

WCFCC Auction Form via Google

1. Go to Google. In upper right is the "Sign In" button. Click it and use the ID wandcfcclub@gmail.com and the password is rothmeyer
2. In the upper right is a small grid icon, click on it and it will bring up the different functions to access. Click on the one called "Drive"
3. Once it loads, you will see some documents you can view, choose the one for the upcoming month. For example, August Auction, September Auction etc. Choose the current list and double click.
4. This will open a form in Excel format. You will be able to enter in your lot descriptions, grade and reserve. If there are lots entered already, just start in the next available space and enter your list. Keep track of which lot numbers are yours.
5. Once you have finished entering your information, click on the "File" menu above the form, near the bottom of the menu you can select "Email as attachment"
6. This will open a new window with an email. At the top it has a button labeled "Attach as". Click this button and choose "Excel file"
7. In the address line, put in Denny Bracken's email address: djb55qm@mchsi.com
8. Add the subject with the next meeting date. For example, "Mark's list for August" Add a message if you like and hit send.
9. That's it.