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 <u>info-holytrinity@mycrhp.com</u> 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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# **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:

 From the Holy Trinity Homepage (<u>www.htlenexa.org</u>), navigate to Faith Formation → Adult



2. Click on the *Register Now* link.





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

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

🗲 🧼 C' 🕆 📐www.mycrhp.com/US/KS/ARCH/holytrinity/team/index.php 🛛 🙀 🕎 🗉
😂 John yahoo mail 🙀 Google Calendar 🔟 John Errante - Outlo 🛕 Garmin Connect - Si 📑 Facebook » 📋 Other bo
CRHP Authorization Required
Please enter the password below Use the password found in the CRHP newsletter to login. If you can't find the password, email us at info-holytrinity@mycrhp.com.
Once logged in, you yon't need to re-enter the password for one hour.
You will need to enable cookies for the page to work as expected.
Password: Login
Authentication by <u>Simple Authorization Script</u> Copyright © 2005.

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



6. That action should display the following screen. Click on the <u>Manage Invitees</u> <u>Invitations Coordinator</u> 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

i ara	← → C ff (S) www.mycrhp.com/nwhelan1/index.php?index=close
	🈂 John yahoo mail 🙀 Google Calendar  🧕 John Errante - Outlo 🔺 Garmin Connect - Si
,	[Image] CRHP Weekends
	CRHP Home   Client Login
osi	Client identification: place log in:
	Cheric identification: prease log in.
hn1	Login:
ubr –	Password:
	Log In
I	

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

	← → C ff (S) www.mycrhp.com/nwhelan1/index.php?index=ident
NOTE: this	🥞 John yahoo mail 🙀 Google Calendar 🔟 John Errante - Outlo 🔺 Garmin Connect - Si 📑 Facebook
image will be	[Image] CRHP Weekends
the CRHP Home	CRHP Home         Create New Event         Call / E-mail List         Client Profile         Change Password         Log Out
page.	KS A008 Holy Trinity
	CRHP Events Index
	Indicate timeframe for which to display events below:
NOTE – DO NOT use	2011 💌 July 💌 - 2011 💌 July 💌
the Browser navigation	Input
(Back Arrows)!!!	Index of Events:
Return by clicking on CHRP Home.	<ul> <li><u>2011-09-24 - 2011-09-25</u>: KS A008 Holy Trinity (Men)</li> <li><u>2011-10-08 - 2011-10-09</u>: KS A008 Holy Trinity (Women)</li> </ul>

## 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.

+	• -> C # (	🛇 www.n	nycrhp.com/nwhelan1	/index.php	?index=info/even	t&id=185	r.	7 🗵 🔊
۲	John yahoo mail	🚹 Google	Calendar 🧕 John Errant	æ - Outlo 🦼	🛓 Garmin Connect - 🕻	Si 📑 Facebook	» 🗋	0ther bookmarks
[1	Image] CRHP Weekends         I CRHP Home       Create New Event       Call / E-mail List       Client Profile       Change Password       Log Out       Image]         October 8th, 2011 - October 9th, 2011 Women's Weekend       KS A008 Holy Trinity (HT Women Team 3)       Image]       Edit       Delete         Image       In Parish       E-mail       Phone       Address       Emergency Contact       Initial Enrollment Date       Team Ministry         Sheehan, Frances       Yes       fdsheehan@vahoo.com       (913)888- 6394       9225 Alden Lenexa, KS 66215       Jody Sheehan (husband) 8886394, 6693336       2010-10-15 09:52:55       Image							
[Image] CRHP Weekends         I 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)         Edit       Delete       Frank       Phone       Address       Emergency Contact       Initial Enrollment Date       Team Ministry         Sheehan, Frances       Yes       fdsheehan@vahoo.com       (913)888- 6394       9225 Alden Lenexa, KS 66215       Jody Sheehan (husband) 8886394, 6693336       2010-10-15 09:52:55       Image State St								
0 <u>K</u>	October 8th, 2011 - October 9th, 2011 Women's Weekend KS A008 Holy Trinity (HT Women Team 3) Edit Delete							
	Name	In Parish	<u>E-mail</u>	Phone	Address	Emergency Contact	Initial Enrollment Date	Team Ministry
	<u>Sheehan, Frances</u> "Fran"	Yes	fdsheehan@yahoo.com	(913)888- 6394	9225 Alden Lenexa, KS 66215	Jody Sheehan (husband) 8886394, 6693336	2010-10-15 09:52:55	
4	Smith, Susan	Yes	susanfsmith@mac.com	(913)268- 5807	, KS	John Smith (spouse) , (913)660-3129	2011-03-04 11:49:55	
ļ	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	
!	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	
	Edit Team							
	E-mail Export to	Excel						

