

This User Manual and Quick Reference Guide is designed to assist Christ Renews His Parish team members responsible for communications, invitations, kitchen, sacristan, etc. with instructions for using the CRHP web functions and services.

Some of the strategy for combining meals with other services needed to support the weekend is that the email notifications are all centralized. Some explanation might be needed with the instructions to parishioners on how to use the sign-up services since all the listed needs are NOT meals as the page descriptions might indicate.

Having multiple people updating the same weekend retreat will lead to unpredictable outcomes! Therefore, each team should work together to avoid disasters!

There is one “administrative” email account for each parish. The one for Holy Trinity is info-holytrinity@mycrhp.com which is currently managed by Deacon Stuart Holland.

Contact the Holy Trinity Continuation Committee chair for further information or with suggestions for updates and modifications.

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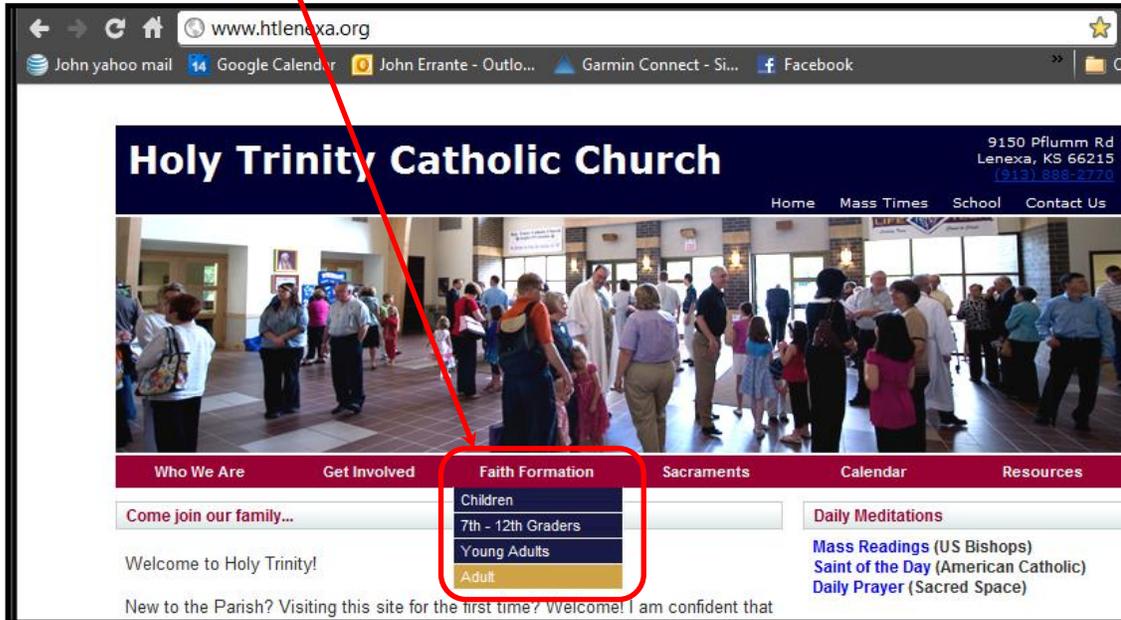
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Team and Participant Services

Getting Access to CRHP Web via Holy Trinity Home Page

Some time after the Evening of Discernment, the retreat team assignments can be created as follows:

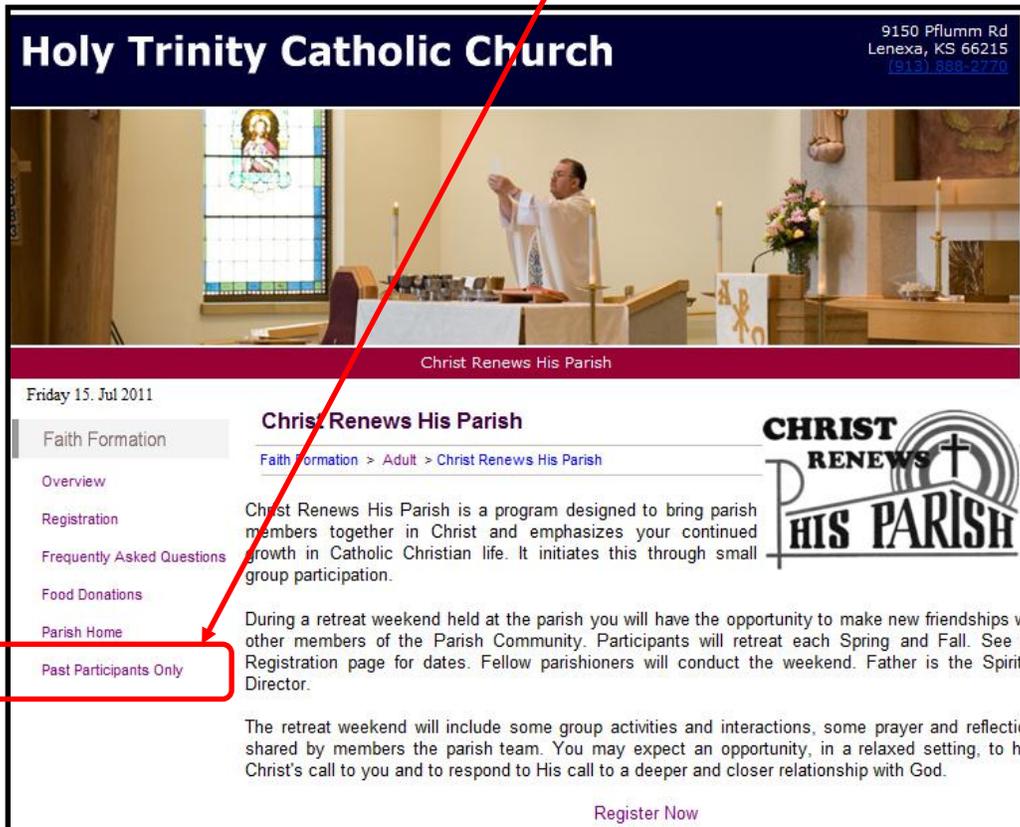
1. From the Holy Trinity Homepage (www.htlenexa.org), navigate to Faith Formation → Adult



