

# FAQs + Troubleshooting

Have a look to see if your issue is addressed here!

CLICK ON A QUESTION BELOW TO START TROUBLESHOOTING.

**01** The Google Sheets file can't be edited after making a copy

**02** I can only see the Instructions tab. Where's the rest of the template?

**03** The data I entered is not showing up in the Dashboard

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## THE GOOGLE SHEETS FILE STILL CAN'T BE EDITED AFTER GOING TO FILE > MAKE A COPY

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### **1. Your Google Drive storage might be full**

Check that you have enough space to store the template by going to [drive.google.com](https://drive.google.com). If your storage is full, free up some space and try making a copy again.

### **2. You are not logged into your Google Account**

Make sure you are signed into your Google account and click the template link again to make a copy.

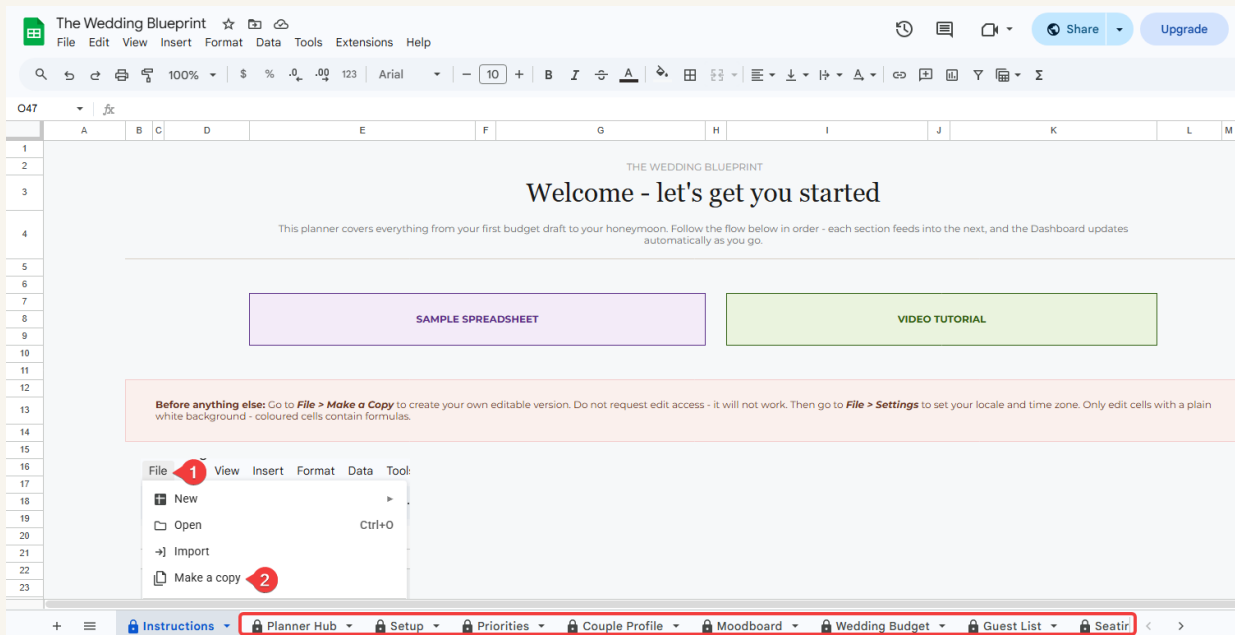
### **3. You are trying to edit a cell with a formula**

The sheets have protection enabled to prevent cells with formulas from being accidentally edited or removed. Cells with a coloured background contain formulas. Cells with a plain white background are fully editable even when the sheet is locked.

If you want to remove this protection, go to **Data > Protected sheets and ranges**. Click on a range and select the Delete icon. Please note this is not recommended as it may affect how the template works.

# I CAN ONLY SEE THE INSTRUCTIONS TAB. WHERE'S THE REST OF THE TEMPLATE?

The first tab you see when you open the template is the Instructions tab. All the other tabs are located at the bottom of the window in the tab bar. Click on any tab name to navigate to that section of the planner.