Click on the *Edit Team* button.

2. 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	CRHP Home   Create New Event   Call / E-mail List   Client Profile   Change Password   Log Out						
October 8th KS A008 Holy Edit Delet	October 8th, 2011 - October 9th, 2011 Women's Weekend KS A008 Holy Trinity (HT Women Team 3) Edit Delete						
Name	In Parish	<u>E-mail</u>	<u>Phone</u>	Address	Emergency Contact	Initial Enrollment Date	Team Ministry
<u>Sheehan,</u> 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	+
<u>Smith,</u> Susan	Yes	susanfsmith@mac.com	(913)268- 5807	, KS	John Smith (spouse) , (913)660-3129	2011-03-04 11:49:55	+
<u>Morgan,</u> Terisa	Yes	<u>cntmorgan@vahoo.com</u>	(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	+
<u>Hettinger,</u> <u>Stacy</u>	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 Team	/Job Edit(s)						
Identify enroll KS A008 Hol KS A001 Chu KS A002 Hol KS A002 Hol KS A003 Hol KS A005 Sac KS A006 Chu KS A006 St. KS A008 Hol MO K001 St. WI IO01 Inp	Input Team/Job Edit(s) Identify enrollee(s) by parish: KS A008 Holy Trinity Input Team Member 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 A005 Sacred Heart of Jesus KS A005 St. John Catholic Church KS A008 Holy Trinity MO Kool St. Elizabeth WI I001 Input Test						

Input Team/Job Edit(s)		
Identify enrollee(s) by parish:		
KS A008 Holy Trinity	Airy, Ruthann     Airy, Ruthann     Ambler, Judy     Bacon, Donna     Bailey, Nancy     Bezdek, Jamie     Bickley, Sherri	Input Team Member

3. 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.

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

7	葁 (5 unread) - jerrante@sb	c; × 🚺	Google Calendar >>>	😯 🍸 CanadaHe	lps - GivingPag 🗙 🚫 Sea	rch Results X 🚫 CR	HP Weekends	CRHP Weekends ×	+ ×
R	← → C ft 🕓 ww	w.mycrhp	.com/nwhelan1/index	php?index=in	fo/event/edit&id=185				<b>☆</b> ⊘
	📄 John yahoo mail  🙀 Goo	ogle Calend	ar 🛛 🔟 John Errante - Outlo	🛕 Garmin C	onnect - Si 📑 Facebook	: 📑 Cycling for Change 🔘	Prodigal Son Reenac 🔺	2011 Tour de France »	Dther bookmarks
	[Image] CRHP Weekends								<b>^</b>
Ī	John yahoo mail       Google Calendar       John France - Outlo       Garmin Connect - Si       Facebook       Cycling for Change       Prodigal Son Reenac       2011 Tour de France       2011 Tour de France       Connect - Si       Facebook       Cycling for Change       Prodigal Son Reenac       2011 Tour de France       Monte France								
October 8th, 2011 - October 9th, 2011 Women's Weekend KS A008 Holy Trinity (HT Women Team 3) Edit Delete					E				
	Name	In Parish	<u>E-mail</u>	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	Co-Spiritual Director	
	Sexton, Kathleen "Kathy"	Yes	ksexton@everestkc.net	(913)888-1230	12908 W. 84th St. Lenexa, KS 66215	Dan Sexton (husband) (913)888-1230, (913)244-3600	2010-10-15 10:28:17	Artist/Material Christian Awareness Witness Christian Community Witness	
	O'Connell, Mary	Yes	patoc@everestkc.net	(913)851- <del>9</del> 440	12856 Westgate Overland Park, KS 66213	Pat O'Connell (husband) (913)851-9440, (816)560-1517	2010-10-15 20:52:14	Eucharist Witness Facilitator Father's Loving Care Witness	
	McGuire, Rita	Yes	rmcquire@everestkc.net	(913)492-8087	16040 W. 80th Pl. Lenexa, KS 66219	Steve McGuire (spouse) (913)492-8087, (913)269-5319	2010-10-18 12:31:05	HELP Coordinator Invitations Coordinator Kitchen Coordinator Lay Director	
	yahoo_ab.csv	· ·		(010)000 5677	9033 Greenway Ln	John Errante (Husband)	2011 01 15 11.11.51	Liturgist Physical Arrangements Renewal Witness Sacristan Scripture Witness	a downloads ×

