

TOOL 8 - Designer Gifts Tracking Sheet

One of the most valuable tools my team and I use is the Gifts Tracking Sheet. This can be intimidating if you don't use spreadsheets on a regular basis but it is really just a fill in the blank form.

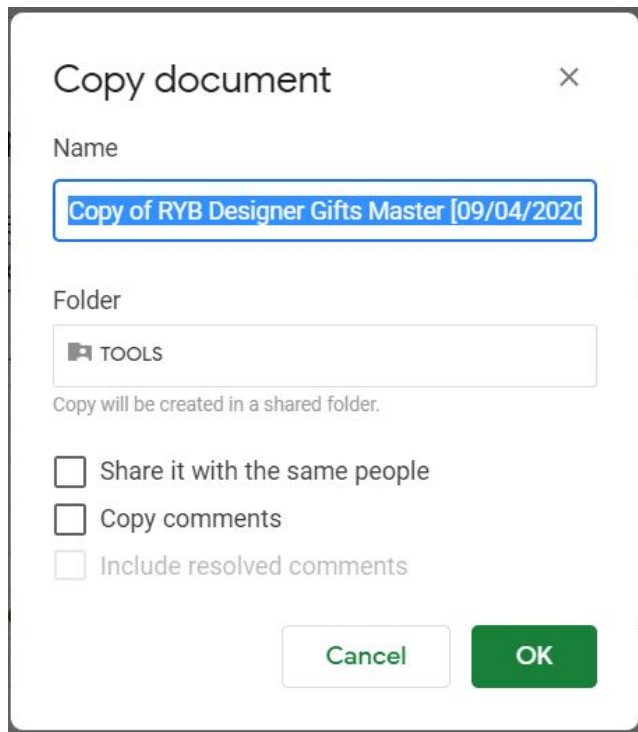
The Gifts Tracking Sheet was created in Google Sheets. Google offers a free suite of tools (Google Drive) that are similar to Microsoft Office. Google Sheets is an alternative to Excel. You must have a gmail address to access Google Drive. You don't have to use gmail as your address but you need it to access the documents, sheets, and presentations in Google Drive.

You can access a copy of the Gifts Tracking Sheet [Here](#).

When you click the link above, the sheet will open and you will be able to VIEW.
To create your own copy:

Choose File> Make A Copy

In the pop up box change the name. Add your designer name or initials to the front of the name.

A screenshot of the 'Copy document' dialog box in Google Drive. The dialog has a title bar with 'Copy document' and a close button (X). Below the title bar, there is a 'Name' section with a text input field containing 'Copy of RYB Designer Gifts Master [09/04/2020]'. Below the name field is a 'Folder' section with a dropdown menu showing 'TOOLS'. Below the folder dropdown, there is a note: 'Copy will be created in a shared folder.' At the bottom of the dialog, there are three checkboxes: 'Share it with the same people', 'Copy comments', and 'Include resolved comments'. At the very bottom, there are two buttons: 'Cancel' and 'OK'.

Click OK

This will save a copy of the tracking sheet to your google drive.

There are 4 tabs at the bottom.

Instructions - Explains how to use the columns and rows on each of the sheets.

Master Gift List - This is your working sheet.

Complete the information as you go. The 5 minutes you spend by adding your freebies to this sheet will save you hours in the future.

Notes have been added in the header row with simple instructions for each row. Hover over the triangle for more information.

FWP - Use this sheet if you create freebies to use as Free With Purchase.

Total Gifts VIEW ONLY - A recap of the number of freebies you have created for each product. This tab is optional and automatically populates if you follow the steps on the INSTRUCTIONS tab.

IMPORTANT Columns:

E: Location - Choose the dropdown to select whether your gift/freebie is Hidden or Live and includes a coupon.

K: Coupon Code - Add your coupon codes so you will have easy access when loading your freebie to the shop.

M: Link to Gift - Add the link to your freebie after you've loaded it to your shop.

This system uses a lot of freebies and it is much faster to open your sheet to pick something to share than to search for it in your shop. Add each freebie to your sheet as you create it and you can populate the information as you load it to your shop.