## THE DATA I ENTERED IS NOT SHOWING UP IN THE DASHBOARD

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### **1. Dates entered are not being recognised as dates**

The spreadsheet may not be reading your dates correctly, which is why the Dashboard is not picking them up. Try entering your dates using a slash format — for example 12/1 — and check that your locale is set correctly by going to **File > Settings > Locale**.

### **2. Not all required fields have been filled in**

Make sure every required field is filled in for each entry. The Dashboard pulls from multiple columns, so incomplete rows may not calculate correctly.

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## THE CHARTS ARE NOT SHOWING ANYTHING AFTER I ENTERED DATA

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### **1. You have not entered enough data yet**

The charts update automatically based on the data you enter. If you have only added a few entries, the charts may look empty or unusual. Keep adding your data and the charts will update as you go.

You can check the Sample Spreadsheet from the Instructions tab to see how the template looks when filled out with data.

## THE SPREADSHEET WON'T LET ME EDIT ANYTHING

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Sheet protection is enabled on the tabs to prevent cells with formulas from being accidentally edited or deleted. This is by design.

Cells with a **coloured background** contain formulas and should not be edited. Cells with a plain **white background** are fully editable even when the sheet is protected.

If you want to remove the protection, go to **Data > Protected sheets and ranges**. Click on a range and select the Delete icon. This is not recommended as removing protection may break the template's calculations.

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## I'M SEEING #REF! OR #VALUE! ERRORS IN SOME PARTS OF THE SPREADSHEET

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### 1. Cells have been cut and pasted in the template

This usually happens when cells have been cut and pasted rather than copied, most commonly when customising categories in the Setup tab. Cutting cells breaks the formula references in other parts of the spreadsheet.

The best fix is to start with a fresh copy of the template. Go to **File > Make a Copy** to get a clean version. If the error persists on a fresh copy, please send an email and I will take a look.

### 2. You have duplicate category names

If you have two categories with the exact same name, this can cause errors in the calculations. Make sure every category name in the Setup tab is unique. For example, if you have two entries both called "Others", rename them to something more specific.

## CAN I COPY AND PASTE DATA FROM BANK STATEMENT CSV FILES?

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**Yes** — just copy and paste your data column by column.

**Step 1** — Upload your CSV file to Google Drive

**Step 2** — Double-click the file to open it

**Step 3** — At the top of the window, click Open with and select Google Sheets

**Step 4** — Copy your data one column at a time using Ctrl + C (Windows) or Cmd + C (Mac)

**Step 5** — In The Wedding Blueprint, right-click on the first cell in the column you want to paste into and select **Paste special > Values only**

Repeat **Step 4** and **Step 5** for each column. Always paste as Values only to avoid bringing in unwanted formatting or formulas from your bank export.

## CAN I CHANGE THE COLOUR SCHEME OF THE SPREADSHEET?

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**Yes** — you just need to remove the sheet protection first.

**Step 1** — Go to **Data > Protected sheets and ranges**

**Step 2** — Click on the tab name you want to unprotect

**Step 3** — Select the **Delete** icon to remove the protection

**Step 4** — Use the formatting tools in the toolbar to change text colours and cell fills as you like

Once you are done, it is a good idea to re-enable protection on any tabs you have finished editing to keep your formulas safe.

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## CAN I TRANSLATE THE TEMPLATE TO MY LANGUAGE?

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**Yes** — you just need to remove the sheet protection first before editing the text.

**Step 1** — Go to **Data > Protected sheets and ranges**

**Step 2** — Click on the tab name you want to unprotect

**Step 3** — Select the **Delete** icon to remove the protection

**Step 4** — Edit the text labels throughout the tab to translate them into your preferred language

Repeat for each tab you want to translate. Please note that only the visible text labels will need to be updated — the formulas themselves work independently of the language used in the labels.





**STILL NEED HELP?**

Just reach at [support@theplannerblueprint.com](mailto:support@theplannerblueprint.com)  
and I'll get back to you as soon as possible!