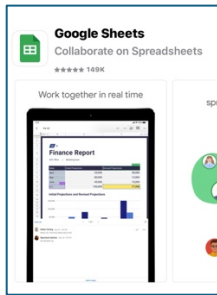




How to Book Events and see the Monthly Calendar at Ladner Lawn Bowling Club Using Google Sheets



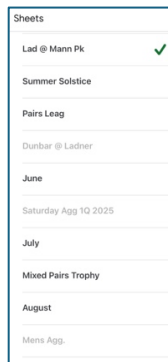
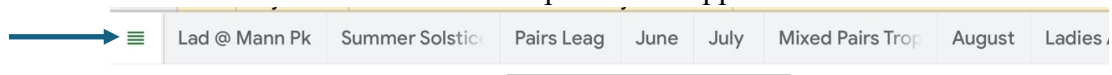
1. Download the free App “Google Sheets” to your phone, tablet or computer
2. Once you have the Google Sheets app installed, Email info.ladnerlawnbowling@gmail.com requesting the link to the LLBC Calendar.

1. Using the App

- Click the link provided in your email to start using Google Sheets on your phone, tablet or computer – no special software required.
- Click on green Google Sheets icon to open.

2. Find the Right Tab

- Along the bottom of the sheet, find the tab with the month or event name and date (e.g. “*Summer Solstice – June 21*”).
- For each event, click that tab to view the event sign-up list.
- You can also use the “master list” feature at the bottom left corner. Tap on the four lines and a master list of all options will appear.



Tap on the file from the master list you want to see. A check mark will appear. Sheets will take you to the spot you’re looking for – either an event for registration or the calendar to view.

3. Add Your Name

On a PC computer:

- Scroll down to the next available blank line.
- Type in your first name and initial for your last name, then click on enter or click on a blank cell.



As of 2026



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On an iPhone or iPad:

- Scroll down to the next available blank line.
- Click on the blank cell, then click on the pen icon in the bottom right corner of your screen.
- Type in your first name and initial for your last name, then click on the check mark on the bottom corner of the sheet.
- Last step is to click on the check mark on the top left corner of the sheet.

4. That's It!

- Your name is now on the list. No need to save – Google Sheets saves automatically.

Tips and Reminders

- Only add your own entry, contact the convenor to make any changes.
- **DO NOT HIT THE PLUS SIGN** that adds a new sheet and becomes confusing.
- Having trouble? Ask another club member. Or email info.ladnerlawnbowling@gmail.com.



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