

THE SIGN-IN SHEET KIT

Turn a paper sign-in sheet into a spreadsheet with Claude: the photo-to-table prompt, a sign-in sheet template, the row check and a follow-up note

Open houses, job sites and trade-show tables all end the same way: a paper sign-in sheet nobody types up. This kit is the method from the video: photograph the sheet, have Claude read it into a table, check every row against the paper, save a spreadsheet, and follow up only the way people agreed to. Educational only. Not legal advice. Not affiliated with Anthropic. No results are promised: Claude can misread handwriting, and these are other people's contact details.

THE 5 STEPS

- Step 1. Photograph each page flat, in good light, straight on. One page per photo, the whole page in frame. Anthropic's own FAQ: "Ensure the image is clear, high-quality, and correctly oriented."
- Step 2. Upload the photos and ask for a table of name, phone, email and interest. Have it write UNCLEAR instead of guessing (the exact prompt is on page 2).
- Step 3. Check every row against the paper. Fix any digit that looks off before you call anyone (the row check is on page 3).
- Step 4. Make sure file creation is on in settings, then ask for a spreadsheet you can download (page 2).
- Step 5. Follow up only the way people agreed to, with one short note (the note is on page 4, the sheet log is on page 3).

WHAT ANTHROPIC'S OWN GUIDE SAYS (VERBATIM, OCT 10, 2026)

Claude platform docs, Vision, Limitations

"Accuracy: Claude might hallucinate or make mistakes when interpreting low-quality, rotated, or very small images under 200 pixels." and "Always carefully review and verify Claude's image interpretations, especially for high-stakes use cases. Do not use Claude for tasks requiring perfect precision or sensitive image analysis without human oversight."

One wrong digit is a wrong person. That is why step 3 exists, and why the prompt tells Claude to write UNCLEAR instead of guessing.

THE PAPER SHEET

OPEN HOUSE SIGN-IN			
NAME	PHONE	EMAIL	INTEREST
Dana Cole	555-0142	dana@example.com	Buying
Marcus Hale	555-0176	mhale@example.com	Selling
Priya Nair	555-0163	priya@example.com	Browsing

THE TABLE YOU ASK FOR

Name	Phone	Email	Interest
Dana Cole	555-0142	dana@example.com	Buying
Marcus Hale	UNCLEAR	mhale@example.com	Selling
Priya Nair	555-0163	priya@example.com	Browsing

EXAMPLE only: made-up names and numbers, not real people and not a real Claude output. This is the shape of the table to ask for: the paper on top, the table below, and one cell marked UNCLEAR instead of a guess.

THE PROMPT TO COPY (PHOTOS IN, TABLE OUT)

Prompt 1: read the sheet (fill the brackets, attach the photos first)

I am attaching photos of a paper sign-in sheet from [an open house / a job-site visit / a trade-show table] on [DATE]. Read every row and give me a table with these columns: Page and row, Name, Phone, Email, Interested in, OK to text (Y/N), OK to email (Y/N), Notes. Rules: 1) Copy exactly what is written. Do not fix, guess or complete anything. 2) If any part of a name, number or email is hard to read, write UNCLEAR in that cell and say in Notes what is hard to read. 3) Keep the rows in the same order as the paper. 4) Do not add anyone who is not on the sheet. 5) At the end, tell me how many rows you read and how many cells you marked UNCLEAR.

Prompt 2: the spreadsheet (after you have checked the table)

Now turn the corrected table into a spreadsheet (.xlsx) I can download. Keep one row per person and highlight any cell that still says UNCLEAR.

Prompt 3: a second pair of eyes (optional)

Which rows have a phone number or email that looks incomplete or oddly formed? List the page and row only. Do not correct anything.

PHOTO TIPS (OFFICIAL LINES + MY PRACTICAL ONES)

- Claude platform docs: "Image clarity: Ensure images are clear and not too blurry or pixelated." and "Text: If the image contains important text, make sure it's legible and not too small."
- Claude Help Center, Upload files to Claude: "For images: Use images that are 1000x1000 pixels or larger. Avoid small or low-resolution images where possible." It lists JPEG, PNG, GIF and WebP as supported image formats.
- My tips: lay the page on a table, stand over it so your phone's shadow is off the paper, zoom in on the photo before you leave to make sure the handwriting is readable, and re-shoot any page that is not.
- If your phone saves photos in a format that is not on that list, export or share them as JPEG first (that is my advice, not a line from the page).

