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## **GRAND LODGE ACHIEVEMENT AWARD WORKSHEET INSTRUCTIONS**

The instructions herein will guide you through the updated 2018-2019 electronic version of the Grand Lodge Achievement Award and particularly the GLAA Worksheet.

When you open the updated version you will see four tabs: GLAA Worksheet (new), Worksheet Details (new), GLAA and Guidelines.

The GLAA Worksheet is the only form you will enter data into for the GLAA form itself. As you enter data into the GLAA Worksheet it will auto-populate the GLAA form itself. You cannot enter data directly into the GLAA form.

The GLAA Worksheet instructs you to enter data into the gray boxes of the form. These are the only cells you can enter data into. You will notice the cells next to the gray boxes will inform you if the data to be entered is limited or unlimited. This addition will minimize errors the committee has experienced in the past. You should find this form easy to use.

The next tab is the Worksheet Details. This tab is unprotected and will allow you to modify as you need to document the events as you see fit. This tab will allow you to document the details of an event, such as, dates, name of the events, locations, names of individuals participating, etc.

Completing the Worksheet Details tab and documenting the events is not required, however, it may keep you from having to document the events, at a later date, for verification when you submit the GLAA form.

The third tab is the GLAA form. This form has not been modified and no explanation is required. As you complete the GLAA Worksheet the GLAA form will auto-populate.

The fourth tab is the Guidelines. This tab has not been modified and no explanation is required.

There has been no change to the GLAA PDF form itself, therefore, the hard copy is the same and requires no explanation.

Grand Lodge Achievement Award Committee