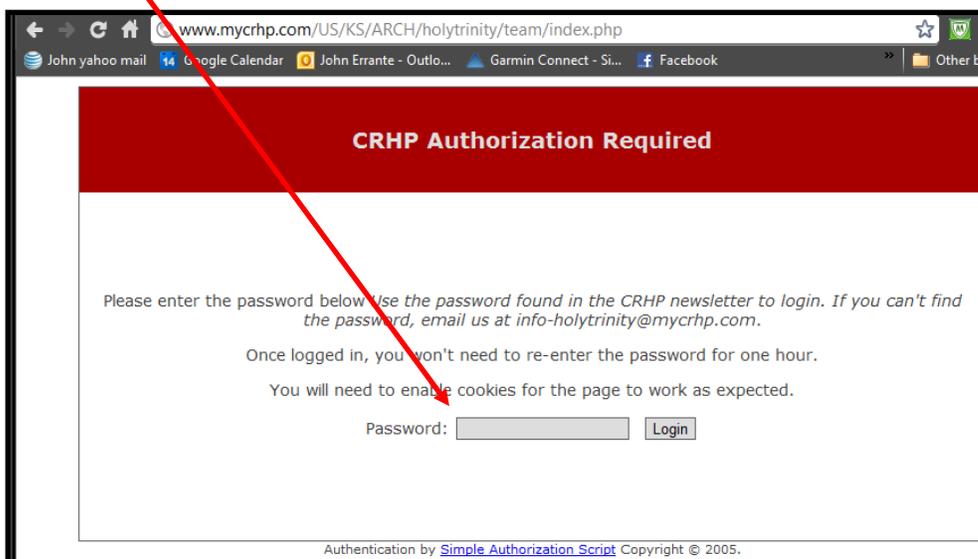
2. Click on the **Register Now** link.



- From the resulting page, select **Past Participants Only**.

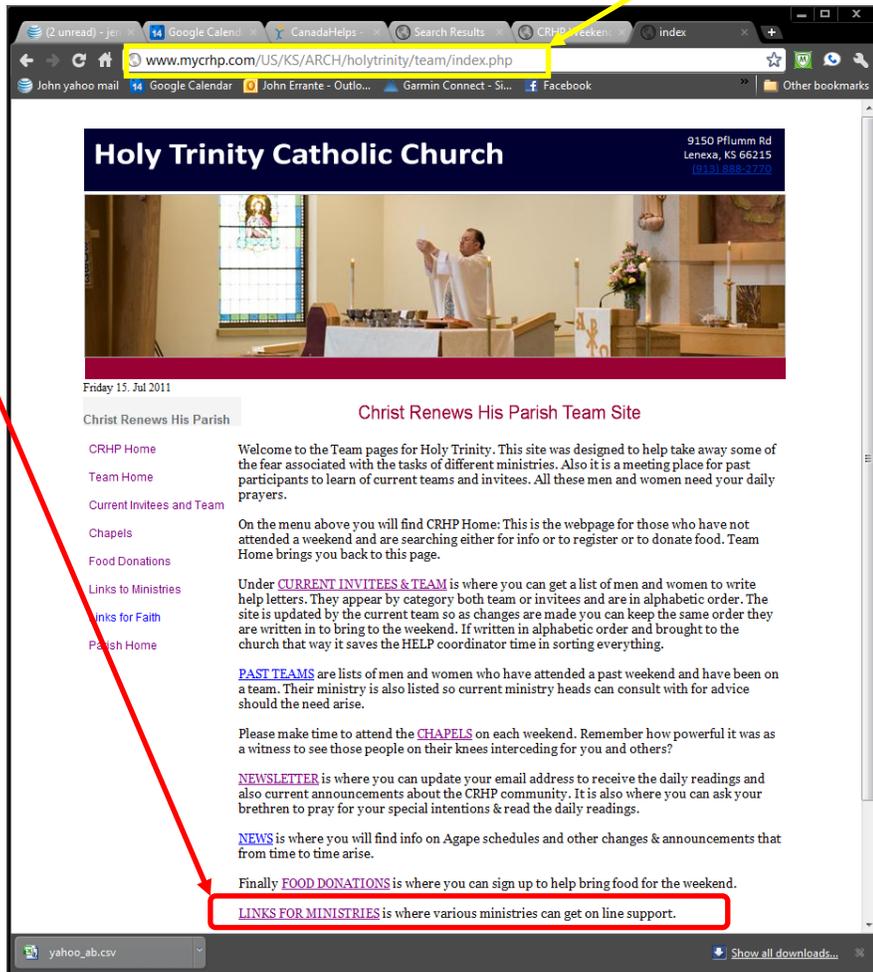


- Enter **faith** in the Password box and click on the **Login** button.

