadsheet (*which can be exported to MS Excel*).

New form fields (image)





4. Change (Untitled form) to your school name, and Enter text similar to below:

Use this form to begin enrollment of your student in one or both of the following after-school workshop. NOTE: There is risk of injury in any program. Neither the school nor the individual instructors can assume responsibility for any injury that might occur. The Hold Harmless Form must be signed and filled out for every student and returned to the school via Backpack mail. Enrollment is NOT complete until your student's signed hold harmless form is returned via backpack mail between ???start-Date, and ???end-Date.

And click on Add Item to start adding fields

The next 11 screen shots will include the items you will need to add in order to have your school's web site ready for use.

Note: For the next 11 screen shots, please enter the Field Names exactly as shown. This is very important because the MS Excel Macros included with the CROWS system requires field names to be entered exactly as shown.



Field 1:

Field 1 (image)

Sample School

Use this form to begin enrollment of your student in one or both of the following after-school workshops: NOTE: There is risk of injury in any program. Neither the school nor the individual instructors can assume responsibility for any injury that might occur. The Hold Harmless Form must be signed and filled out for every student and returned to the school via Backpack mail. Enrollment is NOT complete until your student's signed hold harmless form is returned via backpack mail between Monday, November 21st - Monday, November 28th.

Question Title: Student's FIRST name

Help Text:

Question Type: Text

Their answer:

Done Make this a required question

Sample Question 2:

As shown above.

Question Title enter (Student's FIRST name)

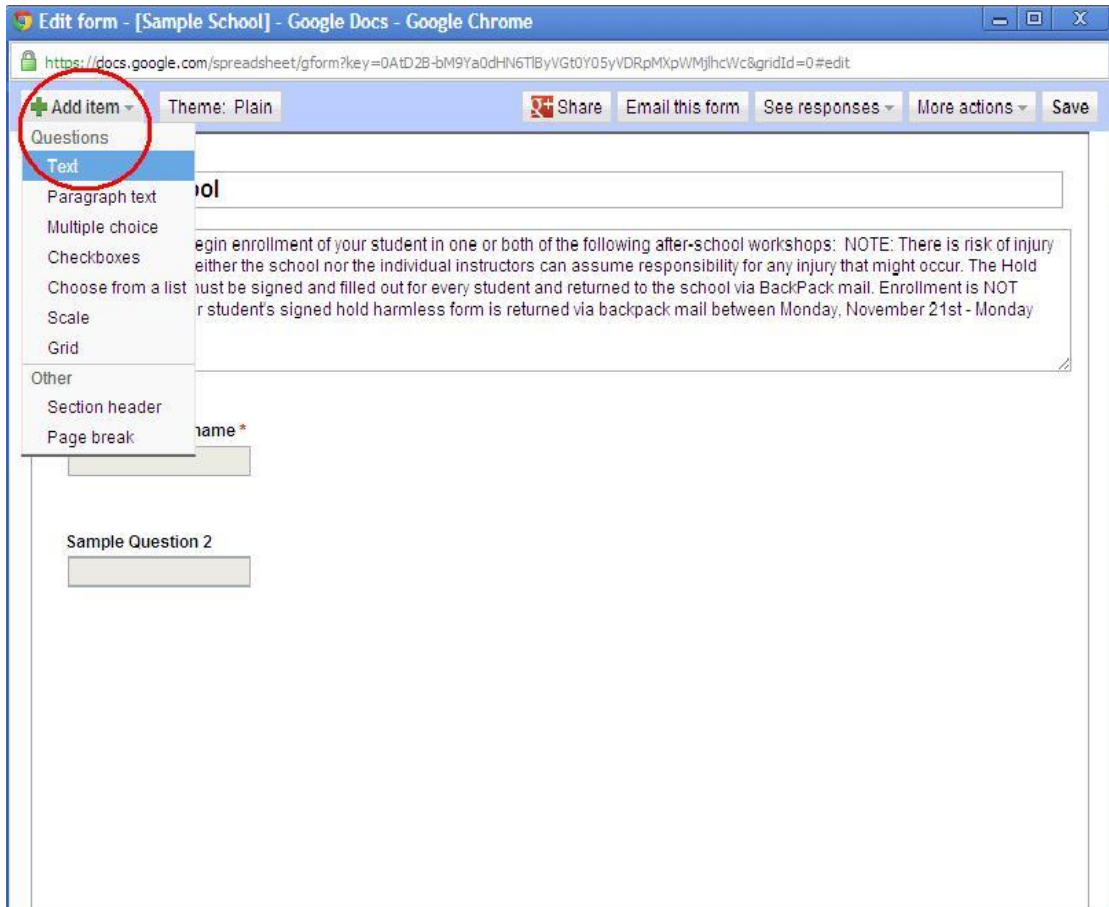
Question Type (Text)

And make sure that the checkbox for (Make this a required question) Checked.



Field 2:

Field 2 (image)



Enter (Add Item) , (Text).

Sample Question 2

Question Title

Help Text

Question Type

Make this a required question

As shown above.

Question Title enter (Student's LAST name)

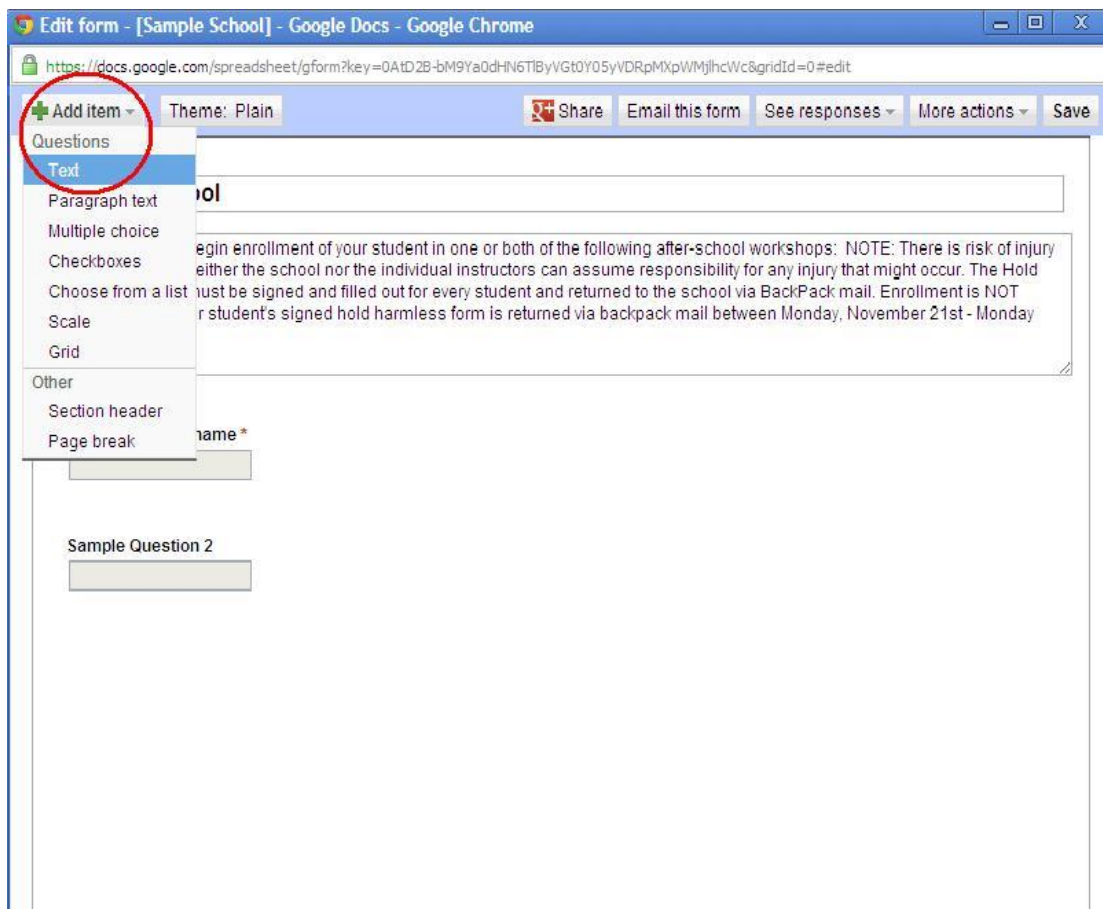
Question Type (Text)

And make sure that the checkbox for (Make this a required question) Checked.



Field 3:

Field 3 (image)



Enter (Add Item) , (Text).

Question Title: PARENT

Help Text:

Question Type: Text

Their answer:

Make this a required question

As shown above.

Question Title enter (PARENT)

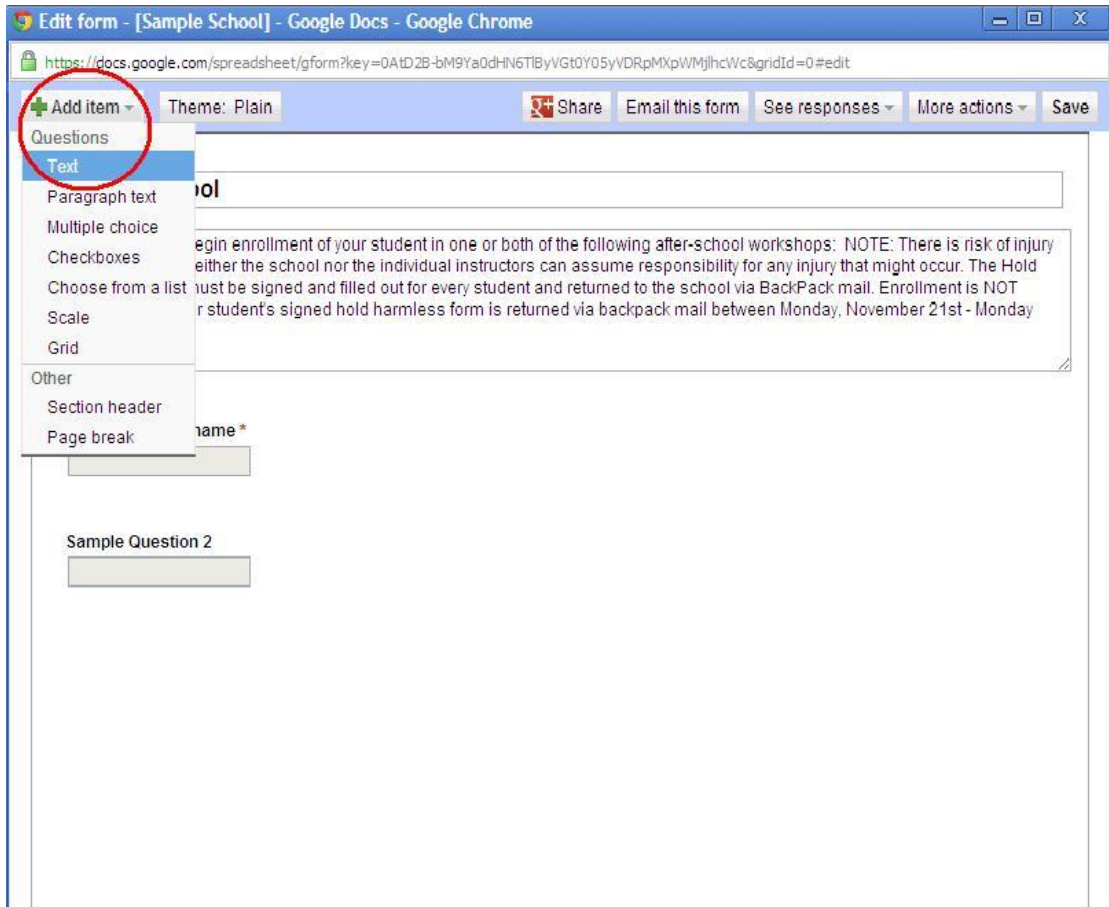
Question Type (Text)

And make sure that the checkbox for (Make this a required question) Checked.



Field 4:

Field 4 (image)



Enter (Add Item) , (Text).

Question Title

Help Text

Question Type

Make this a required question

As shown above.

Question Title enter (Phone (Home))

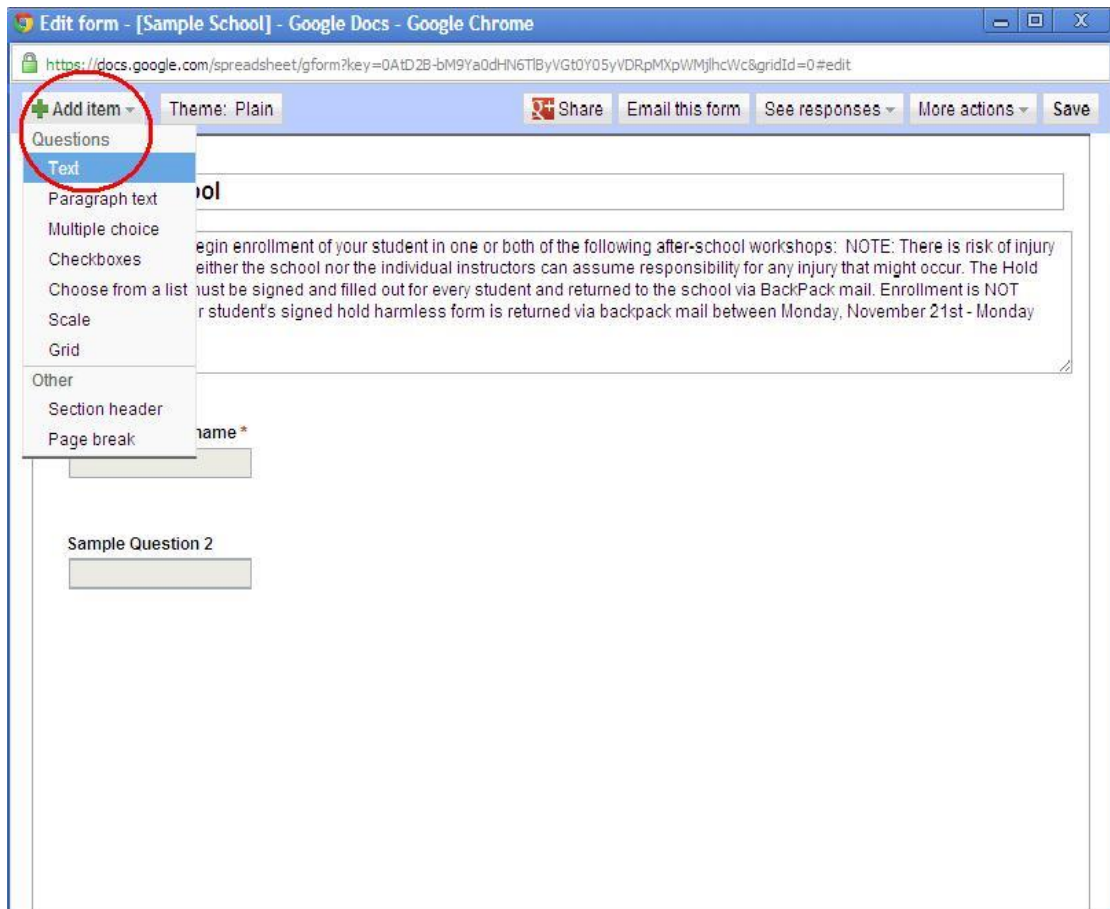
Question Type (Text)

And make sure that the checkbox for (Make this a required question) Checked.

