1. Write down a list of all the fields you’ll need.

2. Group related fields into tables.

3. Write down next to each field its data type, such as string (varchar), number (int), or date (datetime).

4. Write down next to each field whether it is input by the user or calculated by the server scripts.

5. Add an id to each table (it will be a calculated int).

6. To define relationships between tables, first decide if the relationships are one-to-many or many-to-many.

7. To capture a many-to-many relationship, add a link table with both ids.

8. To capture a one-to-many relationship, add the id from the "one" table into the "many" table.