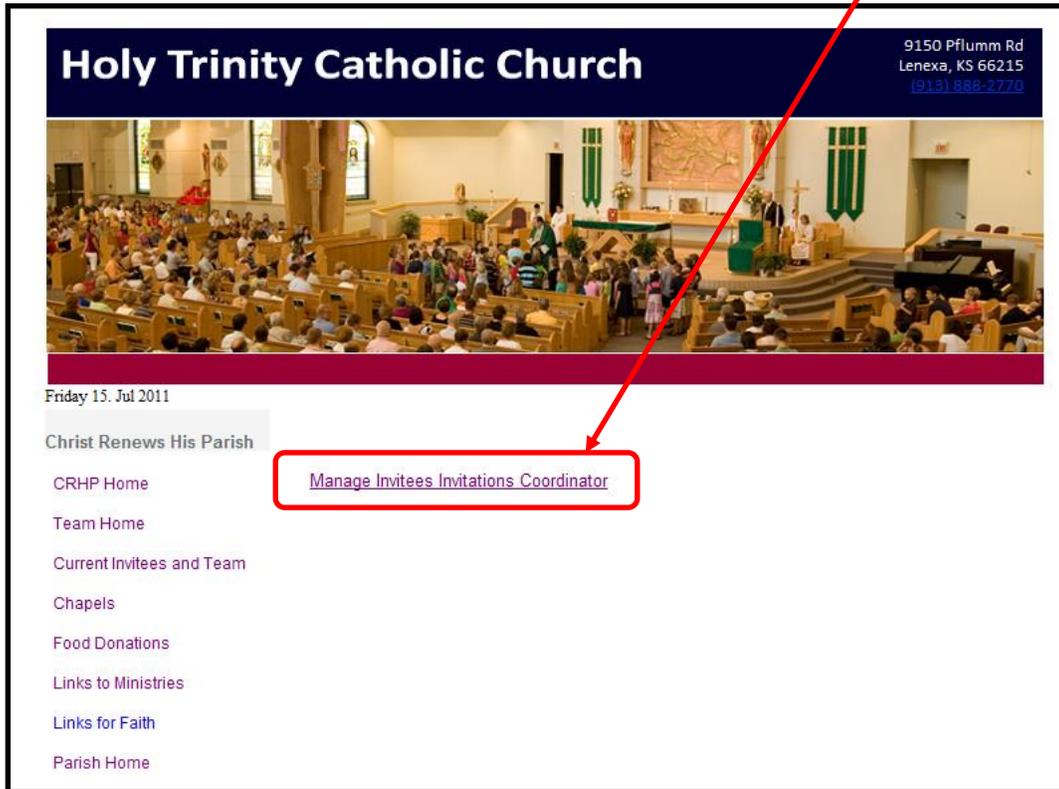


- The following screen will appear. While it looks very much like what you might find that the Holy Trinity URL (www.htlenexa.org), note that this URL is hosted under the mycrhp.com domain.

Click on the **LINKS FOR MINISTRIES** at the bottom.



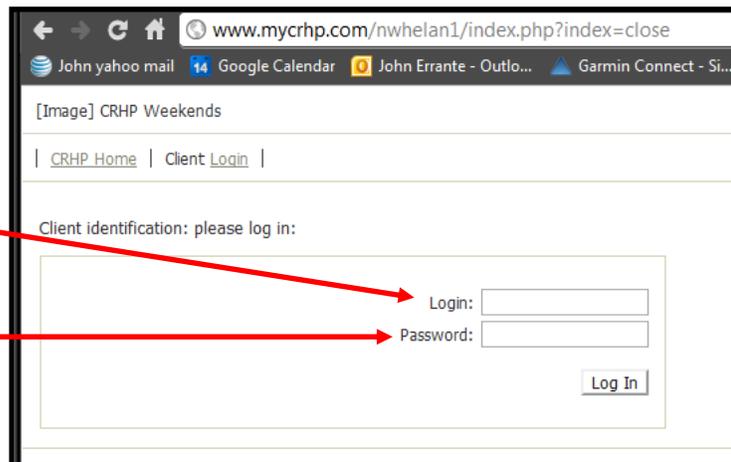
- That action should display the following screen. Click on the **Manage Invitees Invitations Coordinator** link.



- Once the following screen appears, you are ready to log in to the CRHP Site.

The Login is **Carlosi**
and

the Password is **crhp1**

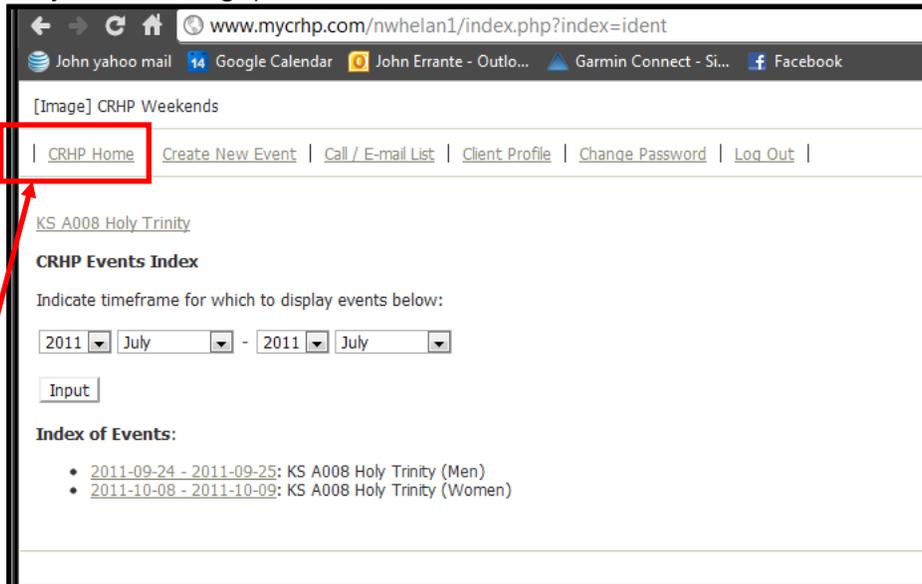


- The default screen *resembles* the following, with a default timeframe based on current month (i.e. July in this image).

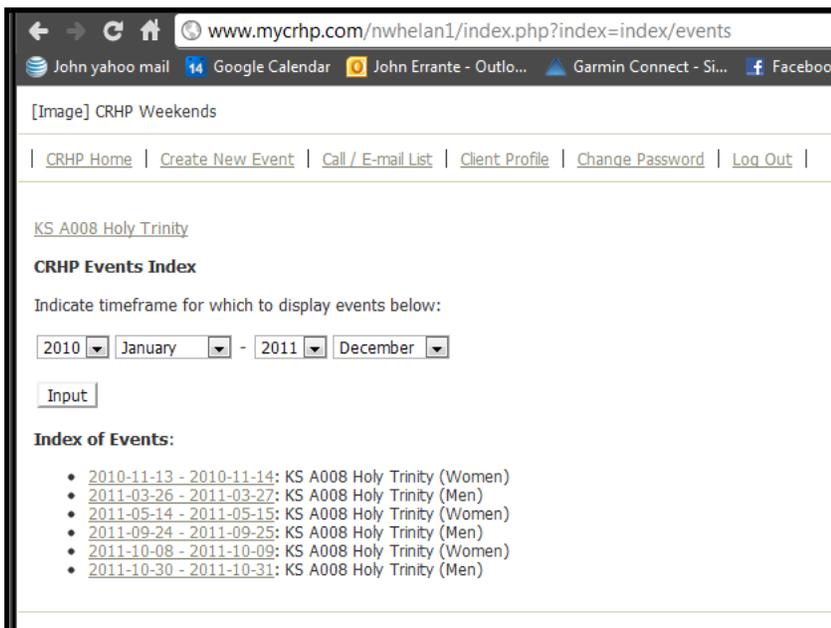
NOTE: this image will be referred to as the CRHP Home page.