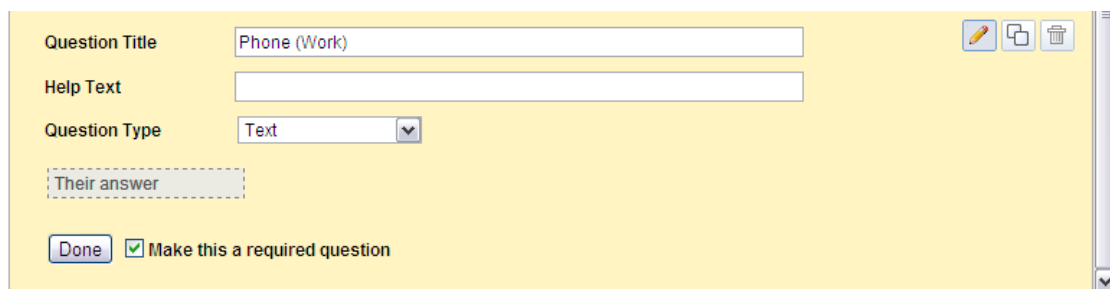


Field 5:

Field 5 (image)



Enter (Add Item) , (Text).



As shown above.

Question Title enter (Phone (Work))

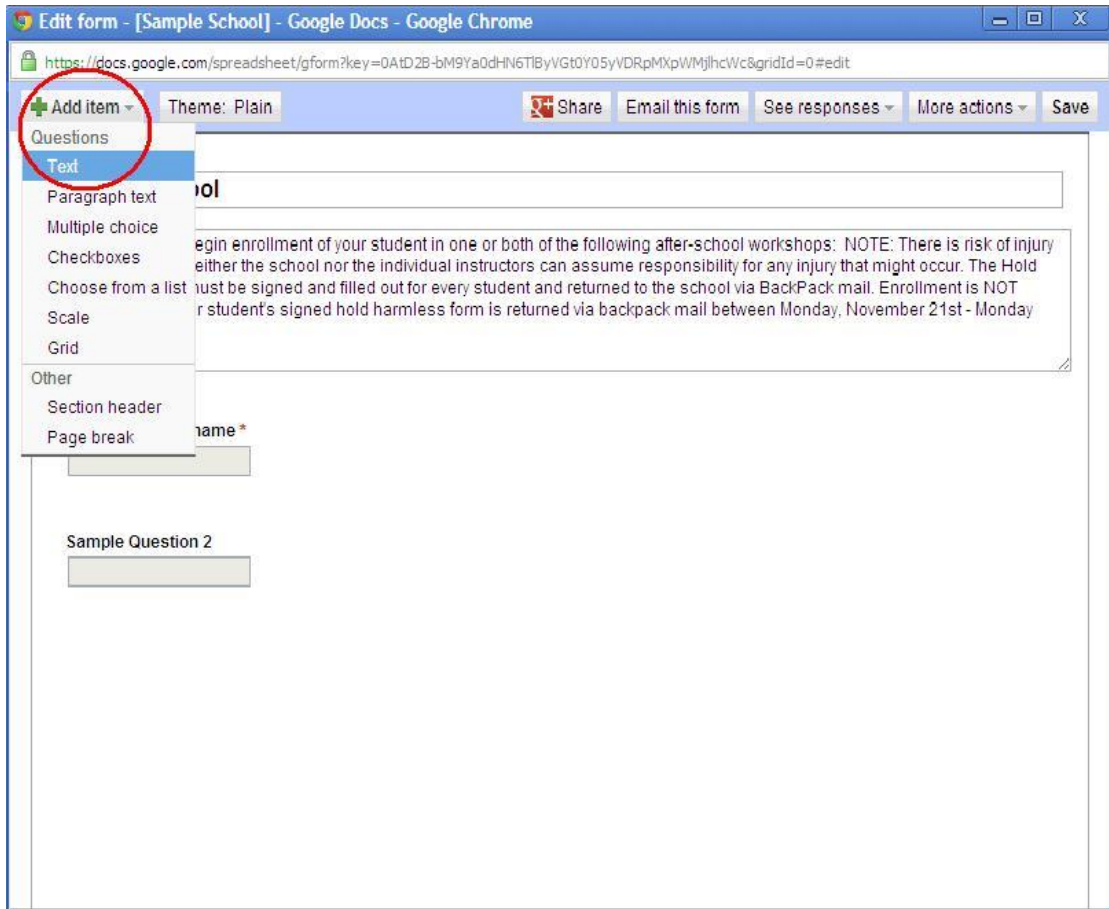
Question Type (Text)

And make sure that the checkbox for (Make this a required question) Checked.

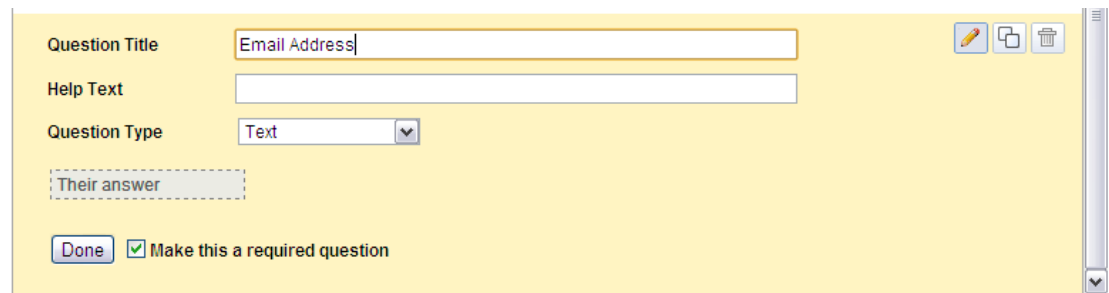


Field 6:

Field 6 (image)



Enter (Add Item) , (Text).



As shown above.

Question Title enter (Email Address)

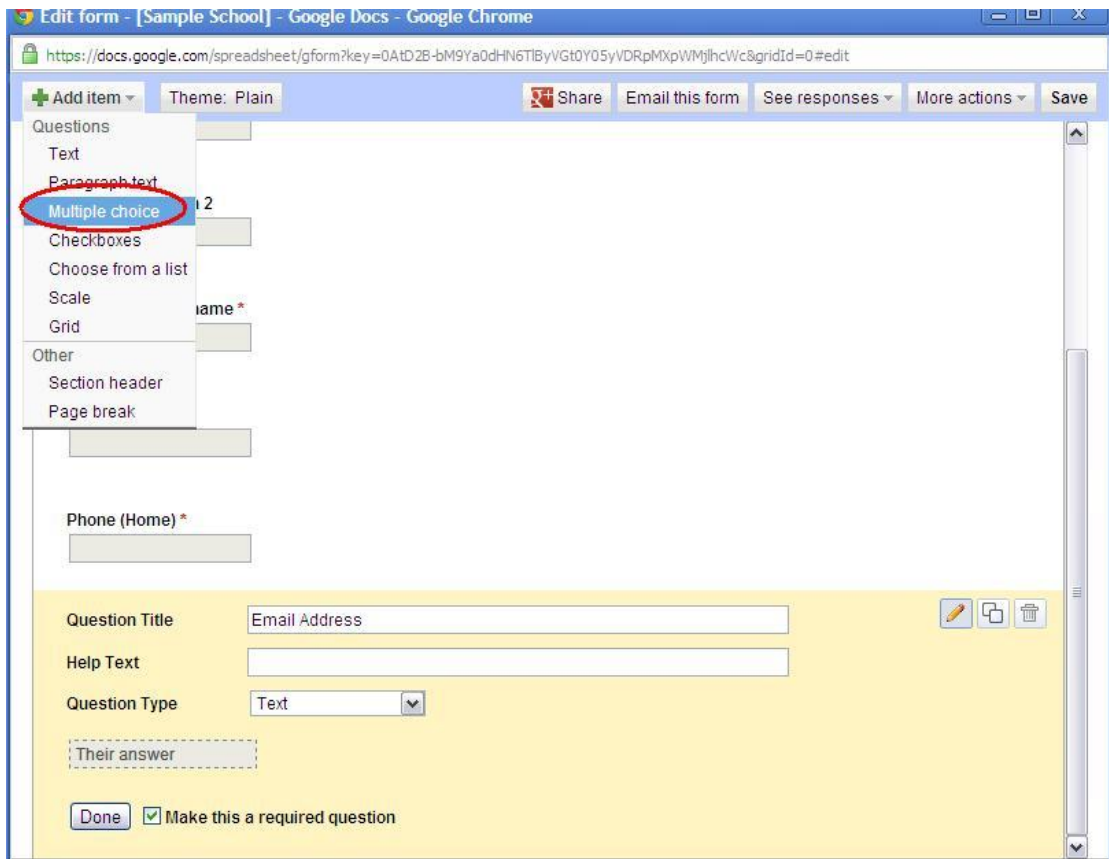
Question Type (Text)

And make sure that the checkbox for (Make this a required question) Checked.

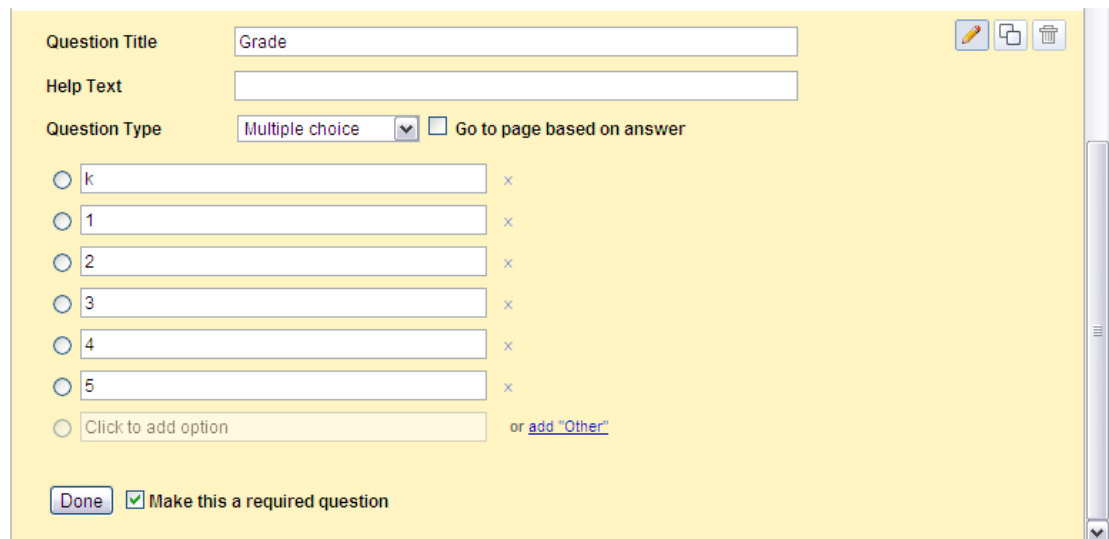


Field 7:

Field 7 (image)



Enter (Add Item) , (Multiple choice).



As shown above.

Question Title enter (Grade)

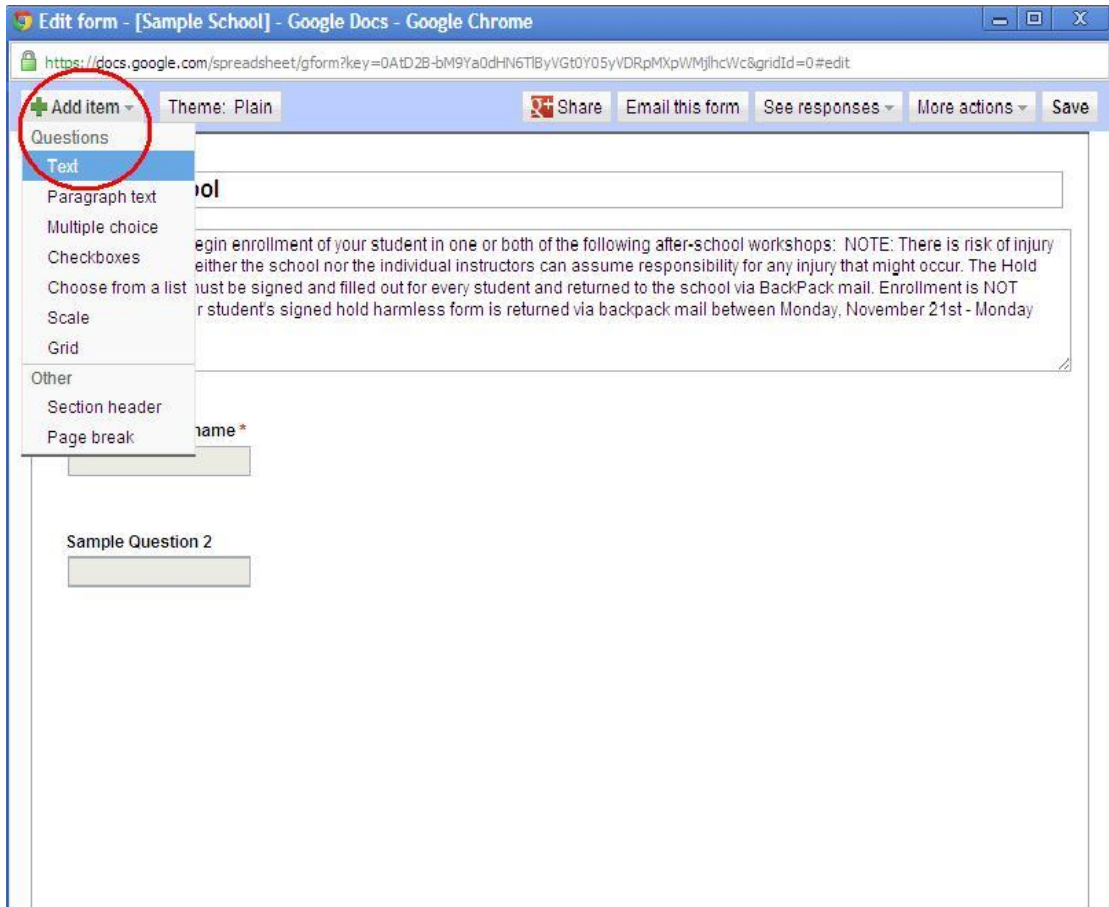
Question Type (Multiple choice)

And make sure that the checkbox for (Make this a required question) Checked.






Field 8:

Field 8 (image)



Enter (Add Item) , (Text).

Question Title	TEACHER	  
Help Text		
Question Type	Text	
Their answer		
Done	<input checked="" type="checkbox"/> Make this a required question	

As shown above.

