OpenMind™

Step 1: Enter participants' names into the text box labeled "List of Names"

- We recommend providing both first and last names, in case there are any duplicate names in your group.

- If you already have these names listed in rows in a spreadsheet, you can copy them directly from the spreadsheet into the text box. Just make sure that when you paste these names, each name displays on a separate line.

TEAM GENERATOR SETTINGS

LIST OF NAMES

Each name should be added on a new line or separated by comma

Sahil Chaudhry
Herman Cordero
Teyona Davies
Patrick Harris
Winnie Morris
Steven Myers
Adriana Perez
Jenny Shen
Celia Winters
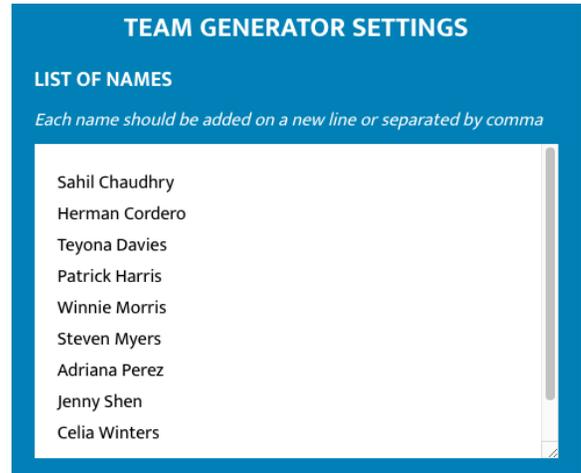
Step 2: Set "Random Team Options"

⇨ Select "Generate teams by participants per teams".

⇨ Under "Number of participants per team," select "2" from the dropdown menu.

RANDOM TEAMS OPTIONS

○ *Generate teams by number of teams*

◉ *Generate teams by participants per teams*

Number of participants per team :

2 ▾
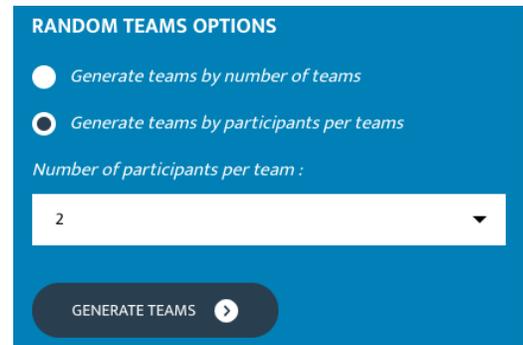
GENERATE TEAMS ⊗

Step 3: Click "Generate Teams"

- The page will automatically scroll down to the section labeled "Random Teams," which should now display a list of pairs.

- If you click "Copy Pairs," you'll see a list like this one when you paste into a document or email:
    - Team 1: Adriana Perez, Celia Winters
    - Team 2: Jenny Shen, Herman Cordero
    - Team 3: Teyona Davies, Steven Myers
    - Team 4: Sahil Chaudhry, Patrick Harris
    - Team 5: Winnie Morris

- You can also click "Print Teams" to print this list or save it as a PDF.

RANDOM TEAMS

Team 1: Adriana Perez, Celia Winters
Team 2: Jenny Shen, Herman Cordero
Team 3: Teyona Davies, Steven Myers
Team 4: Sahil Chaudhry, Patrick Harris
Team 5: Winnie Morris

GENERATE NEW TEAMS ⊗
COPY TEAMS 🗐
PRINT TEAMS 🖶
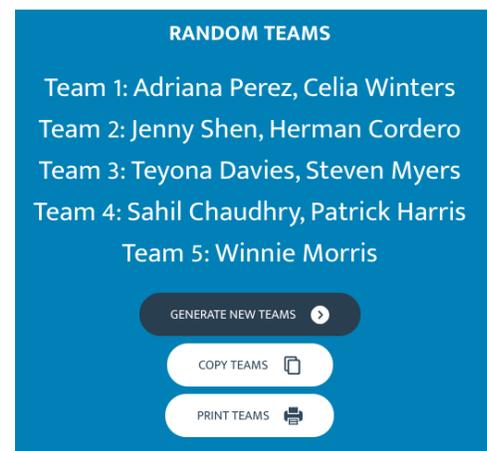
⇨ ***If you have an odd number of participants in your group,*** the last team on the list will have one member.

Please add this name to the last pair in the list to **create one team of three.**

OpenMind™

Step 1: Copy participants' names into a blank spreadsheet

- You can include first and last names in a cell, or use separate columns for first and last names. All that matters is that each participant's name is on its own row.

  ⇨ **Tip:** If you add another column containing each participant's email address, you can organize your participant's contact information at the same time!

Step 2: Select all of the cells containing participants' names

  ⇨ If you included a column for email addresses, select those cells also.
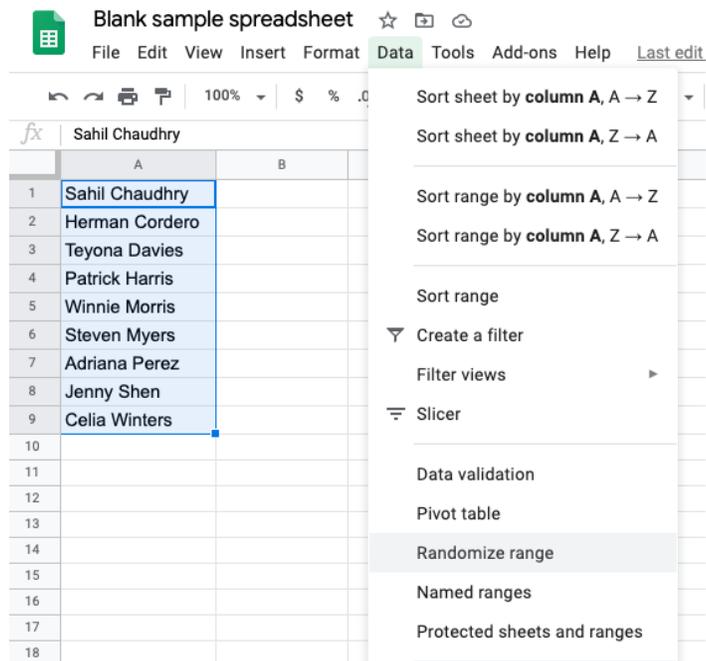
Step 3: Select "Randomize range"

- You'll find this option under "Data" in the menu at the top of the sheet.

Step 4: Assign adjacent names to pairs

- Pair up participants in rows 1&2, 3&4, and so on.

  If you have an odd number of participants in your group, group together the names in the last three rows to **create one team of three.**