NOTE – DO NOT use the Browser navigation (Back Arrows)!!!

Return by clicking on **CHRP Home**.



Getting a List of ALL Holy Trinity Retreat weekends



Since the first CRHP weekend retreat occurred in March 2010, you need to set the start date to a month and year before that.

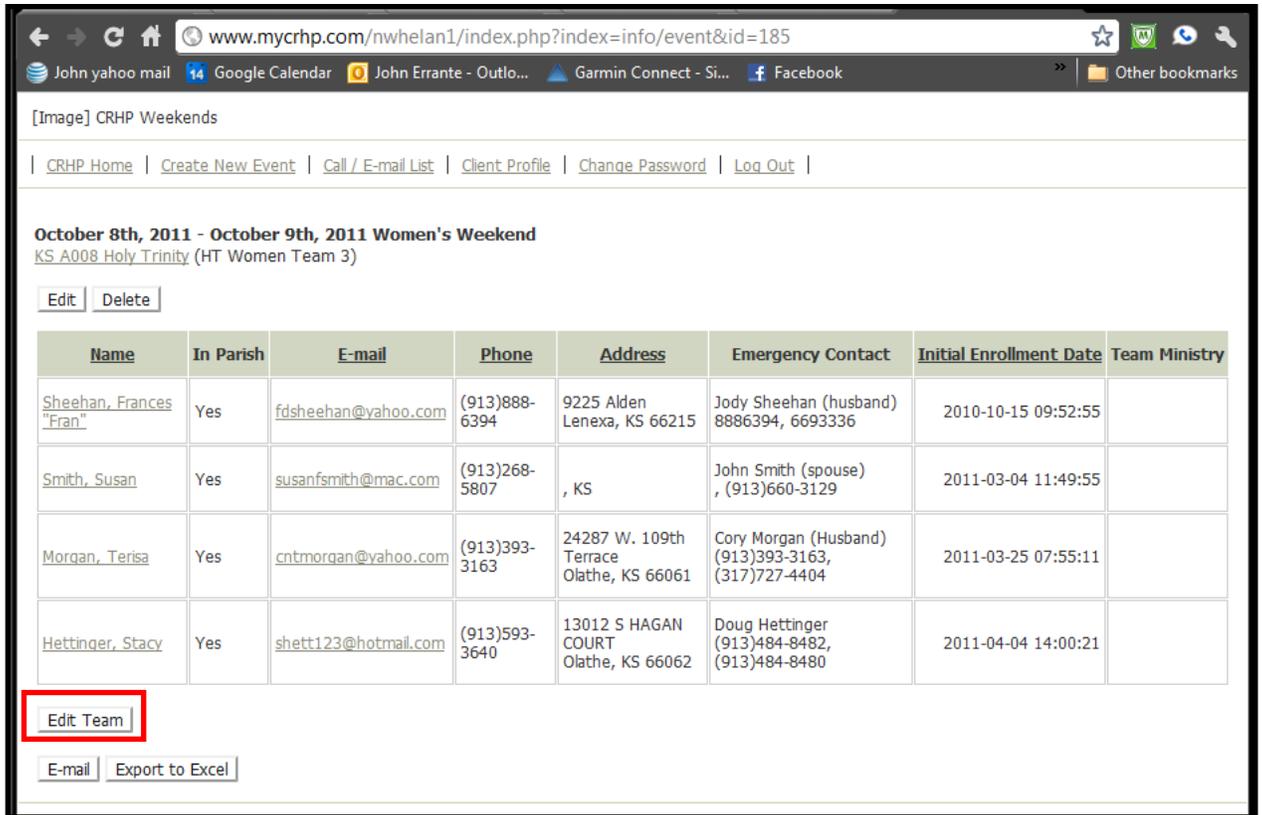
Set the end date to December of the last year in the drop-down list.

Note this list shows three Men’s and three Women’s retreats.

For this exercise, we will be using the **2011-10-08 – 2011-10-09** weekend.

Entering/Editing Team Members and Roles

1. Once you have selected the retreat by clicking on its link, you should see the following screen.



Click on the ***Edit Team*** button.

- For each new formation team member (enrollee), you will need to first select the parish, and then select the name from the appropriate drop-down lists.

[Image] CRHP Weekends

| [CRHP Home](#) | [Create New Event](#) | [Call / E-mail List](#) | [Client Profile](#) | [Change Password](#) | [Log Out](#) |

October 8th, 2011 - October 9th, 2011 Women's Weekend
 KS A008 Holy Trinity (HT Women Team 3)

Name	In Parish	E-mail	Phone	Address	Emergency Contact	Initial Enrollment Date	Team Ministry
Sheehan, Frances "Fran"	Yes	fdsheehan@yahoo.com	(913)888-6394	9225 Alden Lenexa, KS 66215	Jody Sheehan (husband) 8886394, 6693336	2010-10-15 09:52:55	<input type="text"/> +
Smith, Susan	Yes	susanfsmith@mac.com	(913)268-5807	, KS	John Smith (spouse) , (913)660-3129	2011-03-04 11:49:55	<input type="text"/> +
Morgan, Terisa	Yes	cntmorgan@yahoo.com	(913)393-3163	24287 W. 109th Terrace Olathe, KS 66061	Cory Morgan (Husband) (913)393-3163, (317)727-4404	2011-03-25 07:55:11	<input type="text"/> +
Hettinger, Stacy	Yes	shett123@hotmail.com	(913)593-3640	13012 S HAGAN COURT Olathe, KS 66062	Doug Hettinger (913)484-8482, (913)484-8480	2011-04-04 14:00:21	<input type="text"/> +