Question Title enter (TEACHER)

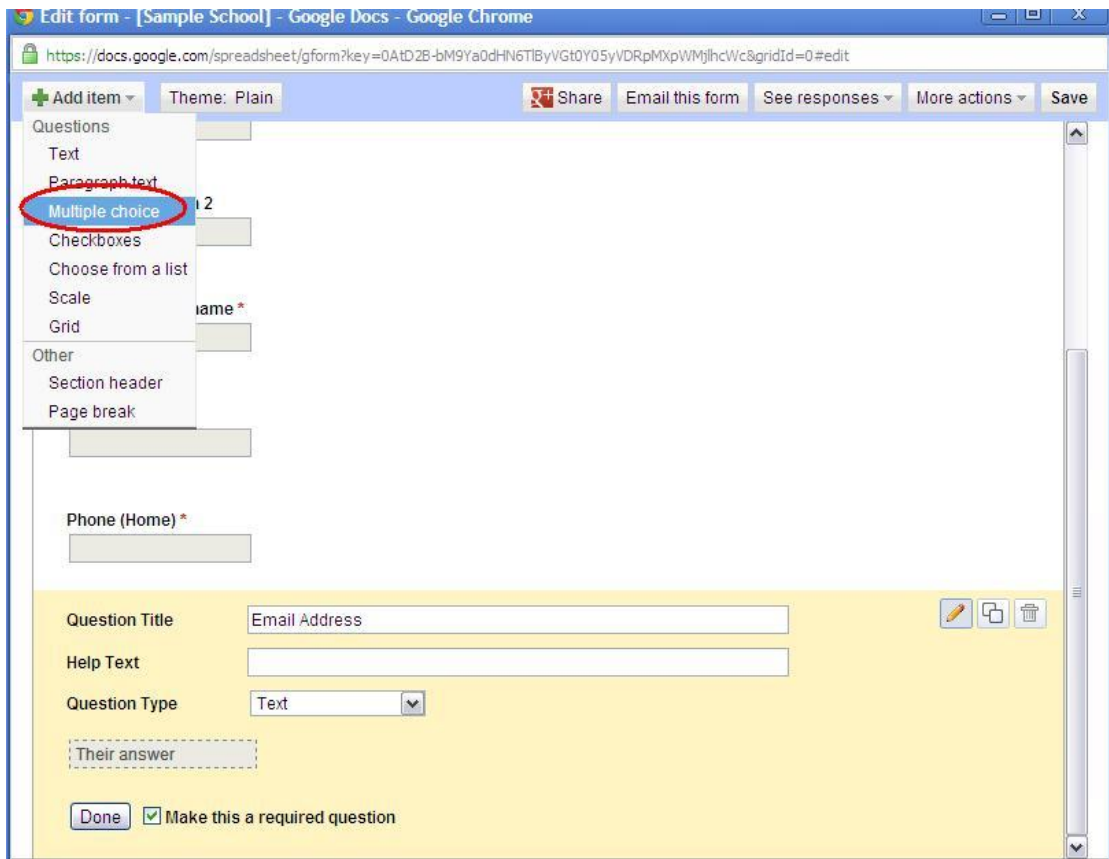
Question Type (Text)

And make sure that the checkbox for (Make this a required question) Checked.

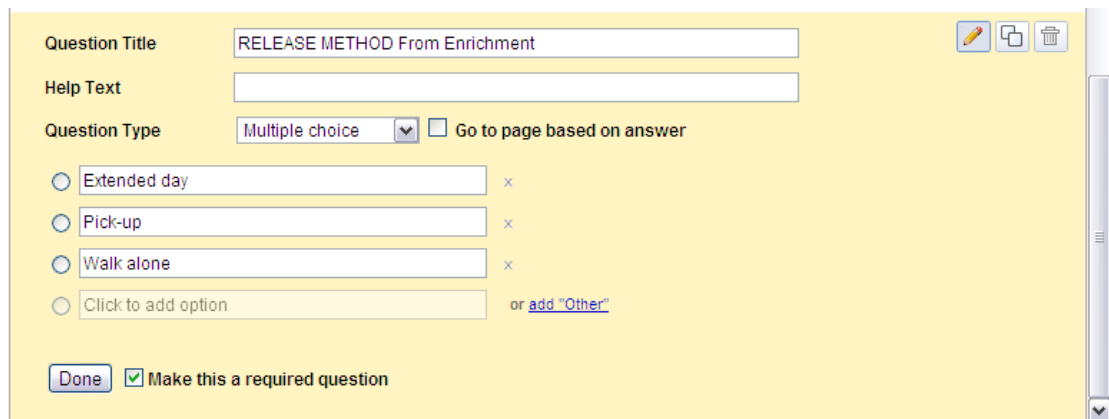


Field 9:

Field 9 (image)



Enter (Add Item) , (Multiple choice).



As shown above.

Question Title enter (RELEASE METHOD From Enrichment)

Question Type (Multiple choice)

And make sure that the checkbox for (Make this a required question) Checked.



Field 10:

Field 10 (image)

Enter (Add Item) , (Choose from a list).

As shown above.

Question Title enter (Enrichment class 1)

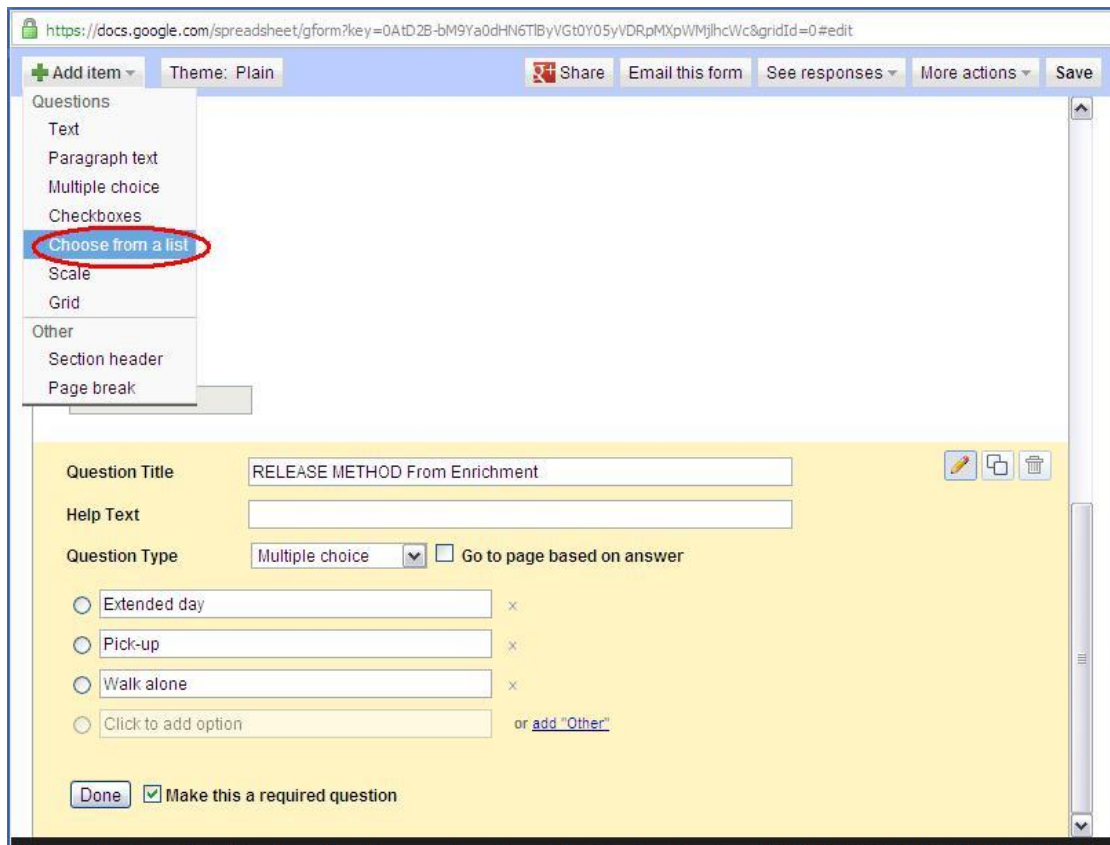
Question Type (Choose from a list)

And make sure that the checkbox for (Make this a required question) Checked.

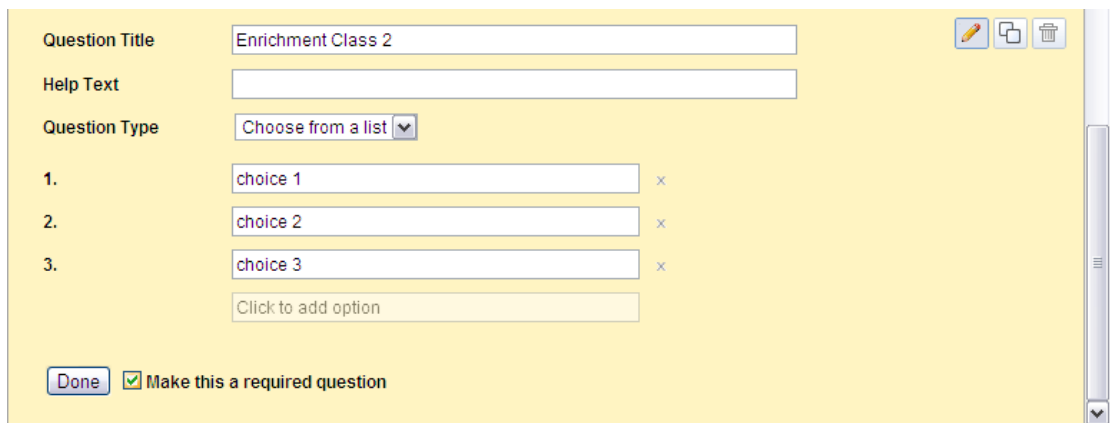


Field 11:

Field 11 (image)



Enter (Add Item) , (Choose from a list).



As shown above.

Question Title enter (Enrichment class 2)

Question Type (Choose from a list)

And make sure that the checkbox for (Make this a required question) Checked.

After finishing adding all the fields, click the "Save" button on the top left of the screen.



Note: In the more Action menu you can generate iframe code which you can put to any web page. Using this command the form could very easily be embedded on you school's web page. **Note:** If you choose to embed the form on an existing website using the iframe code, you may skip the next section of this manual (“Creating your School’s registration web site”).

Also note, in the very bottom of the form editor there is the public link to the form as shown below:

A screenshot of a form editor interface. It features a yellow header bar with a 'Cost' label and a text input field. Below this is a dropdown menu labeled 'ENRICHMENT CLASS 2 *' with 'Yoga' selected. Another 'Cost' label and text input field are positioned below the dropdown. At the bottom, a black footer bar contains the text: 'You can view the published form here: https://docs.google.com/spreadsheets/d/1wUjMR25Fdf94RHlW7EQ2Yp1L492c6MQ'.

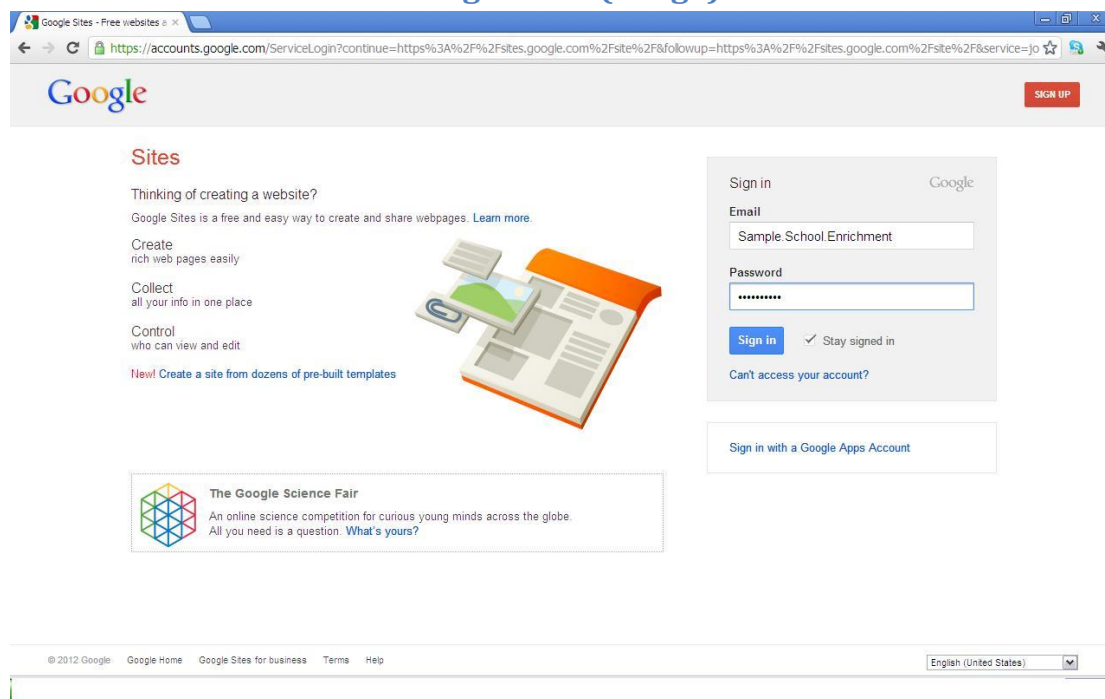


Creating your School's registration web site

After you create your spreadsheet (form), you will have to follow these steps to create you're free Enrichment website for your school. The website is a webpage which holds the registration form. You may also use this website to post any other content that you might wish to share publically.

1- Login to <http://sites.google.com/> using your username and password.

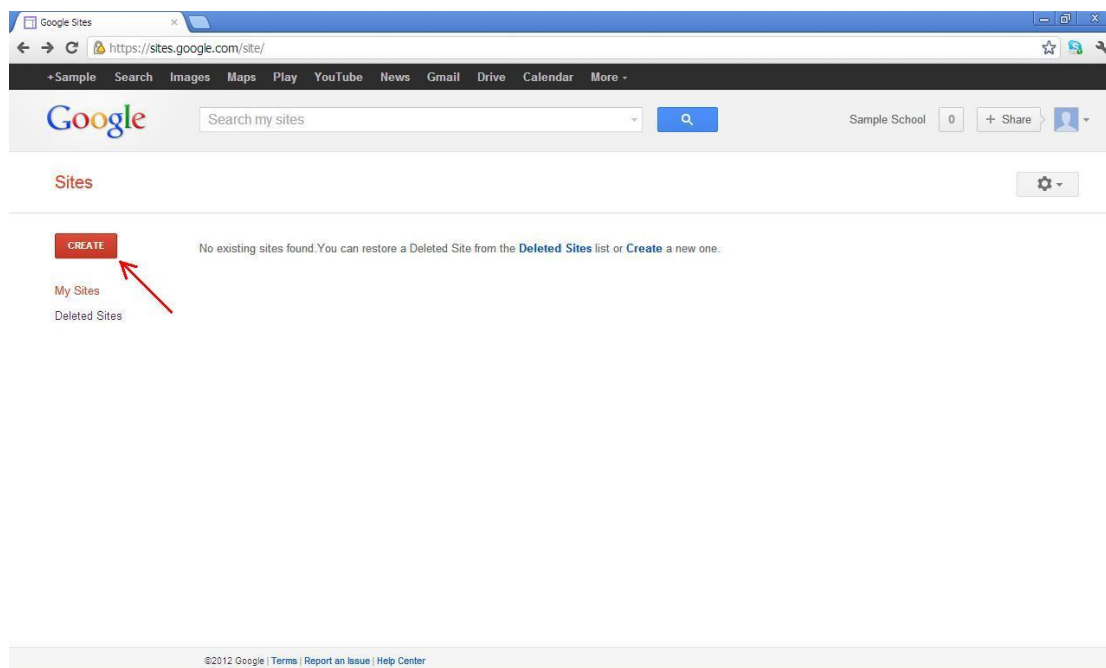
Google sites (image)





2- Choose the Create button to create the page.

