

# TRAP Rider Log in Excel Format

The TRAP Rider Log in Excel format is available on the TRAP web site at [www.cshatrap.org](http://www.cshatrap.org).

Click on the “Rider Logs” button.

Click on the link to the Excel TRAP Rider Log.

When the action popup appears, **SAVE** the file to your computer. ***DO NOT enter your hours in the web site. They WILL NOT BE SAVED!!***

To complete the log:

Enter your name and region at the top of the spreadsheet and your hours and trail information in the cells as indicated by the column headers.

Do not add columns to the spreadsheet. If you rode more the four trails in one ride, enter the additional trails on the following row. Do not repeat trails, e.g. if you rode out and back on a trail, enter it only once.

If you need to insert rows, do so above the total lines

- Your hours will be automatically summed in the "Total Hours this Log" cell.
- Enter the "Total Hours in Program" from your previous log in the “Balance Forward” cell and the sheet will calculate the new “Total Hours in Program”.

Please send a new sheet each time, do not include previously reported rides. These sheets will be uploaded to the Trails Database.

Please send one log per rider.

When complete E-Mail a copy (as an e-mail attachment) to the TRAP State Chair at [www.cshatrap@yahoo.com](mailto:www.cshatrap@yahoo.com)

Any questions please let me know.

Tips:

- Save a master copy with just your name and region filled in, then “save as” a new file when you need to start a new log.
- Use a file name that makes sense, e.g. Grisham TRAP March – April 2008.