Identify enrollee(s) by parish:

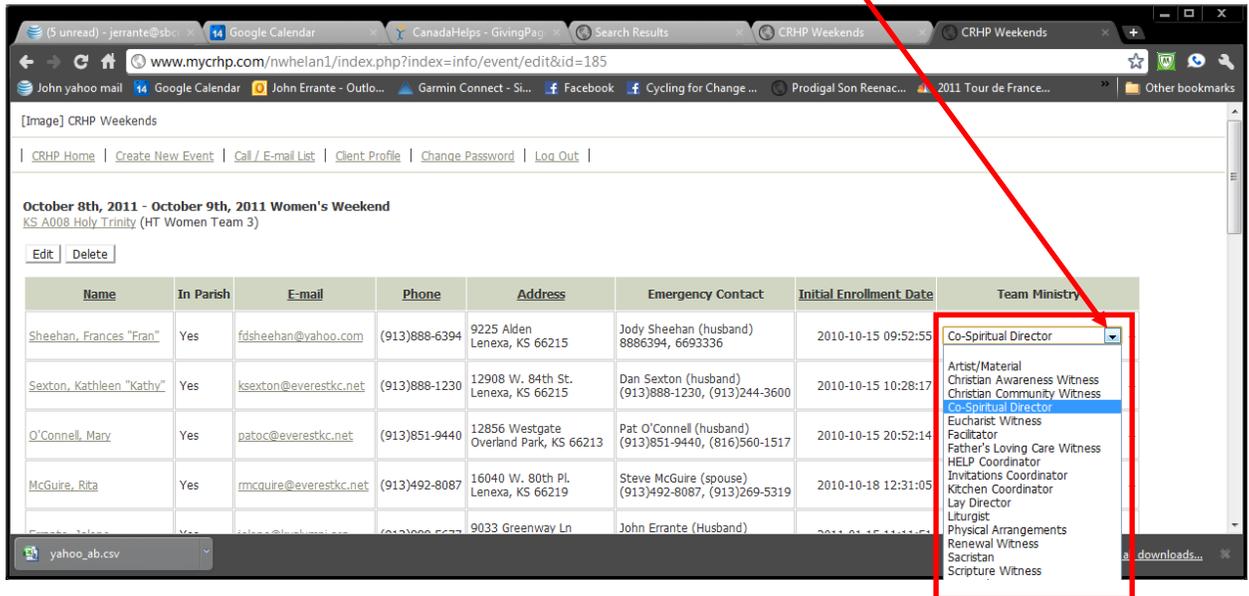
- KS A001 Church of the Ascension
- KS A002 Holy Spirit
- KS A003 Holy Cross
- KS A004 Cure of Ars
- KS A005 Sacred Heart of Jesus
- KS A006 Church of the Nativity
- KS A007 St. John Catholic Church
- KS A008 Holy Trinity**
- MO K001 St. Elizabeth
- WI I001 Input Test

Identify enrollee(s) by parish:

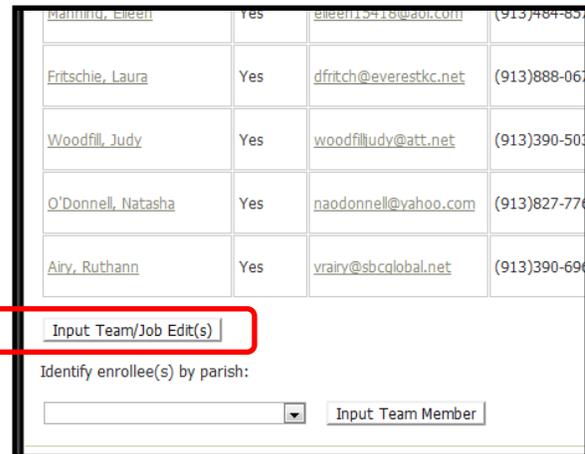
- Airy, Ruthann
- Ambler, Judy
- Bacon, Donna
- Bailey, Nancy
- Bezdek, Jamie
- Bickley, Sherri
- Blaufuss, Marilyn

- After selecting the correct person, click on the ***Input Team Member*** button and repeat this process until all members are added. Should a HT Parishioner not be listed, contact the Continuation Committee Chair for assistance.

- Once all the names have been entered, use the drop-down boxes to the right of each name to assign the appropriate team role.



- Once all the information has been entered, scroll to the bottom of the screen and click on the ***Input Team/Job Edit(s)*** button.



Editing Team Information

To edit the team member list (or to add other members), click on the ***Edit Team*** button found at the bottom of the list of people.