Creating new site (image)





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3- Choose the site name, then choose the theme for your site. A suggested site name is YourSchoolEnrichment in which you replace “YourSchool” with the name of your school:

Create new site - Google Sites × Webspaces has been deleted ×

https://sites.google.com/site/sites/system/app/pages/meta/dashboard/create-new-site

+ Sample Search Images Maps Play YouTube News Gmail Drive Calendar More -

Google Search my sites Sample School 0 + Share >

Sites CREATE Cancel

Select a template to use:

- Blank template
- Classroom site
- Soccer team
- Spring Floral Wedding Instructional
- Browse the gallery for more

Name your site: **sampleschoolenrichment**

Site location - URLs can only use the following characters: A-Z,a-z,0-9
https://sites.google.com/site/sampleschoolenrichment

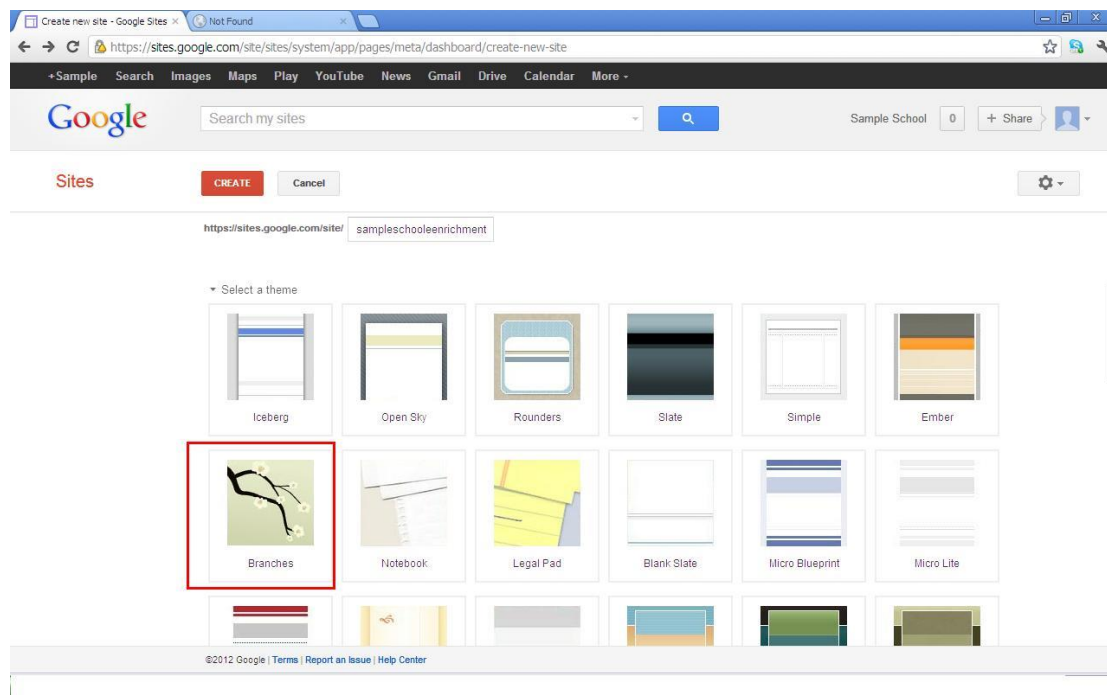
▶ Select a theme ←

▶ More options

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Site templates (image)

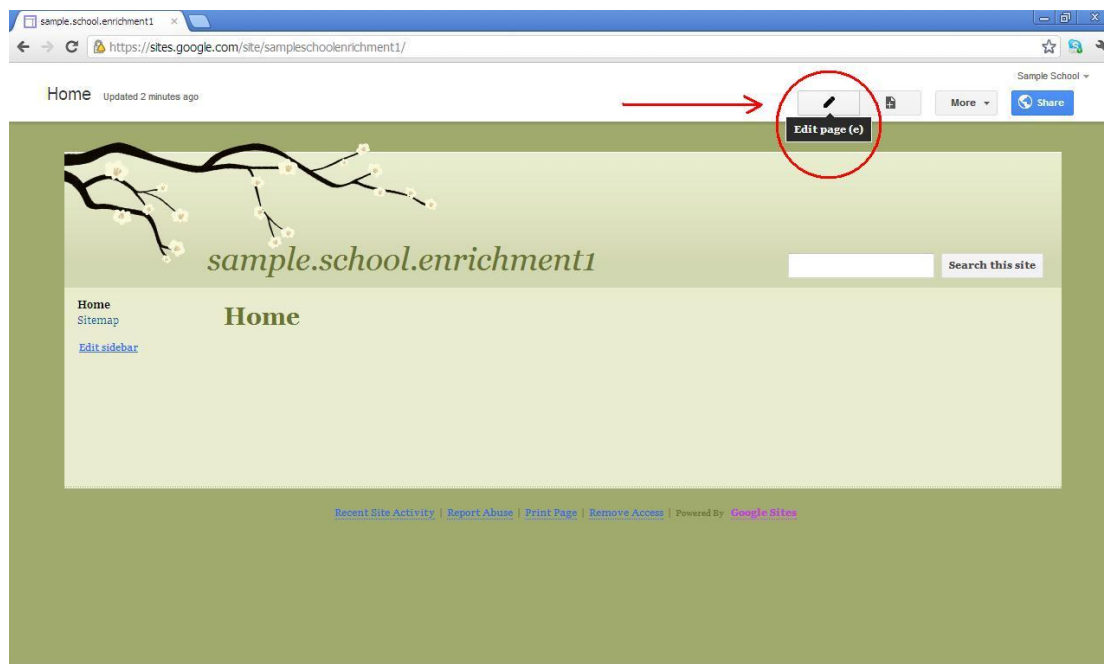




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5- Now your site will pop up in a new window, you will have to click on the (edit) button on the top right of your page

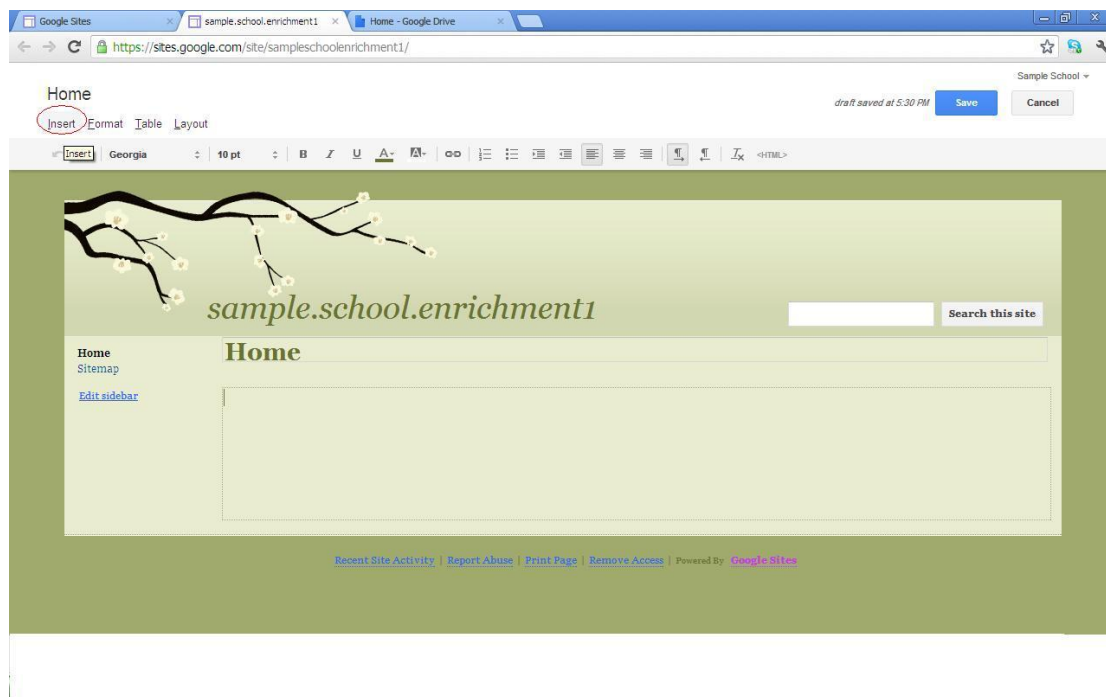
Editing the site (image)





6- Click on the Insert button on the top left of the page

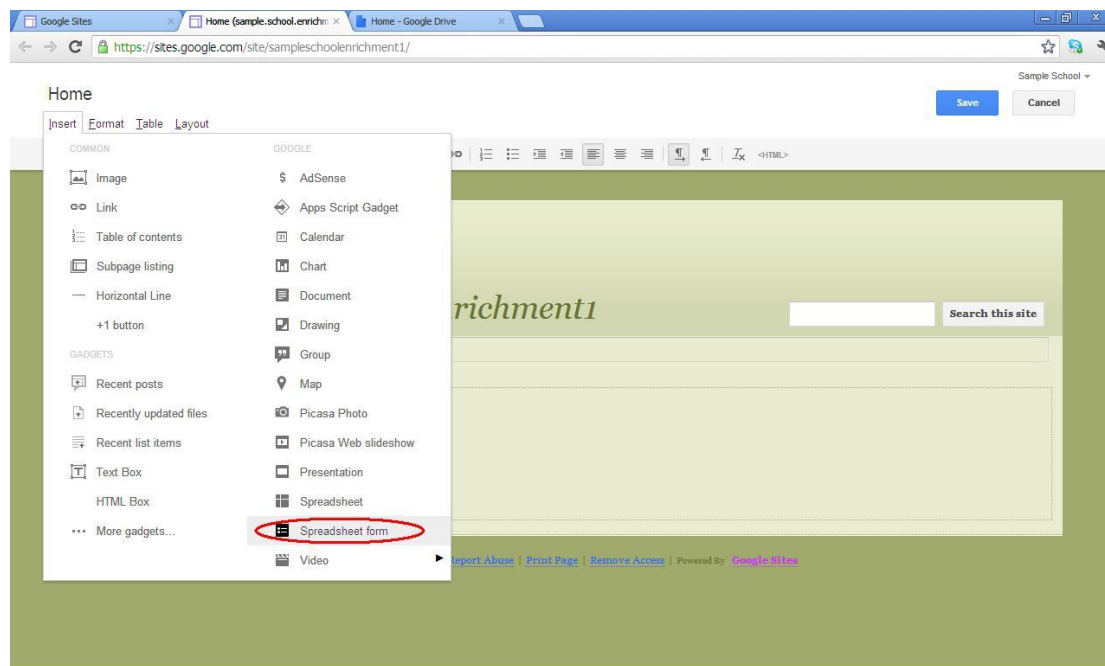
Inserting spreadsheet to the site (image)





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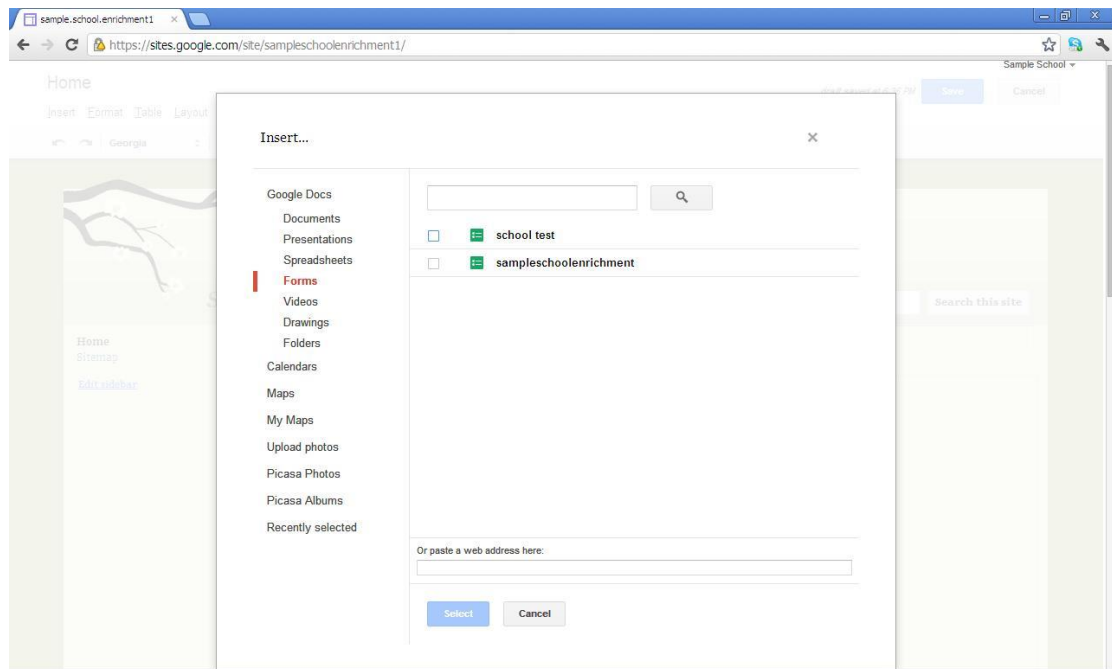
7-Choose insert spreadsheet form.





8- Choose the form you entered earlier (*in the previous section of this user manual*) :

Choosing your spreadsheet (image)





9- Choose the dimensions shown below and click Save:

Site dimensions (image)

Google Spreadsheet Form Properties ×

Display:

Include border around Google Spreadsheet Form

Include title:

Height: pixels

Width: pixels (leave empty for 100% width)

You now have a new School Enrichment website!!!

To see your website, visit:

<https://sites.google.com/site/YourSchoolEnrichment/>

except that you must replace "YourSchool" with the name of your school.

