

FOR AMELIA & OLLIE · ACTIVATION MOVES 01 TO 03

THE ACCOUNT, SET UP.

One sitting, roughly forty minutes, and the campaign's whole Google side exists: the calendar, the register, and the booking form. Work top to bottom; each section feeds the next. The three files you need travel in this pack.

00 SECURITY FIRST

5 MIN

1. Sign in to **thefittingroom@nora.tattoo** on a studio device.
2. **Change the password immediately** (Manage your Google Account → Security). Use a password manager to generate it, and save it in the studio's shared vault, not in a chat or a notebook. The handover password is considered exposed and retires today.
3. Turn on **2-step verification**, tied to a studio phone, and add a recovery method the studio controls. The test for everything in this account: it must survive any one person leaving.

01 THE APPOINTMENT SCHEDULE

10 MIN

1. Google Calendar → Create → **Appointment schedule**. Name: **"The Fitting Room · Preview session"**.
2. Settings: duration **30 minutes**; buffer **10 minutes** between sessions; availability matching the downstairs hours; bookings up to **two weeks** ahead with a **4-hour** cut-off.
3. Keep the schedule's own booking form **minimal: name and email only**, no extra questions. Our Google Form owns the data; the calendar owns time. That separation is deliberate, so resist adding fields here.
4. Share → **copy the booking page link**. This is Return item R1, and it becomes the /book target.

02 THE REGISTER INTO DRIVE

15 MIN

1. Drag **NR_Register_Live.xlsx** (in this pack) into the account's Drive, open it, and use File → **Save as Google Sheets**. Work in the Sheets copy from here on.
2. Read the READ ME tab once; it is short and it is the rulebook, including the new CHAINING rule.
3. Copy the spreadsheet's **ID** from its URL, the long string between /d/ and /edit. This is Return item R2.
4. Extensions → **Apps Script**. Delete the empty stub, paste the whole of **NR_Sheet_Endpoint.gs** (in this pack), and save.
5. Deploy → New deployment → type **Web app** → execute as **Me** → access **Anyone with the link** → Deploy. When Google shows the **"unverified app"** warning, that is normal for the account's own scripts: Advanced → proceed, and authorise. If the "Anyone" option is missing, tell Luiz; it is a domain policy switch, already requested from IT.
6. Copy the **/exec** URL it gives you: Return item R3. Treat it like a key, not a link; it accepts writes to the sheet.
7. Open the code generator (in the Booth OS), paste the /exec URL into its settings, and press SEND TO SHEET once with a small test batch. Watch the rows land in CODES, then delete the test rows from CODES only.
8. Rename the old tracking sheet with the prefix **OLD ·** and stop using it. Nothing migrates from it.

03 THE FORM, BUILT BY SCRIPT

10 MIN

1. Still signed in as the studio account, go to **script.google.com** → New project.
2. Delete the empty stub and paste the whole of **NR_Form_Builder.gs** (in this pack).
3. Fill the two constants at the top: **REGISTER_ID** = R2 from the previous page; **CALENDAR_URL** = leave the placeholder for now if the public domain is not live yet, or set it to the final /book address if it is. It can be updated later in the Form's own settings either way.
4. Run **buildBoothForm()** and authorise when asked (same "unverified app" routine as before). It runs once and builds everything: six fields, validations, both consent lines, the confirmation message, and the register binding.
5. Open the new Form → Settings → Responses, and make sure **"Restrict to users in nora.tattoo"** is **OFF**: the booking form is public by design, and Workspace sometimes ticks this by default. Check the appointment schedule's booking page the same way, in a private browser window.
6. View → **Logs**. Two URLs are printed: the **public URL** is Return item R4 and is the one that goes live; the **edit URL stays private**, never shared, never printed.
7. Do one test submission with an obviously fake name. Watch it appear in the register's Form Responses tab, then leave it there; it becomes part of the dry run and is voided with the rest of the test rows.

Three don'ts, to save a debugging afternoon: don't add questions to the calendar's own form (the Google Form owns data); don't hand-type anything into CODES (the generator is the only writer); and don't share the /exec URL or the Form's edit URL with anyone outside the team.

SEND BACK THESE FOUR STRINGS, AND THE SETUP IS DONE

- R1** The booking page link from the appointment schedule
- R2** The register's spreadsheet ID from its URL
- R3** The /exec endpoint URL from the Apps Script deployment
- R4** The Form's public URL from the builder's log

With those four strings, /book gets its target, the landing zip gets rebuilt deploy-ready, and activation moves straight to hosting and the dry run. Anything unclear, ask before improvising: a question costs a minute, and this campaign already has a habit of turning good questions into documents.

**FORTY MINUTES OF SETUP.
FOUR STRINGS BACK.**

THEN THE CAMPAIGN
IS ONE DEPLOY FROM LIVE