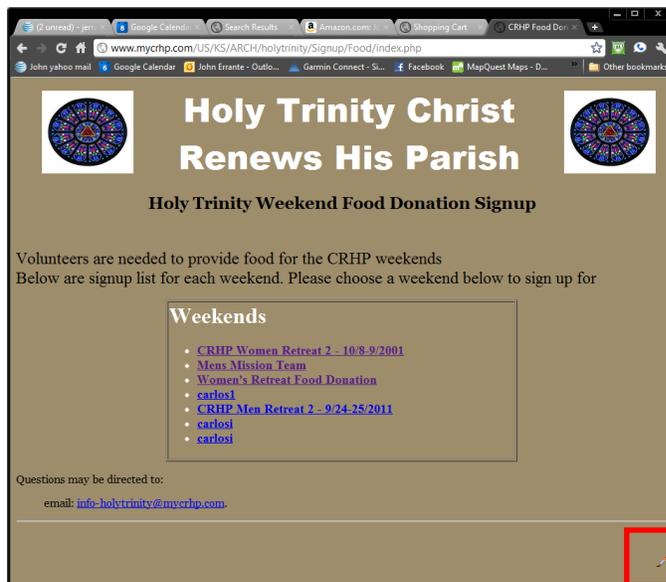
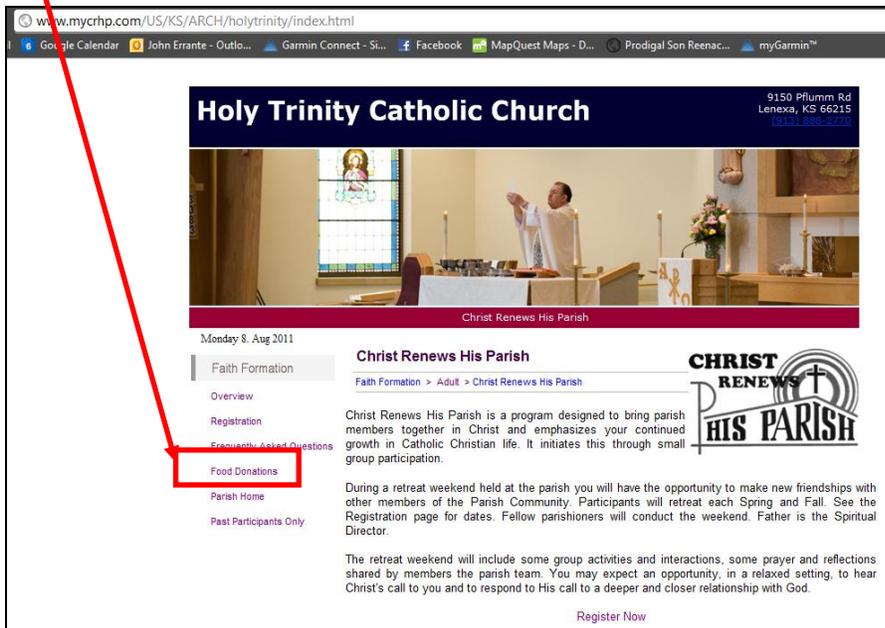
Supporting Retreat Weekend Events

This provides a complete overview of all the ways that parishioners can offer resources and/or volunteer their time. The services provided via the following web page (<http://www.mycrhp.com/US/KS/ARCH/holytrinity/Signup/Food/index.php>) helps locate all the supporting services for each weekend in one location.

One additional benefit of using this central web page is that the email reminder service will send reminders to ALL those who have offered to help with any of the resource and/or time commitments supporting the associated weekend retreat.

Common Web Usage for all Coordinators

From the page shown below (<http://www.mycrhp.com/US/KS/ARCH/holytrinity/index.html>), select **Food Donations**



Next, click on the pencil in the lower right-hand corner of the subsequent screen.



See p. 3, step 4 for your next step where you will enter a password to access the following **Admin Page**.



All the subsequent activities will begin from this page.

Creating New Retreat Activities

Note the bottom section “To create a new list. Enter a Name and press create.”

NOTE: You should enter a **List Name** AND a **Password** (crhp1).

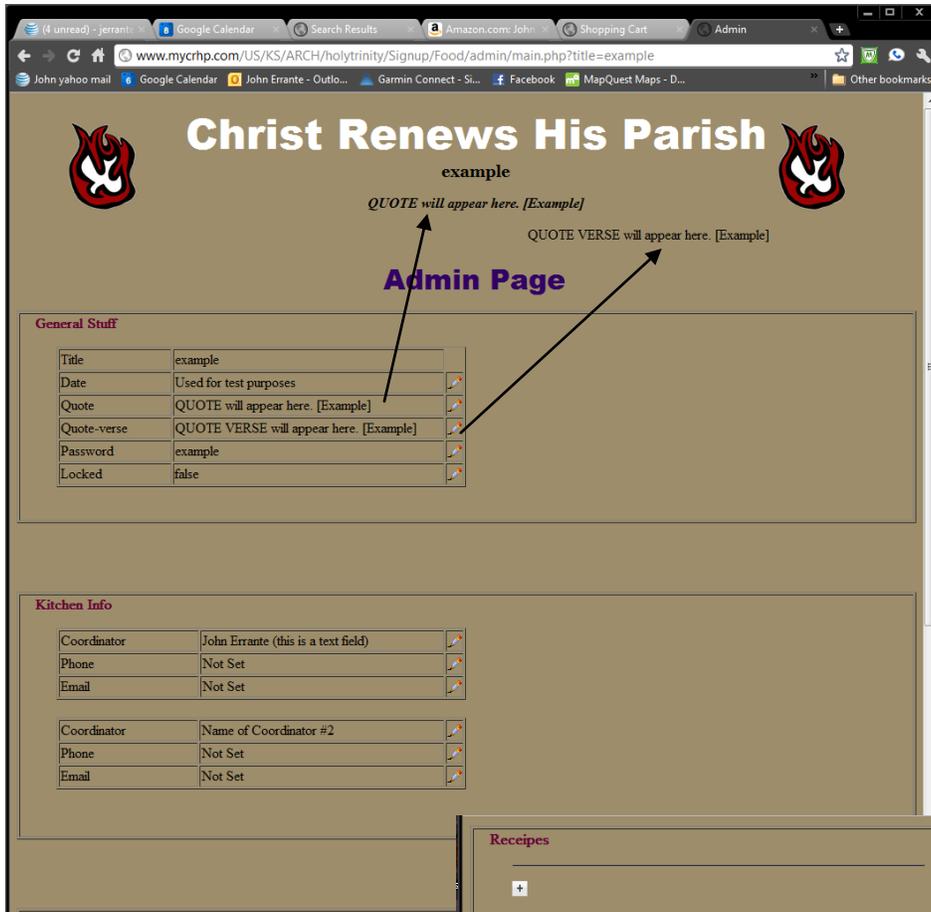
[**Remember the Password; send it to yourself (and perhaps the LD) in an email to keep it on file!] The password will be required for subsequent edits to any of the Activity information.

Examples:

- a) HT Women Team 2-Weekend 3
- b) HT Men Team 2-Weekend 3

Updating the Activity Admin Page

For each activity created, there is an Admin Page which looks like the following one (created for the activity **example**).



NEVER CHANGE the LOCKED entry; however, all other General Stuff and Kitchen Coordinator fields should be edited. To edit a field, click on the pencil to the right of the item.

Note that sample entries were added to this page to identify where that information would appear as this page will later appear for those volunteering for any of the items (which we will view next).