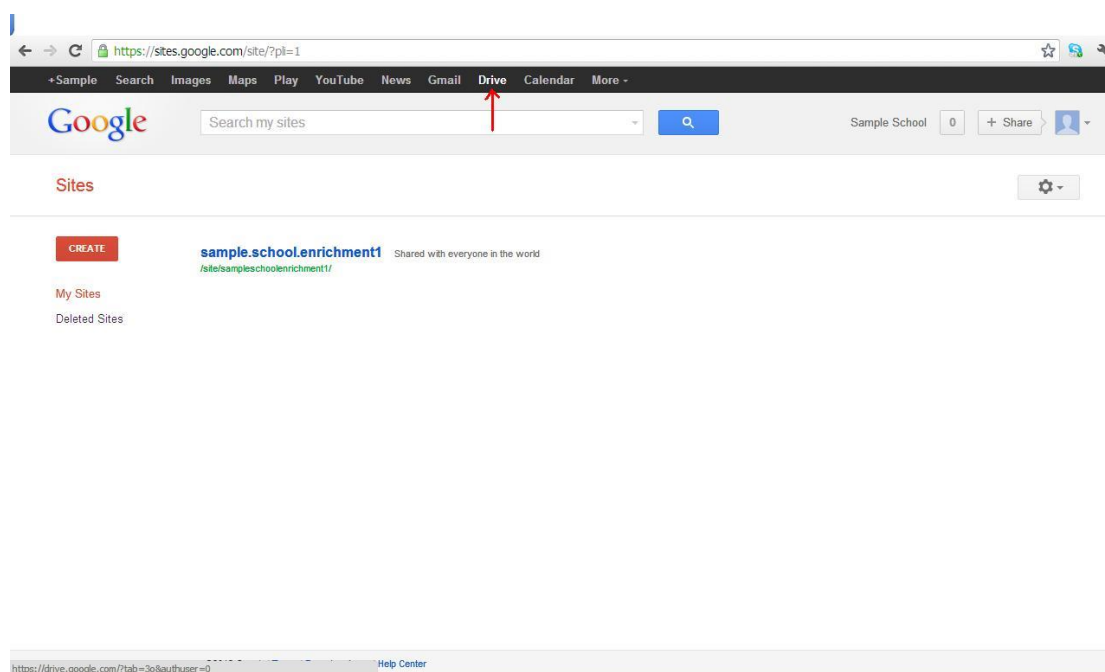


Enable automated confirmation emails

When parents register on your school enrichment page, they expect to quickly receive an automated confirmation email. Follow the steps below to enable confirmation emails for your school's registration website:

- 1- Access to <http://sites.google.com/>, then access to your web site, and then click on DRIVE button .

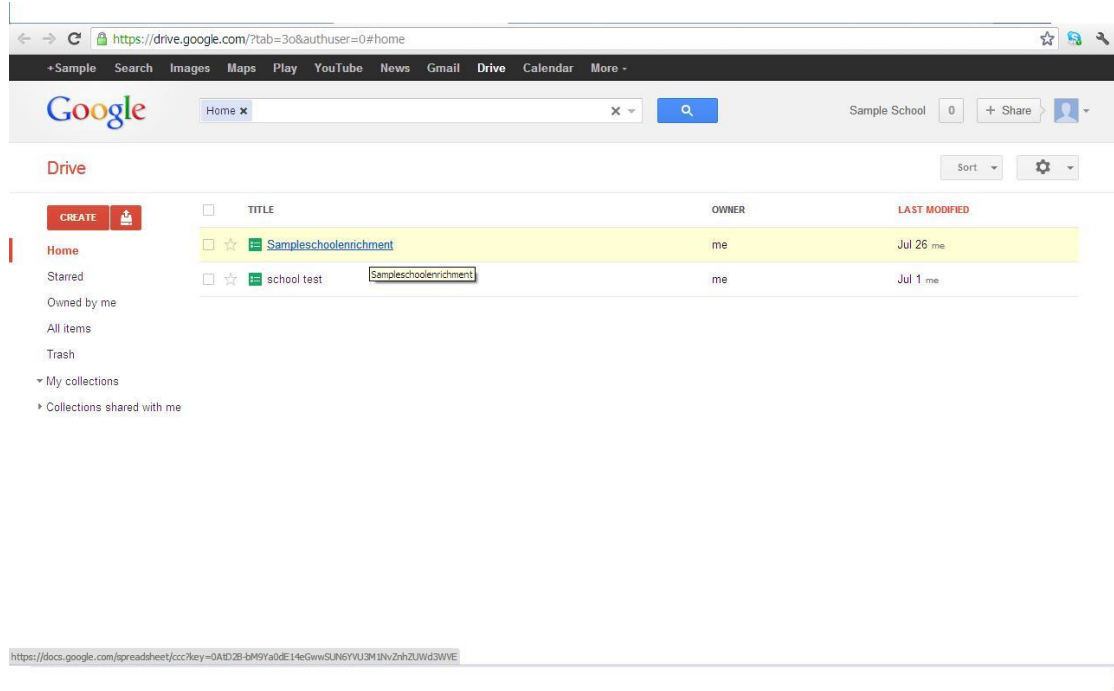
Access your site through Google sites (image)





2- Choose your spreadsheet that you created earlier.

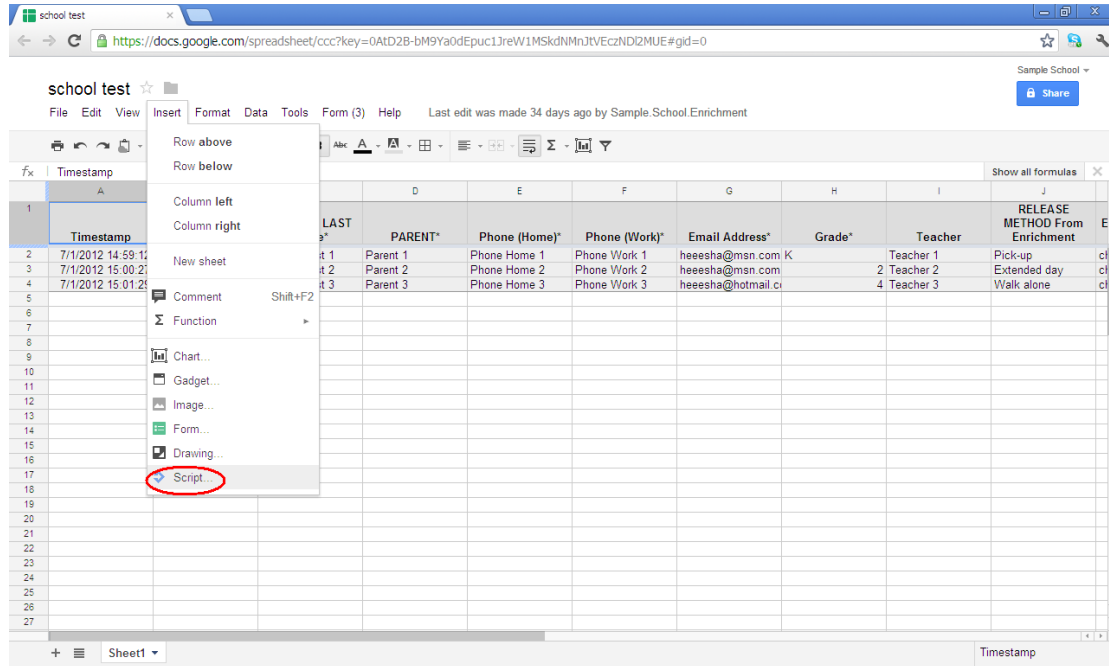
Access your spreadsheet (image)





3- Click on INSESRT then choose SCRIPT.

Inserting a Script (image)





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4- Search for FORMEMAILER then choose INSTALL.

Installing FORMEMAILER (image)

The screenshot shows a Google Docs interface with a 'Script Gallery' window open. The search bar contains 'formemailer'. Two results are shown:

- FormEmailer** (hgabreu@gmail.com): Add flexible automatic emails to your forms. Or do easy mail merge! No javascript knowledge required. Take a look at the help page for more info. [Help page](#). Buttons: Info, Install.
- FormEmailer** (groundstation.atharva@gmail.com): Add flexible automatic emails to your forms and do easy mail merge in your spreadsheets! Take a look at the help page for more info. Buttons: Info, Install.


Red annotations include a circle around the search term 'formemailer', a red arrow pointing from the search bar to the first 'FormEmailer' result, and another red arrow pointing to the 'Install' button of the second 'FormEmailer' result.



5- A warning page will be displayed, you may ignore and close the page below:

Script Gallery





Authorization required

The script *FormEmailer* owned by *sample.school.enrichment@gmail.com* and last edited by *sample.school.enrichment@gmail.com* on *Aug 4, 2012 6:05:36 PM* requires your authorization to run

Google makes no representations about the performance, quality, or content of this script. You should only run the script if you trust the creator, as you are solely responsible for any compromise or loss of data that may result from using this script.

Please be sure to read the [Google Docs Additional Terms](#) before using scripts.

The script requires access to the following services:

- Spreadsheets (Read/Write)
- Send Email
- Script Properties (Read/Write)
- User Properties (Read/Write)

**This script is requesting permission to do potentially harmful operations.
Only authorize the script if you truly trust the author!**



6- Make sure that the FORMEMAILER is installed.

Script Gallery ×

Public

- Featured
- Business
- Calendars and Schedules
- Conversions and Calculations
- Education
- Fun and Games
- Personal Finance
- Statistics
- Miscellaneous

Policy

FormEmailer
Add flexible automatic emails to your forms. Or do easy mail merge! No javascript knowledge required. Take a look at the help page for more info.
hgabreu@gmail.com
[Help page](#)

FormEmailer
Add flexible automatic emails to your forms and do easy mail merge in your spreadsheets! Take a look at the help page for more info.
groundstation.athava@gmail.com

Installed

↑



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- Go back to your spreadsheet, now you will find a button for FormEmailer. Click the “Install” option under FormEmailer.

The screenshot shows a Google Docs spreadsheet interface. The title bar reads 'school test'. The browser address bar shows the URL: <https://docs.google.com/spreadsheets/ccc?key=0AtD2B-bM9Ya0dEpuc1JreW1MSkdNMnJtVEczNDI2MUE#gid=0>. The spreadsheet has a menu bar with 'Form (3)' selected, and a 'FormEmailer' dropdown menu is open, showing an 'Install' button. The spreadsheet data is as follows:

Timestamp	Student's FIRST name*	Student's LAST name*	PARENT*	Phone (Home)*	Phone (Work)*	Email Address*	Grade*	Teacher	RELEASE METHOD From Enrichment
7/1/2012 14:59:12	Student First 1	Student Last 1	Parent 1	Phone Home 1	Phone Work 1	heesha@msn.com K		Teacher 1	Pick-up
7/1/2012 15:00:27	Student First 2	Student Last 2	Parent 2	Phone Home 2	Phone Work 2	heesha@msn.com	2	Teacher 2	Extended day
7/1/2012 15:01:29	Student First 3	Student Last 3	Parent 3	Phone Home 3	Phone Work 3	heesha@hotmail.c	4	Teacher 3	Walk alone



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- After refreshing, the FormMailer will have more menu options. Choose the “Settings” option to enter the E-mail form you would like to send to the subscribers. You will choose FORMEMAILER, then choose SETTINGS.

Creating mail template (image)

The screenshot shows a Google Spreadsheet interface. The 'FormMailer' menu is open, with 'Settings' circled in red. The spreadsheet contains a table with the following data:

FormMailer Status	Timestamp(M/d/yy; H:mm:ss)	Student's FIRST name	Student's LAST name	PARENT	Phone (Home)	Phone (Work)	Email Address	Grade	TEACHER
Email sent	7/11/2012 16:13:15	First Name	Last Name	Hesham	123	123	hesham@klenka.co	1	Teacher1
Email sent	7/12/2012 17:13:00	student 2	last 2	parent 2	123	123	heeesha@msn.com K	t	
Email sent	7/12/2012 17:19:15	Test	Student 001	Test Parent 001	Home Phone 001	Work Phone 001	support@memeccent K		Test Teacher 001
Field does not exist: Phone (Work). Field does not exist: Email Address. Field does not exist: TEACHER. Field does not exist: Enrichment Class 1. Field does not exist: Enrichment Class 2.									
Email sent	7/12/2012 17:40:52		1	2	3	4	5 support@memeccent	5	6
Email sent	7/25/2012 15:11:57	Student 4 First	Student 4 Last	Parent 4	123	123	heeesha@msn.com K		Teacher 1
Email sent	7/25/2012 15:12:41	Student 5 First	Student 5 Last	Parent 5	123	123	heeesha@msn.com		1 Teacher 1
Email sent	7/25/2012 15:13:30	Student 6 First	Student 6 Last	Parent 6	123	123	heeesha@msn.com		2 Teacher 2
Email sent	7/25/2012 15:14:31	Student 7 First	Student 7 Last	parent 7	123	123	heeesha@msn.com		3 Teacher 1
Email sent	7/25/2012 15:15:10	Student 8 First	Student 8 Last	Parent 8	123	123	heeesha@msn.com		4 Teacher 2
Email sent	7/25/2012 15:15:58	Student 9 First	Student 9 Last	Parent 9		123	heeesha@msn.com		2 teacher 1



9- Now you will fill the mail form shown in the (image) below as follows:

- Sender Name: School Management.
- To: choose from the dropdown menu Answers placeholder (Email Address) then press insert placeholder beside TO.
- Subject: Request form.
- Body:

```
<div><span style="color:rgb(0,0,255);">Thank you for your SampleSchool
After-School Enrichment class enrollment application. <b>Please note:</b>
Your application is not yet complete, all parents must sign and return the
paper Hold Harmless Form via backpack mail between Monday, ??? Date -
Friday ??? Date. The Hold Harmless Form should have been previously sent
to you via Friday Folders and is also linked below:
```

```
<br /><br />
```

```
<a
```

```
href="http://sites.google.com/site/SampleSchoolEnrichment/HoldHarmlessA
greement.pdf?attredirects=0"
```

```
target="_blank">http://sites.google.com/site/SampleSchoolenrichment/Hold
HarmlessAgreement.pdf</a>
```

```
<br /><br /></span></div>
```

```
<div><span style="color:rgb(0,0,255);">You may choose to <u>print this
email and attach it to the Hold Harmless Form</u> if practical. At a
minimum, please print your child's name clearly on the Hold Harmless Form!
It is imperative that each hold harmless form be able to be matched with the
online application just submitted.<br><br>Below are the registration details
you submitted:<br/>
```

```
</span></div>
```

```
<br/>
```

```
<b>Timestamp: </b>#Timestamp|M/d/yyyy H:mm:ss#<br>
```

```
<b>Student's FIRST name: </b>#Student's FIRST name#<br>
```

```
<b>Student's LAST name: </b>#Student's LAST name#<br>
```

```
<b>PARENT: </b>#PARENT#<br>
```

```
<b>Phone (Home): </b>#Phone (Home)#<br>
```

```
<b>Phone (Work): </b>#Phone (Work)#<br>
```

```
<b>Email Address: </b>#Email Address#<br>
```

```
<b>Grade: </b>#Grade#<br>
```

```
<b>TEACHER: </b>#TEACHER#<br>
```

```
<b>RELEASE METHOD From Enrichment: </b>#RELEASE METHOD
From Enrichment#<br>
```

```
<b>Enrichment Class 1: </b>#Enrichment Class 1#<br>
```

```
<b>Enrichment Class 2: </b>#Enrichment Class 2#<br>
```



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The screenshot shows a Google Docs spreadsheet titled 'school test' with a 'FormEmailer Settings' dialog box open. The dialog has two tabs: 'Email' and 'Advanced'. The 'Email' tab is selected, showing the following fields:

- Answers placeholders: Timestamp
- Sender Name: FormEmailer
- To: sample.school.enrichment@gmail.com
- Subject: New form submitted
- Body: Submitted values
 Timestamp: #Timestamp[M/d/yyyy H:mm:ss]
 Student's FIRST name: #Student's FIRST name#
 Student's LAST name: #Student's LAST name#
 PARENT: #PARENT#
 Phone (Home): #Phone (Home)#
 Phone (Work): #Phone (Work)#
 Email Address: #Email Address#
 Grade: #Grade#
 Teacher: #Teacher#
 RELEASE METHOD From Enrichment: #RELEASE METHOD From Enrichment#
 Enrichment Class 1: #Enrichment Class 1#
 Enrichment Class 2: #Enrichment Class 2#

The spreadsheet background shows a table with columns for 'FormEmailer Status' and 'Timestamp'. The 'FormEmailer Status' column has a dropdown menu with options 'FormEmailer Status', 'Teacher 1', 'Teacher 2', and 'Teacher 3'. The 'Timestamp' column has values '7/1/2012', '7/1/2012', and '7/1/2012'.

