

Instructions on using Taming Bigfoot Carbon Footprint Calculator

Step 1--Make a copy and work with the copy! Most of the file is password protected to help both you and me, but accidents and unintended entries do happen so keep the original as a fallback.

There are 3 tabs in this spreadsheet. You will enter your team's data in the tab labeled "Team Member Entry". Only the yellow cells are writeable, so the data from each member's Data Reporting Sheet go here. The format and order of the lines is identical to the Data Reporting Sheet. No entry is treated as a zero, so there's no need to enter zeroes.

IMPORTANT!! The order of the team members is (Left to Right): 1-2 person household; Lives in PT; Lives outside PT; Green lifestyle; Not yet green lifestyle; Younger than 30; and Prominent citizen. Please preserve this order.

The other tabs are completely protected but offer information that might be of interest. In the "Conversion Factors" tab, you can see the factors that are used to calculate the greenhouse gas amounts. The basis for using these conversion factors is provided by the file "Documentation of Conversion Factors" posted on the Taming Bigfoot website (<http://www.L2020.org/climate-action/bigfoot>).

The third tab provides a Summary of your team's footprints. Totals by team member and for the team as a whole are shown along with totals for each line, each broader category and a bar chart to help visualize the results.

After each period (the baseline, the first half of the reduction period and the end of the reduction period), you will be receiving data from each team member. These are the data you enter into the spreadsheet (on the Team Member Entry tab). After data from all 7 members is entered, you attach the saved file in an email to me at bobbindschadler@gmail.com. I take it from there.

I urge each of you to give this spreadsheet a trial run so questions and problems come up early. Please contact me with any trouble you encounter.

And thanks for being your team's recorder and taking on this extra task. It's not supposed to be much extra work.

Sincerely,
Bob Bindschadler