Beneath the information shown in the screen shot above are the options to add Recipes and the Meal List.

In order to “standardize” some of the dishes, your team might choose to include a recipe for Lasagna or Egg Casserole, etc. This is completely optional.



Here is an example from a previous weekend.

These examples display the final results once all your entries have been made. We will make entries after viewing the intended output!

Notice there are Sign-up Lists for each meal or snack on the left and recipes listed in the right column.

The Kitchen Coordinator information entered in the Admin Page also appears below the lists.

Christ Renews His Parish
Women's Retreat Food Donation

By this is my Father glorified, that you bear much fruit and become my disciples. As the Father loves me, so I also love you. Remain in my love. John 15: 8-9

Weekend Food Donation Signup

Volunteers are needed to provide food for the weekend of May 14-15, 2011
 Below are signup list to bring the needed items. Recipes are provided for certain items.

<p>Sign-up List</p> <ul style="list-style-type: none"> • Saturday Breakfast • Saturday Lunch • Saturday Snack • Saturday Dinner • Sunday Continental Breakfast • Sunday Brunch • Sunday Dinner 	<p>View recipes</p> <ul style="list-style-type: none"> • Perpetual Muffins • Prego Easy Party Lasagna • Layered Salad • No Bake Oatmeal Cookies • Green Chilli Egg Puff • Easy Enchilada Casserole
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Questions may be directed to:
[Joyce L. Johnson](#), Kitchen Coordinator, ph: [913/768-7107](#) (res) & 816/225-1229 (cell)
[Not Set](#), Kitchen Coordinator, ph: Not Set

Selecting one of the Sign-up Lists might display a screen like the following:

Christ Renews His Parish
Women's Retreat Food Donation

By this is my Father glorified, that you bear much fruit and become my disciples. As the Father loves me, so I also love you. Remain in my love. John 15: 8-9

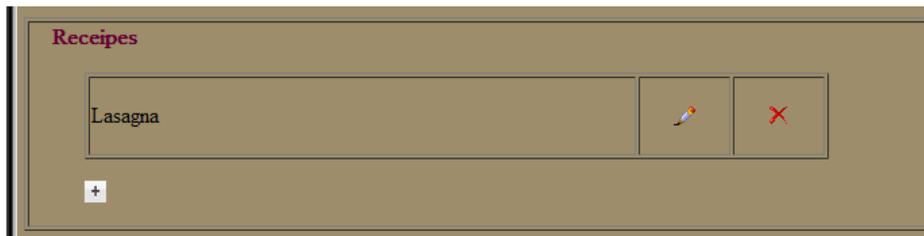
Signup

Bananas	8	Lori Milliard -913-558-2586
Bananas	8	Mary Beth Simpson-913-492-9326
Thomas Bagel Thins (Whole Wheat)	2 Packages of 8 each	Mary Beth Simpson-913-492-9326
Thomas English Muffin Thins	2 Packages of 8 each	Lori Milliard-913-558-2586
Philadelphia Lite Cream Cheese - Strawberry	2	Terri Peterson-913-488-4841
Philadelphia Lite Cream Cheese - Vegetable Flavored	2	Terri Peterson-913-488-4841

To enter a Recipe, click on the plus sign, which will present a screen like the following where the Name **Lasagna** was entered and the directions were simply copied from another text location (file, web page, etc.) and pasted in the HTML box.



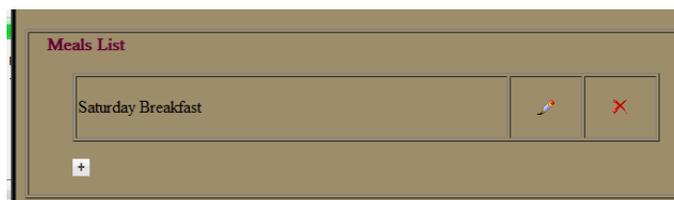
Once the information is ready, click on the **Submit** button and the Admin Page now reflects your change.



To create a Meals List you would likewise click on its associated Add Button (the plus sign). The example shown below will create the Saturday Breakfast.



After clicking the **Submit** button, you can then edit that meal to include all the items you would like EACH PERSON to donate by clicking on the pencil.



Note that for each Meal, Volunteer, or Chapel entry specific “*Delivery instructions*” should be created for those who sign up to help.

Christ Renews His Parish
example
QUOTE will appear here. [Example]
QUOTE VERSE will appear here. [Example]

Meal Name	Saturday Breakfast
Delivery instructions	Please enter delivery instructions

+

[Back](#)

Click on the plus sign to edit items for this meal in a screen like the one at the right. Note that at this point YOU will only enter Item and Quantity and the other fields will be entered by the person offering to fill this need.

Christ Renews His Parish
example
QUOTE will appear here. [Example]
QUOTE VERSE will appear here. [Example]

Please enter or update:

Item	<input type="text"/>
Quantity	<input type="text"/>
Name	<input type="text"/>
Phone	<input type="text"/>
E-Mail	<input type="text"/>

Kitchen Coordinator Updates

The Kitchen Coordinator(s) are encouraged to list all resources needed, including all meals, snacks, volunteer times, etc.

As items are created, the list for each meal will grow and allow edits as needed as shown in the following example.