After you filled the form shown in the (image) by the data fields, now you have your mail template ready to be sent. All you have to do now is (SAVE AND CLOSE)



CROWS (Course Registration Open-source Web-based System)

10- Now you choose TOOLS, then go to SCRIPT EDITOR

Creating automatic mail generator (image)

The screenshot shows a Google Docs spreadsheet interface. The spreadsheet has columns for 'FormEmailer Status', 'Timestamp(M/d/yy) H:mm:ss', 'PARENT', 'Phone (Home)', 'Phone (Work)', 'Email Address', 'Grade', and 'TEACHER'. The 'Tools' menu is open, and 'Script editor' is highlighted with a red circle. The spreadsheet contains data for 9 students, including their first and last names, parent information, and contact details.

FormEmailer Status	Timestamp(M/d/yy) H:mm:ss	PARENT	Phone (Home)	Phone (Work)	Email Address	Grade	TEACHER	
Email sent	7/11/2012 16:13:15	hesham	123	123	hesham@klenka.co	1	Teacher1	
Email sent	7/12/2012 17:13:00	arent 2	123	123	heeesha@msn.com K		t	
Email sent	7/12/2012 17:19:15	est Parent 001	Home Phone 001	Work Phone 001	support@mamecent K		Test Teacher 001	
Email sent	7/25/2012 15:11:57	Student 4 First	Student 4 Last	Parent 4	123	123	heeesha@msn.com K	Teacher 1
Email sent	7/25/2012 15:12:41	Student 5 First	Student 5 Last	Parent 5	123	123	heeesha@msn.com	1 Teacher 1
Email sent	7/25/2012 15:13:30	Student 6 First	Student 6 Last	Parent 6	123	123	heeesha@msn.com	2 Teacher 2
Email sent	7/25/2012 15:14:31	Student 7 First	Student 7 Last	parent 7	123	123	heeesha@msn.com	3 Teacher 1
Email sent	7/25/2012 15:15:10	Student 8 First	Student 8 Last	Parent 8	123	123	heeesha@msn.com	4 Teacher 2
Email sent	7/25/2012 15:15:58	Student 9 First	Student 9 Last	Parent 9	123	123	heeesha@msn.com	2 teacher 1



CROWS (Course Registration Open-source Web-based System)

11- Now choose CURRENT SCRIPT TRIGGER.

The screenshot shows the Google Script Editor interface for a project named 'FormEmailer'. The 'Resources' menu is open, and the option 'Current scripts triggers...' is highlighted with a red circle. The main editor area contains the following JavaScript code:

```
1 var VER = "1.0";
2 var NAME = "FormEmailer";
3
4 var T = {
5   sender: "Sender Name", replyTo: "Reply To", //please try to keep these first texts short
6   to: "To", cc: "Cc", bcc: "Bcc",
7   subject: "Subject", body: "Body", html: "html",
8
9   fSheet: "Form sheet", fSheetDESC: "Name of the sheet that holds the form answers",
10  qtt: "Qty Emails", qttDESC: "Max quantity of emails sent per form submitted",
11  qWarn: "Quota warning", qWarnDESC: "Daily quota threshold that will trigger a warning email",
12  qLimit: "Quota limit", qLimitDESC: "Quota minimum value where FormEmailer will stop sending emails",
13  fLoc: "Formulas location", fLocDESC: "Enter the location using the format: SheetName!A:B",
14  closure: "Closure mode", closureDESC: "What the script should do after your Formulas are evaluated",
15  closureValues: "values", closureFormulas: "formulas", closureClear: "clear",
16  quota: "Reinsining quota", quotaDESC: "Amount of your daily quota you got left now",
17
18  menuSettings: "Settings", menuManually: "Process manually", menuAbout: "About", menuFix: "Fix",
19  version: "{1} - version {2}", //script name; version number
20  about1: "Script developed by {1}", //my name
21  about2: "Help, samples and tutorials can be found at", //site link will be in the line below
22
23  statusEmail: "Email{1} sent", //email index (will be blank if there's only one)
24  statusNot: "Email{1} not sent", //email index
25  statusError: "Error sending email{1}: {2}", //email index; error message
26  mailError: "Error sending email{1} on line{3}: {2}", //email index; error message; line number
27  statusQuota: "Quota limit reached",
28  statusMissingField: "Field does not exist: {1}", //placeholder name
29  statusFormattingErr: "Error formatting field: {1}", //full placeholder definition
30  statusDateFormatErr: "Error formatting date field: {1}", //full placeholder definition
31
32  manualQuestion: "Which line do you want process?\nAppend an * to the line number to process from it to the end",
33  manualInvalid: "\\{1}" is not a valid number. Aborting.", //value entered by user
```



12- Choose ADD NEW TRIGGER.

Current project's triggers ×

Run	Events
onOpen	From spreadsheet On open
onEdit	From spreadsheet On edit

[Add a new trigger](#)



13- Now for the new trigger you choose, TIME DRIVEN.

Current project's triggers ✕

Run	Events
onOpen	From spreadsheet On open
onEdit	From spreadsheet On edit
<input checked="" type="checkbox"/> timeDriven	From spreadsheet On open notifications

[Add a new trigger](#)

From spreadsheet

From spreadsheet

Time-driven



14- Choose MINUTES TIMER/

Current project's triggers ✕

Run	Events
<input type="text" value="onOpen"/>	<input type="text" value="From spreadsheet"/> <input type="text" value="On open"/>
<input type="text" value="onEdit"/>	<input type="text" value="From spreadsheet"/> <input type="text" value="On edit"/>
<input checked="" type="checkbox"/> <input type="text" value="timeDriven"/>	<input type="text" value="Time-driven"/> <input type="text" value="Minutes timer"/> <input type="text" value="Every minute"/> notifications

[Add a new trigger](#)

- Minutes timer
- Specific date and time
- Minutes timer
- Hour timer
- Day timer
- Week timer



15- Now choose EVERY 5 MINUTES.

Current project's triggers ✕

Run	Events
onOpen	From spreadsheet On open
onEdit	From spreadsheet On edit
<input checked="" type="checkbox"/> timeDriven	Time-driven Minutes timer Every 5 minutes notifications

[Add a new trigger](#)

Then save, and now the automatic mailing is working, just test the output.



Creating Your Microsoft Excel file

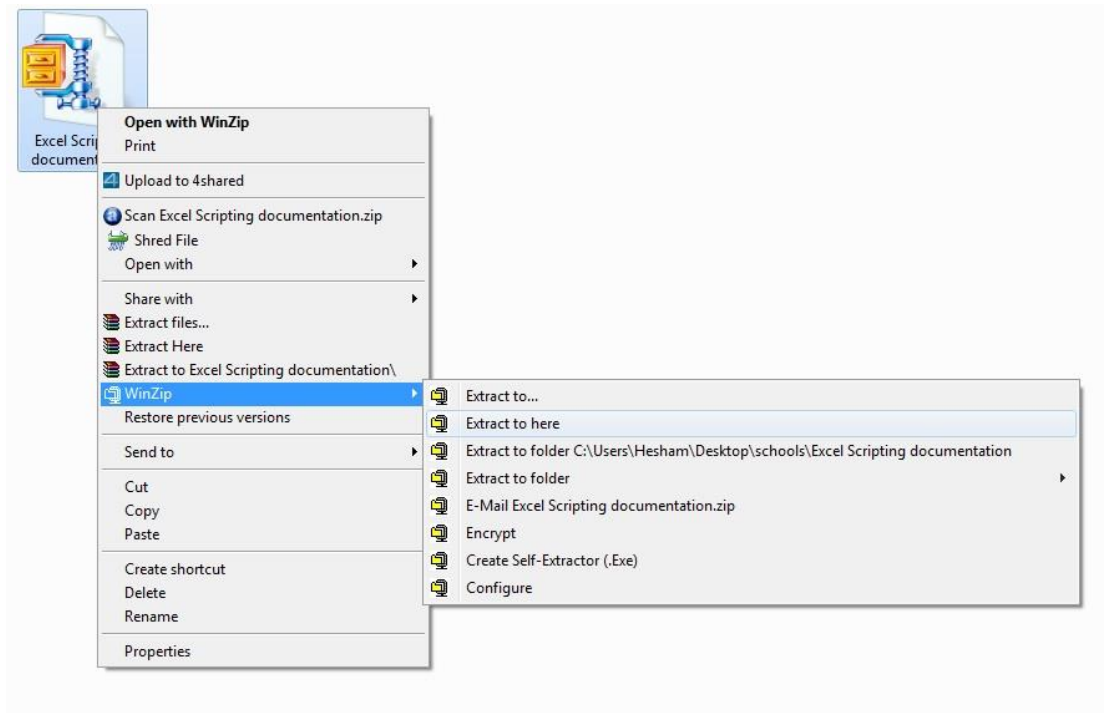
In order to create your own excel sheet that will list all students and the classes that for which they are registered, you will have to follow these steps.

- 1- First you will have to download the template file from the following link

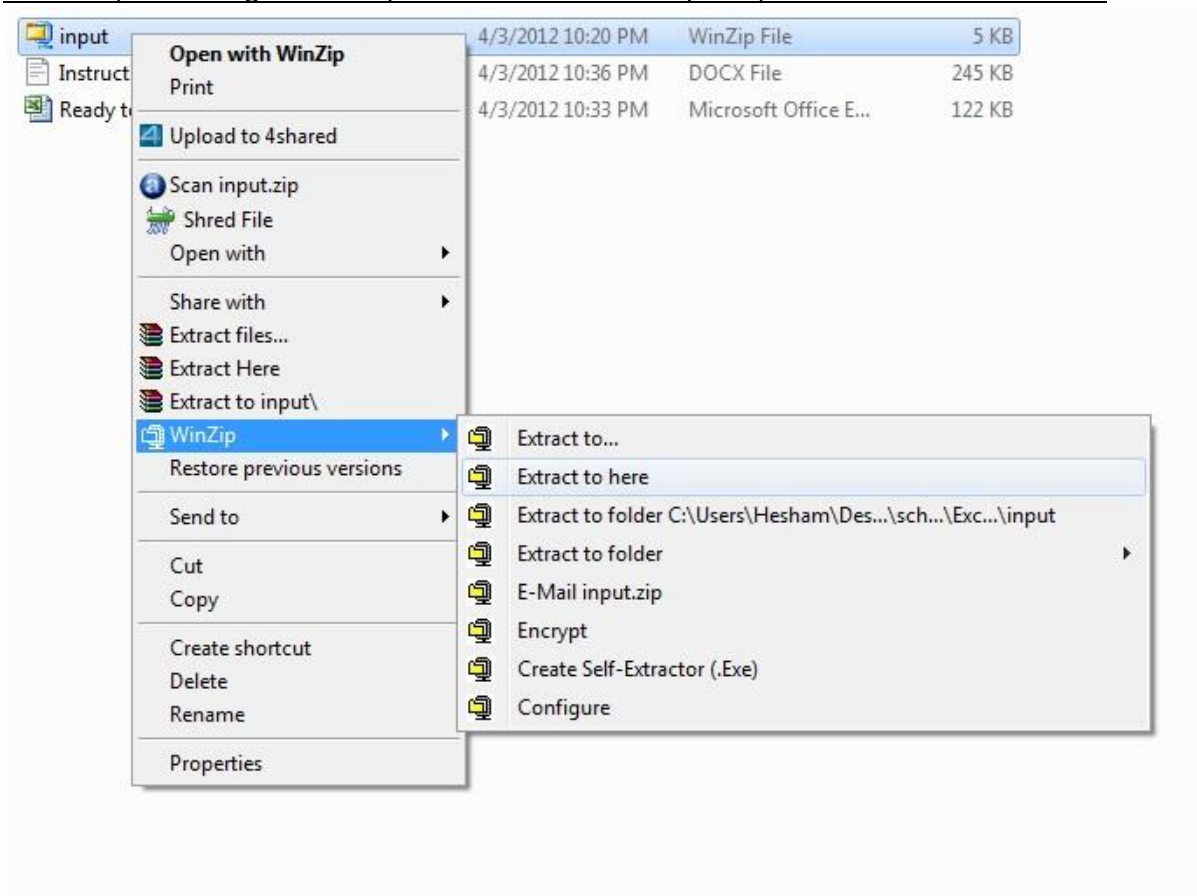
<http://www.crows.cc/home/ExcelScriptingDocumentation.zip>

Then you will have to extract the ZIP file as follows.

Unzip a file (image)



Click on the right button of your mouse, you will get the (image) above, then left click on (EXTRACT HERE).



