

Instructions for Stay Cay Google Doc Log

Is this log for me?!?

*This is not the required log for the Mi Stay Cay Challenge, just an option

*You need to have access to a Google account to use this form

*These instructions are based off our computer view, not mobile view.

*It does not happily download into Excel

*You should be somewhat familiar with Google sheets as we are a wacky events company not techies. There are some helpful hints on page 3

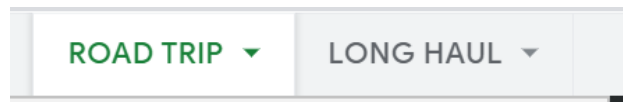
If this log option is not for you simply choose one of the other options! Happy logging!

STEP 1:

Open the link, and immediately go to FILE and select MAKE A COPY so that it is on your drive. Reread the previous sentence 40 times and then click [HERE!](#) Please note there are formulas in cells and they are not locked when you copy **ONLY TYPE IN INSTRUCTED COLUMN.**

STEP 2:

Choose the tab that aligns with the challenge you have selected!

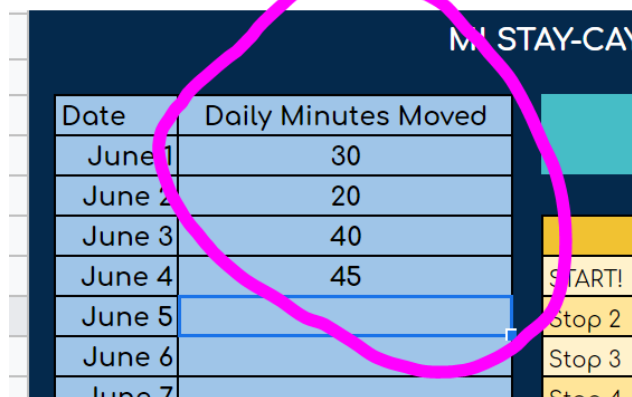


STEP 3:

Get moving and then log your minutes!

Please note, you need to log in MINUTES. If your moving time was 1 hour and 27 minutes you would log 87 minutes. If you enter 1:27 the page will literally explode...repeat with me....LOG. IN. MINUTES.

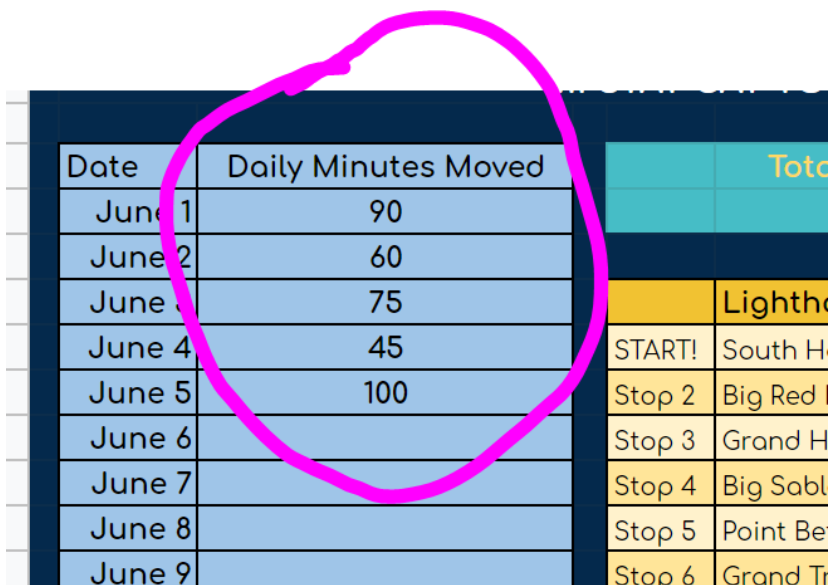
Road Trip– 930 minutes at your own pace between June 1 and June 30. Simply enter your minutes into the blue box to the right of the date and then start to watch your Stay Cay list grow!



Date	Daily Minutes Moved
June 1	30
June 2	20
June 3	40
June 4	45
June 5	
June 6	
June 7	

The table is part of a Google Sheet titled 'MI STAY-CAY'. The 'Daily Minutes Moved' column is highlighted with a pink circle. To the right of the table, there are labels for 'START!', 'Stop 2', 'Stop 3', and 'Stop 4'.

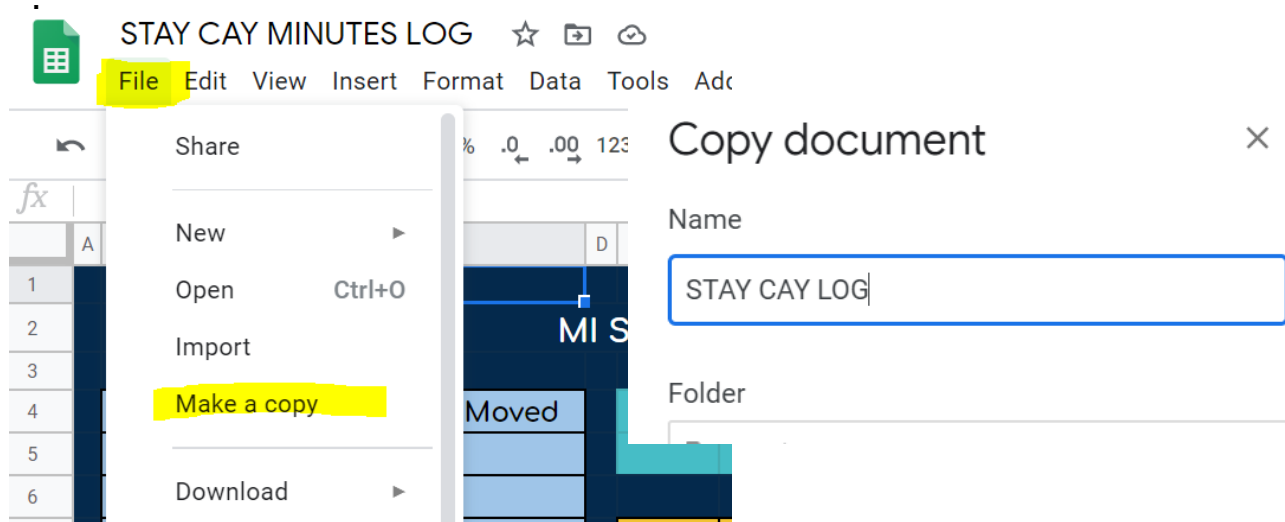
Long Haul Challenge – 1860 minutes at your own pace between June 1 and June 30. Simply enter your minutes into the blue box to the right of the date and then start to watch your Stay Cay list grow!



Date	Daily Minutes Moved
June 1	90
June 2	60
June 3	75
June 4	45
June 5	100
June 6	
June 7	
June 8	
June 9	

Helpful Tips!

To make a copy, go to File and then choose Make a Copy then Name it and click OK. We suggest you bookmark the link for easy daily use!



STAY CAY MINUTES LOG

File Edit View Insert Format Data Tools Adc

Share

New

Open Ctrl+O

Import

Make a copy

Download

Copy document

Name

STAY CAY LOG

Folder