STEP 4: THE SPREADSHEET (FILE CREATION)

Claude Help Center, Create and edit files with Claude

"Free, Pro, and Max plans: Enable file creation from Settings > Capabilities by toggling Code execution and file creation on." and "Claude can create Excel spreadsheets (.xlsx), PowerPoint presentations (.pptx), Word documents (.docx), and PDF files." For Free, Pro and Max the same page says it is "enabled by default". On a Team or Enterprise plan, "Organization owners can disable it in organization settings".

SIGN-IN SHEET TEMPLATE (TEMPLATE: COPY THESE COLUMNS OR PRINT IT)

Put a consent line at the top so people know what they are signing up for. Ask your broker or attorney what wording your state, brokerage or industry requires. This template is not legal advice.

[EVENT NAME] SIGN-IN **Date:** _____ **Place:** _____

By writing my details below I agree that [YOUR NAME OR BUSINESS] may contact me about [WHAT YOU ARE OFFERING] in the ways I have marked Y (Text OK / Email OK columns).

#	Name	Phone	Email	Interested in	Text OK	Email OK
1						
2						
3						
4						
5						
6						

THE ROW CHECK (DO THIS BEFORE ANYONE GETS A CALL)

- ☐ Count the rows on the paper. Count the rows in the table. The two numbers must match.
- ☐ Read every row aloud against the paper: the name, the phone number digit by digit, the email letter by letter.
- ☐ Every UNCLEAR: look at the paper. If you still cannot read it, leave it blank and note "ask next time". Never guess.
- ☐ Look for rows Claude may have merged or skipped: a crossed-out line, a line squeezed in sideways, two people on one line.
- ☐ Mark each row Checked with your initials and the date. Only checked rows go into a call list or a follow-up.
- ☐ Compare your count with the count Claude gave at the end of prompt 1. If they differ, find out why before you go on.

Claude Help Center, Create and edit files: "You may need to review and refine Claude's outputs to meet your exact requirements."

SHEET LOG (ONE LINE PER SHEET)

Date	Place or event	Pages	Rows read	UNCLEAR	Fixed	Checked by	Notes

STEP 5: ONE SHORT NOTE, THE WAY THEY AGREED

Follow-up note (edit it; send it only by the method the person marked OK)

Hi [FIRST NAME], thanks for stopping by [EVENT / JOB SITE] on [DAY]. You mentioned [WHAT THEY MARKED UNDER INTERESTED IN]. Here is [ONE USEFUL THING: the listing sheet / the quote form / the checklist]. If you would rather not hear from me, just reply STOP and I will remove you. [YOUR NAME, BUSINESS]

- No "Y" in the Text OK or Email OK box means no text and no email. A phone number on the sheet is not permission to add someone to a mailing list.
- If you plan to call or text people, learn the rules first. The National Do Not Call Registry site says: "Sellers and telemarketers: Go to <https://telemarketing.donotcall.gov> to access the National Do Not Call Registry."
- Keep it to one note. Then wait for an answer.

PRIVACY: WHAT THE OFFICIAL PAGES SAY

Anthropic Usage Policy, Do Not Compromise Privacy or Identity Rights

"Violate privacy rights as defined by applicable privacy laws, such as sharing personal information without consent or accessing private data unlawfully" and "Misuse, collect, solicit, or gain access without permission to private information such as non-public contact details..." Only photograph a sheet people filled in for you, and only use the details for what they signed up for.

Claude Help Center, Create and edit files with Claude, security considerations

"...we recommend you monitor Claude while using the feature and stop it if you see it using or accessing data unexpectedly."

WHERE THIS COMES FROM (ALL READ OCTOBER 10, 2026)

- Claude platform docs: Vision
- Claude Help Center: Create and edit files with Claude
- Claude Help Center: Upload files to Claude
- Anthropic Usage Policy
- National Do Not Call Registry

Pages and limits change; read the live page before you rely on a line. Educational only. Not legal advice. Not affiliated with Anthropic. No income or results are promised.

Need more people to sign the sheet?

- I sell ready-made lists of businesses and owners to contact. Message me LIST.
- Free community, more plays like this: skool.com/unlimitedleads
- Email your first prospects: EmailClik.com finds + verifies addresses (free version)