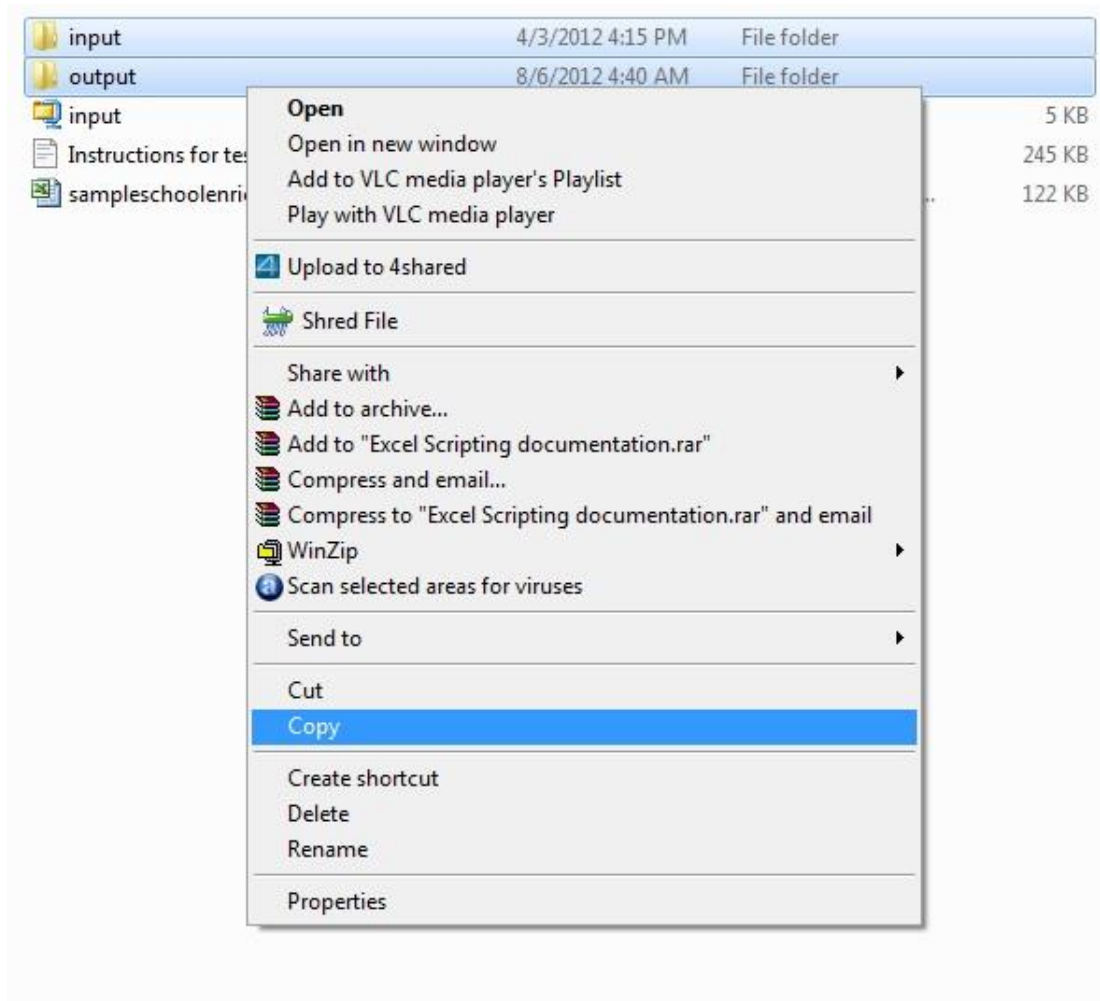
Then you will get a folder with the same name (excelscriptdocumentation) you will have to access to this folder by double clicking on the folder.

Then right click on the file (INPUT.ZIP) as shown in the above (image). And left click on (EXTRACT Here).

Now, that the Input and Output folders have been created, they must be copied to your C:\ drive. This is explained on the following pages.



Copying a file (image)

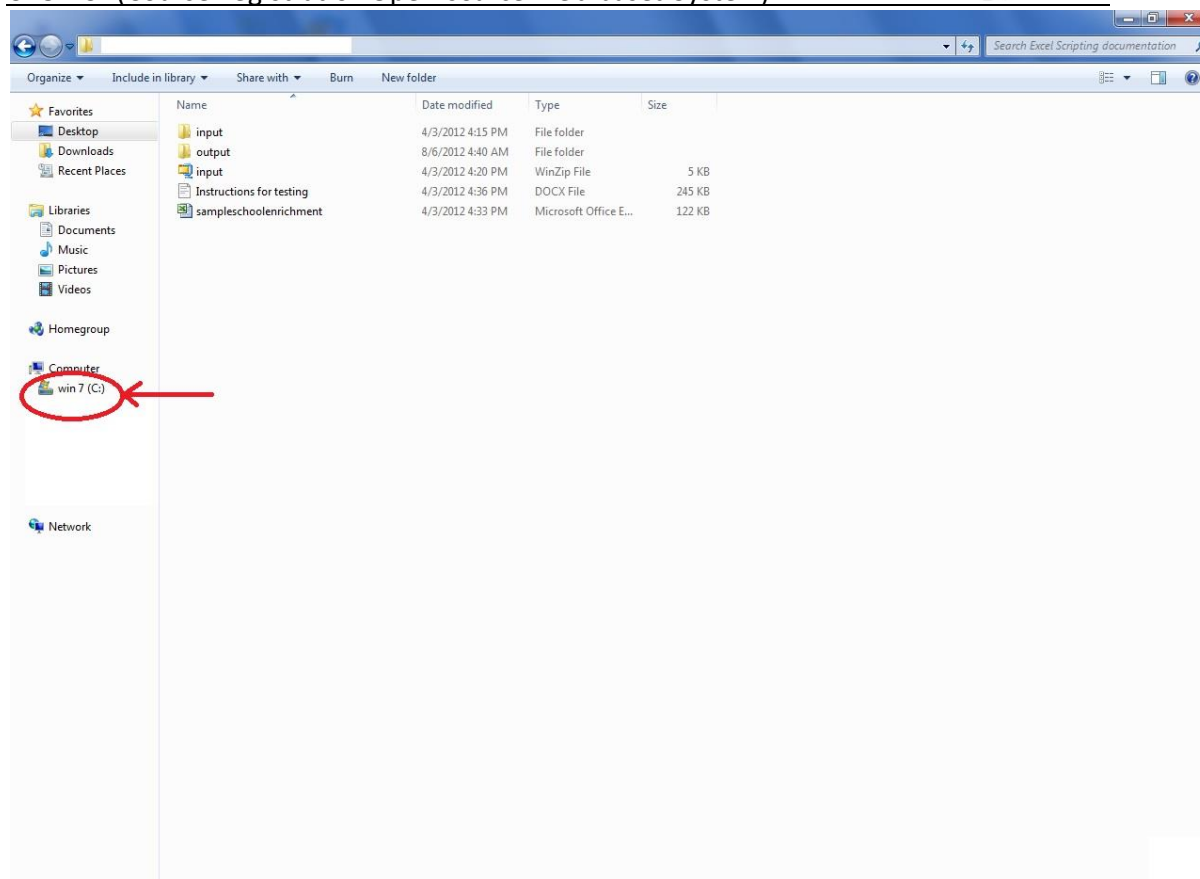


Then, choose both folders (INPUT) and (OUTPUT), by pressing ctrl button and left clicking on both folders, then while pressing ctrl button just right click by the mouse.

And then left click on (COPY) as shown in the above (image).

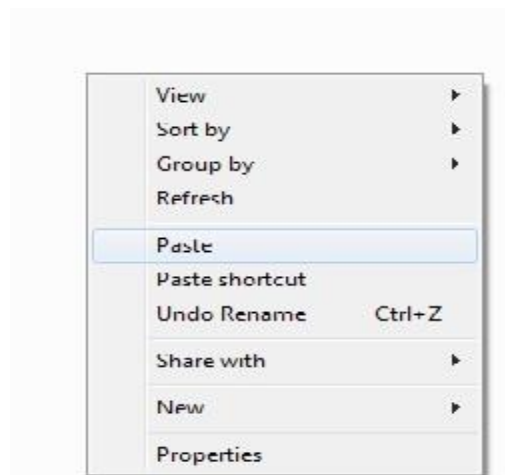


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Then left click on the Win 7 (C:) drive on the left of your screen.

Pasting a file (image)



Then right click on the blank part of the drive, then press (PASTE), then you will find the computer copying these folders to the drive (C:) .



CROWS (Course Registration Open-source Web-based System)

After doing that, now you are ready to create your Excel file.

- 2- Download your spreadsheet form from your site.

Downloading the spreadsheet (image)

The screenshot shows a Google Docs spreadsheet interface. The spreadsheet has columns for 'Student's FIRST name', 'Student's LAST name', 'PARENT', 'Phone (Home)', 'Phone (Work)', 'Email Address', 'Grade', and 'TEACHER'. The data includes student names like 'Hesham', 'last 2', and 'Test', along with their parents' names and phone numbers. The 'Download as' menu is open, showing options such as 'Microsoft Excel 97-2003 (.xls)', 'OpenDocument Format (.ods)', 'PDF Document (.pdf)', 'Comma Separated Values (.csv, current sheet)', 'Plain Text (.txt, current sheet)', and 'Web Page (.html, current sheet)'. The status bar at the bottom indicates 'FormEmailer Status'.

Student's FIRST name	Student's LAST name	PARENT	Phone (Home)	Phone (Work)	Email Address	Grade	TEACHER
First Name	Last Name	Hesham	123	123	hesham@klenka.co	1	Teacher1
student 2	last 2	parent 2	123	123	heeesha@msn.com K	t	
Test	Student 001	Test Parent 001	Home Phone 001	Work Phone 001	support@memece		Test Teacher 001
			3	4	5 support@memece	5	6
					123 heeesha@msn.com K		Teacher 1
					123 heeesha@msn.com		1 Teacher 1
					123 heeesha@msn.com		2 Teacher 2
					123 heeesha@msn.com		3 Teacher 1
					123 heeesha@msn.com		4 Teacher 2
					123 heeesha@msn.com		2 teacher 1



CROWS (Course Registration Open-source Web-based System)

3- Open the excel sheet and click on THE WINDOWS LOGO, then EXCEL OPTIONS.

The screenshot shows the Microsoft Excel interface in Compatibility Mode. A 'Recent Documents' sidebar is open on the left, displaying a list of recent files. The main spreadsheet area contains a table with the following data:

Student's LAST name*	PARENT*	Phone (Home)*	Phone (Work)*	Email Address*	Grade*	Teacher	MI
ent Last 1	Parent 1	Phone Home 1	Phone Work 1	heeesha@msn.co m	K	Teacher 1	Pick
ent Last 2	Parent 2	Phone Home 2	Phone Work 2	heeesha@msn.co m		2 Teacher 2	Ext
ent Last 3	Parent 3	Phone Home 3	Phone Work 3	heeesha@hotmail.c om		4 Teacher 3	Wal

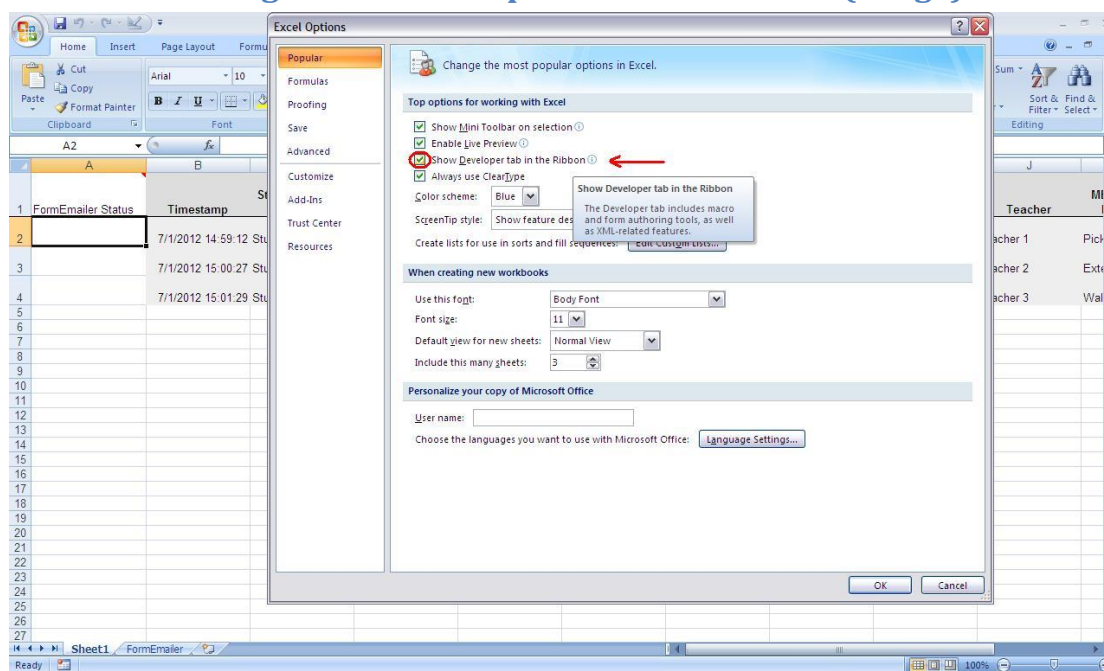
The 'Excel Options' button is circled in red at the bottom of the 'Recent Documents' sidebar.



CROWS (Course Registration Open-source Web-based System)

- 4- Make sure that the check box for SHOW DEVELOPER TAB IN RIBBON is checked

Turning on the Developers Tab in MS Excel (image)





CROWS (Course Registration Open-source Web-based System)

- Now open the Excel file "Ready to Test.xls" which you previously unzipped in Step 1, go to DEVELOPER tab, then click on DESIGN MODE.

The screenshot shows the Microsoft Excel interface with the Developer tab selected. The Design Mode button is highlighted with a red circle. A 'Please Note' dialog box is open, containing the following text:

Please Note:
You must run steps in this order:

- Step 1
- Step 2
- Step 3
- Step 4

REPEAT Step 2
and then finally run Step 5

Below the dialog box, a table of data is visible:

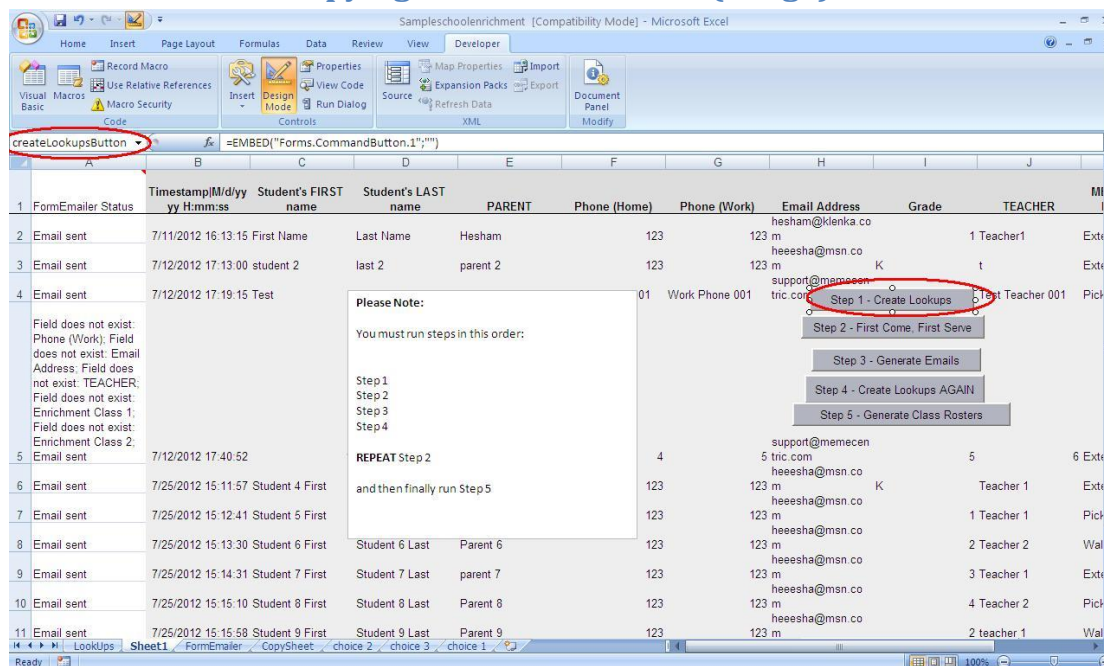
FormEmailer Status	Timestamp(M/d/yy H:mm:ss)	name	name	PARENT	Phone (Home)	Phone (Work)	Email Address	Grade	TEACHER	MI
Email sent	7/11/2012 16:13:15	First Name	Last Name	Hesham	123	123 m	hesham@klenka.co		1 Teacher1	Ext
Email sent	7/12/2012 17:13:00	student 2	last 2	parent 2	123	123 m	heesha@msn.co	K	t	Ext
Email sent	7/12/2012 17:19:15	Test			01	Work Phone 001	support@memece tric.con		Test Teacher 001	Pick
Email sent	7/12/2012 17:40:52				4		support@memece 5 tric.com	5		6 Ext
Email sent	7/25/2012 15:11:57	Student 4 First			123	123 m	heesha@msn.co	K	Teacher 1	Ext
Email sent	7/25/2012 15:12:41	Student 5 First			123	123 m	heesha@msn.co		1 Teacher 1	Pick
Email sent	7/25/2012 15:13:30	Student 6 First	Student 6 Last	Parent 6	123	123 m	heesha@msn.co		2 Teacher 2	Wal
Email sent	7/25/2012 15:14:31	Student 7 First	Student 7 Last	parent 7	123	123 m	heesha@msn.co		3 Teacher 1	Ext
Email sent	7/25/2012 15:15:10	Student 8 First	Student 8 Last	Parent 8	123	123 m	heesha@msn.co		4 Teacher 2	Pick
Email sent	7/25/2012 15:15:58	Student 9 First	Student 9 Last	Parent 9	123	123 m	heesha@msn.co		2 teacher 1	Wal



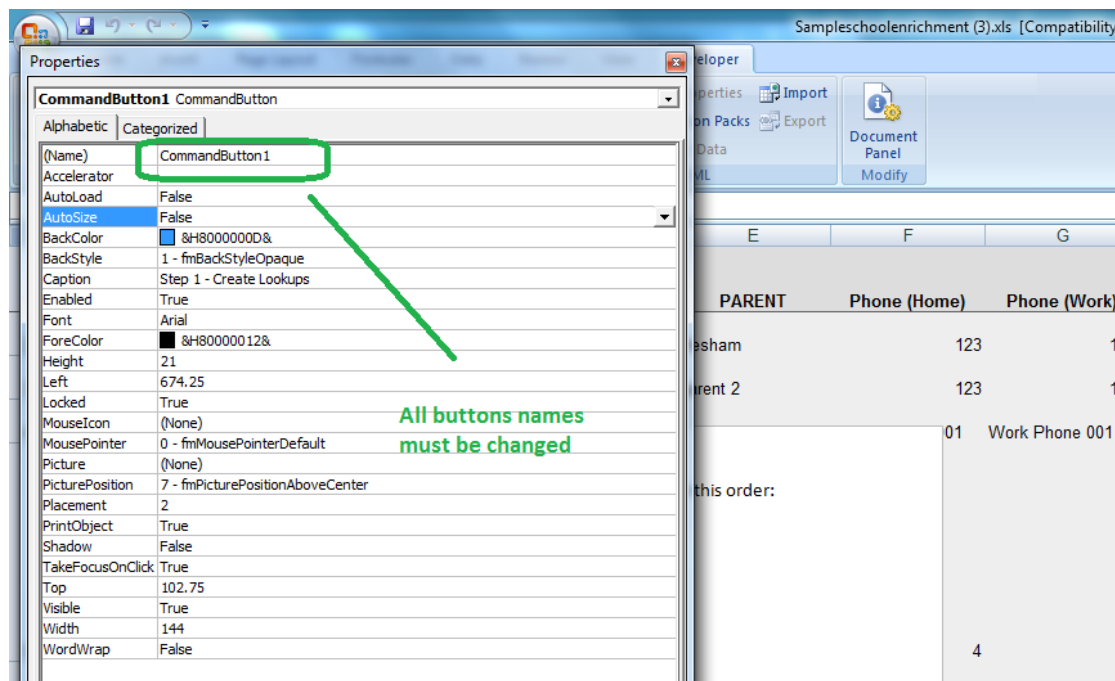
CROWS (Course Registration Open-source Web-based System)

- 6- Select all five buttons from “Ready to Test.xls” and right click and choose Copy. Then paste these five buttons to the Excel file that you downloaded in Step 2 previously:

Copying functions buttons (image)



Note: When you copy and paste buttons between MS Excel sheets, it is unfortunate that MS Excel renames the buttons button1, button2 and so forth. You must correct this by renaming each copied button so that the button name is the same on your own sheet as it is on the template sheet.



It is important that the copied Excel buttons have the exact same name as “Ready to Test.xls”. Otherwise, the Excel Buttons will not work.



- 7- Double click on any one of the five buttons from “Ready to Test.xls”, select all, and then right click and choose Copy. Then double click on any one of the five buttons in the Excel file that you downloaded in Step 2 previously. Then click paste to copy all VBA macro code for all five buttons. (Note, all code copies in this single step).

```
Microsoft Visual Basic - Sampleschoolenrichment.xls [design]
File Edit View Insert Format Debug Run Tools Add-Ins Window Help
Ln 52, Col 1

Sampleschoolenrichment.xls - Sheet1 (Code)
createLookupsButton Click

Private Sub createLookupsButton_Click()
    Dim nCount As Integer
    Dim i As Integer
    nCount = countRowsforSheet("Sheet1")
    Set ws = ActiveWorkbook.Worksheets("Sheet1")
    For i = 2 To nCount
        If Trim(LCase(ws.Cells(i, "1"))) = "none" Then ws.Cells(i, "1") = ""
        If Trim(LCase(ws.Cells(i, "m"))) = "none" Then ws.Cells(i, "m") = ""
    Next i

    Dim arrLookups(100) As String
    lc = 0
    createSheetifnotexisting ("LookUps")
    rCount = countRowsforSheet("Sheet1")
    *ReDim arrLookups(rCount - 2)
    For i = 2 To rCount
        Dim class As String
        If Not InsideArray(arrLookups, Sheet1.Cells(i, "L").Value) Then
            arrLookups(lc) = Sheet1.Cells(i, "L").Value
            lc = lc + 1
        End If

        If Not InsideArray(arrLookups, Sheet1.Cells(i, "M").Value) Then
            arrLookups(lc) = Sheet1.Cells(i, "M").Value
        End If
    Next i
End Sub
```

Finally, save your Excel file. This one file contains all data for your school and also has 5 Microsoft Excel buttons which will help you automate the management of your School Enrichment program.

The next section of this user’s manual contains a tutorial on the use of the MS Excel buttons.



Tutorial on the use of the MS Excel buttons

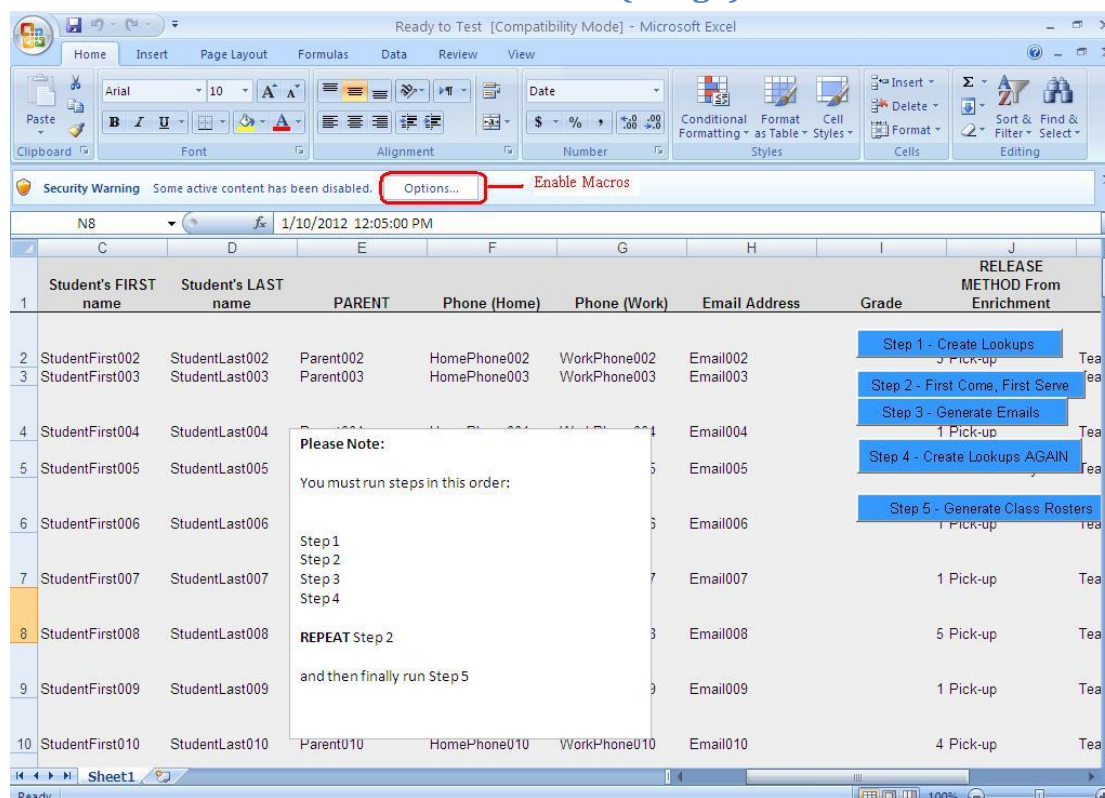
This tutorial uses sample data provided at:

<http://www.crows.cc/home/ExcelScriptingDocumentation.zip>

To learn the CROWS system, it is recommended that you follow the tutorial first using only the provided sample data. Thereafter, you may repeat this process using the data from your school's website.

1. Open "Ready to Test.xls" and click on the **Sheet1** tab and enable Macros:

Enable Macros (Image)





2. Click the "Step 1 -- Create Lookups" button. The Lookup tab is created and displayed:

School Class Max and Min form (Image)

	A	B	C
1	Class	Min	Max
2	Video Gam	10	20
3	Yoga (Gra	10	20
4	3D LEGO	10	20
5	Earth Scie	10	20
6	Performing	10	20
7	Robotics 1	10	20
8	Learn Ame	10	20
9	Guitar Fun	10	20
10	Hip Hop (G	10	20
11	Making Mu	10	20
12	Robotics 1	10	20
13	Emotion in	10	20

Edit the Min's and Max's as shown below:

Class	Min	Max
Video Game Design (Grades 3-5)	8	12
Yoga (Grades K-5)	8	15
3D LEGO Design (Grades K-2)	8	24
Earth Science for Curious Kids	3	12
Performing Puppets by ETC (Grad	7	12
Robotics 1 (Grades K-1)	5	15
Learn American Sign Language th	10	20
Guitar Fundamentals II (Grades	5	10
Hip Hop (Grades K-5)	14	20
Making Music with Technology (G	5	15
Robotics 101 (Grades 2-5)	5	15
Emotion in Motion by ETC (Grade	7	12

Note: The Original data on Sheet1 was changed in this step. All Enrichment Class 1/2 = "None" were changed to Enrichment Class 1/2 = "".



3. Click the "Step 2 - First Come, First Serve" button. Note the results. Note also that "Completed Application Received" is the basis for the "First Come, First Serve" button and this is " Completed Application Received " must be entered manually. For this to work well, the paper (physical) PTA Enrichment mailbox needs to be checked *at least* daily.

(Note in this sample file some times are set to 12:00 PM and others to 12:05 PM....this is an example of how a manual lottery can be done and the results respected by the MS Excel First Come, First Serve button.)

Completed Application Received (Image)

Grade	RELEASE METHOD From Enrichment	TEACHER	Enrichment Class 1	Enrichment Class 2	Completed Application Package Date	Accepted class 1	Accepted class 2	Rejected class 1	Rejecte class 2
	Step 1 - Create Lookups		Video Game Design (Grades 3-5)		1/9/12 12:00 PM				
	3 Pick-up	Teacher001	Yoga (Grades K-5)		1/10/12 12:00 PM				
	Step 2 - First Come, First Serve	Teacher002	3D LEGO Design (Grades K-2)	Earth Science for Curious Kids	1/11/12 12:00 PM				
	Step 3 - Generate Emails	Teacher003	3D LEGO Design (Grades K-2)		1/12/12 12:00 PM				
	Step 4 - Create Lookups AGAIN	Teacher004	Earth Science for Curious Kids		1/13/12 12:00 PM				
	Step 5 - Generate Class Rosters	003	3D LEGO Design (Grades K-2)	Earth Science for Curious Kids	1/9/12 12:05 PM				
	1 Pick-up	Teacher004	Video Game Design (Grades 3-5)		1/10/12 12:05 PM				
	5 Pick-up	Teacher005	Performing Puppets by ETC (Grad		1/11/12 12:05 PM				
	1 Pick-up	Teacher004	Video Game Design (Grades 3-5)		1/12/12 12:05 PM				
	4 Pick-up	Teacher006	Performing Puppets by ETC (Grad		1/13/12 12:05 PM				
	1 Pick-up	Teacher003	3D LEGO Design (Grades K-2)		1/9/12 12:00 PM				
	1 Pick-up	Teacher004	3D LEGO Design	Robotics 1 (Grades	1/10/12 12:00 PM				



4. Unzip "input.zip" to C:\input. Create an empty directory called C:\Output. Click on the Sheet 1 tab and then click the "Step 3 - Generate Emails" button:

Note the emails generated in C:\output . *(If desired, these emails may be manually edited prior to emailing.)*



5. Click the "**Step 4 -- Create Lookups AGAIN**" button. The Lookup tab is created and displayed. Note the class column now truncates all names to 31 characters or less. This is required because this is maximum size of an MS Excel sheet name.

6. After "**Step 4 -- Create Lookups AGAIN**" is complete, click the "**Step 2 - First Come, First Serve**" **button again**. Note the results. Specifically all class names are now 31 characters or less on all tabs and "Making Music with Technology (G" to account for 31 character limit in creating new MS Excel test data.

Click the "**Step 2 - First Come, First Serve**" button. Note the results if/as desired.

7. Click on the **Sheet 1** tab and then click the "**Step 5 -- Generate Class Rosters**" button:

A class roster (with correct data) will be auto-generated: one new Excel tab for each class.

8. Compare your current Excel sheet ("Ready to Test.xls") with "TestResults.zip". The files should be identical. This validates that your Excel buttons are working correctly.

Your feedback is welcome! Please send all suggestions and change requests to mailto:
support@crow.s.cc.