Christ Renews His Parish
example
QUOTE will appear here. [Example]
QUOTE VERSE will appear here. [Example]

Meal Name	Saturday Breakfast
Delivery instructions	Please enter delivery instructions

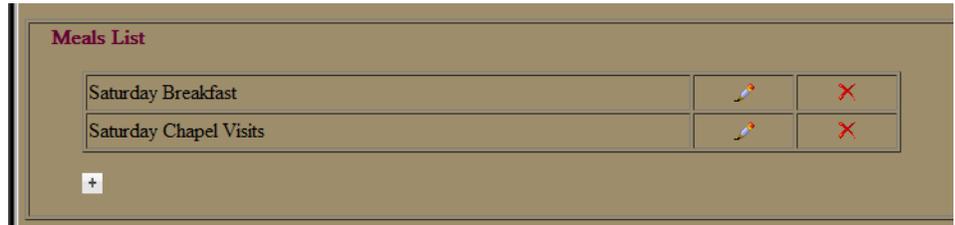
item	quantity	name	phone	email	date	edit	remove
Yogurt (6oz or 8oz)	12						
Yogurt (6oz or 8oz)	12						

+

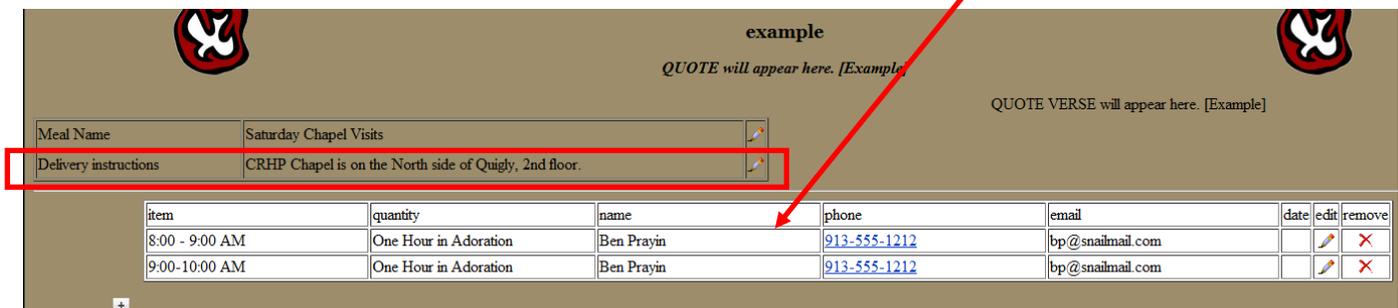
[Back](#)

Sacristan Coordinator Updates

The Sacristan Coordinator(s) can create sign-up time slots for the hours during which people can pray in the CRHP Chapel. Use the same procedures as above for the Kitchen Coordinator(s) Meal List to create a daily Chapel Visit entry as shown here.



Create the actual time slots (perhaps *One Hour in CRHP Adoration*) for which you would like people to pray. Note the “Delivery instructions” below.



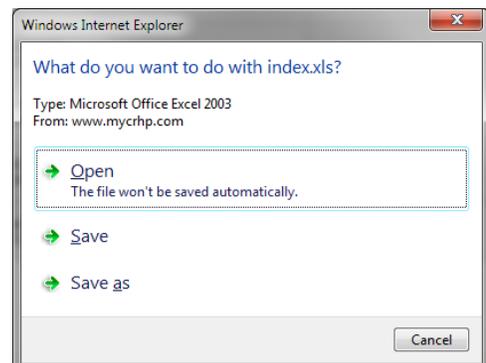
Invitations Coordinator Updates

The Invitations Coordinator(s) can access the list of team members and/or list of participants.

Refer to the section on **Entering/Editing Team Members and Roles** from an early section of this user guide (about p. 7). From that view, you would select the **Export to Excel** button in the lower left-hand side of the bottom of the screen listing all the participants.

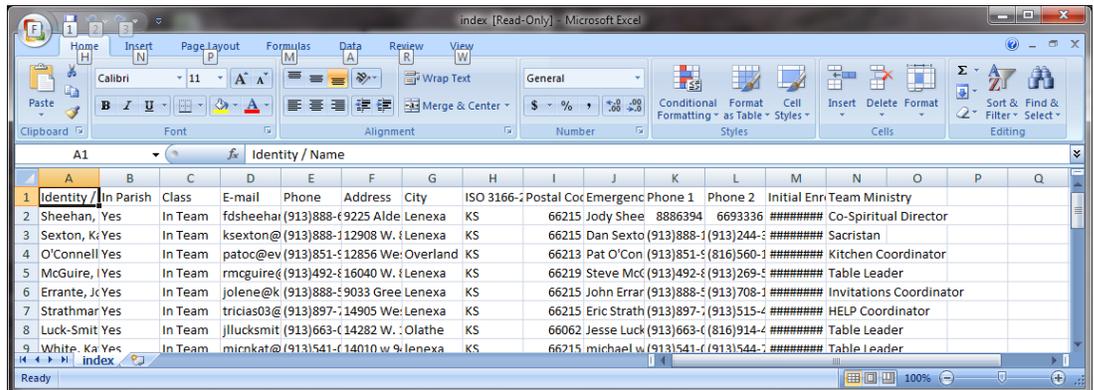


The actions that occur at this point are dependent on the Internet Browser and version that you are using. Internet Explorer will generally cause a new dialog box (similar to this) to appear asking if you want to *Open*, *Save* or *Save as* the file.



In any case, you should open the file and verify its contents and change column widths as needed. But note that ALL the data that appears on the CRHP web page is also loaded into an Excel spreadsheet.

Edit and Save the file as needed.



Sending e-Mail Notifications

As mentioned in the introduction, the significant benefit of creating ALL these weekend volunteer activities in one place is to make use of the **send reminders** feature which is found in the lower right-hand corner of the Admin Page for the Weekend Retreat.

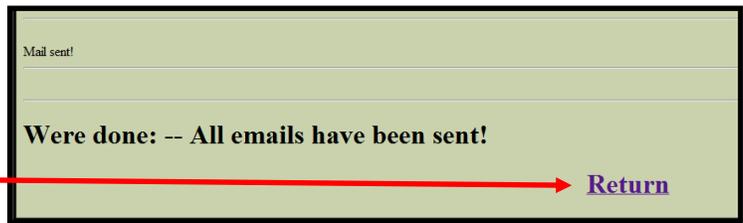


Every person will have an entry listed as is shown below. In this case, the same person signed up for two things. Scroll through the list PRIOR to clicking on the Send Mails button in the lower left-hand corner.



Once the Send Mails button is pressed, there will be a verification screen similar to this.

Click on **Return** and close the browser when your work has been completed.



Additional Web Resources for Formation Team Members

There are other resources used to facilitate team meetings and other aspects of CRHP, such as standard handouts and other documents that will soon be available via this web service. Once that information is made available, this section will be updated to reflect the changes.