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

Manning, Elleen	res	elleen15418@aoi.com	(913)484-857
Fritschie, Laura	Yes	dfritch@everestkc.net	(913)888-067
<u>Woodfill, Judy</u>	Yes	woodfilljudy@att.net	(913)390-503
O'Donnell, Natasha	Yes	naodonnell@yahoo.com	(913)827-776
Airy, Ruthann	Yes	vrairy@sbcqlobal.net	(913)390-696
Input Team/Job Edit(s)	٦		
Identify enrollee(s) by paris	sh:		
	•	Input Team Member	

#### **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.

				Olathe, KS 66061			
<u>O'Donnell,</u> <u>Natasha</u>	Yes	naodonnell@vahoo.com	(913)827- 7760	12530 W 81st Place Lenexa, KS 66215	Ryan ( (spous (913)8		
<u>Airy,</u> Ruthann	Yes	vrairy@sbcqlobal.net	(913)390- 6969	11554 S Longview olathe, KS 66061	Vaugh (spous (913) (913)		
Edit Team							
E-mail Export to Excel							

# **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 (<u>http://www.mycrhp.com/US/KS/ARCH/holytrinity/Signup/Food/index.php</u>) 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 (<u>http://www.mycrhp.com/US/KS/ARCH/holytrinity/index.html</u>), select **Food Donations** 



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

	V						
) 😂 (2 un	iread) - jerrante × 8	Google Calendar	× Search Results	× d. Amazon.cor	n: John × 🚫 Shopping (	Cart X CRHP Foo	d Signup / × +
← →	C ft O www.my	ycrhp.com/US/K	S/ARCH/holytrinity/Sig	nup/Food/admin/			📩 🔯 🔯
🥞 John y	ahoo mail 🛛 🐻 Google C	Calendar 🧕 John I	Errante - Outlo 🔺 Garm	in Connect - Si 📑	Facebook 🛛 📅 MapQuest N	/laps - D	* 📄 Other bookmarks
		Chr	ist Re	news	s His I	Parish	
<b>Adi</b> Each wee	min Page	<b>e</b> 1 Signup List.					
Please h	ighlight the list below a	and enter the pass	word to make updates to	the list.			
I	List	Phil CRHP Women R Mens Mission Te Women's Retreat carlos1 CRHP Men Retre	etreat 2 - 10/8-9/2001 am Food Donation at 2 - 9/24-25/2011				
I	Password						
To creat	Edit te a new list. Enter a N	lame and press cr	eate. You may get a fals	e error. Simply click	the back button. Your te	eam will be created.	
I	List Name		_				
I	Password						
	Create						

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** <u>AND</u> 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 <u>Admin Page</u>

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

🚔 (4 unread) - jerra <u>nte ×</u>	🔋 Google Calendar 🛛 X 🔇 Search Results 🐘 🥥 Amazon.com: John X 🔇 Shopping Cart 🛛 X 🔿 Admin 💦 +	
+ → C ft <mark>© ww</mark>	w.mycrhp.com/US/KS/ARCH/holytrinity/Signup/Food/admin/main.php?title=example 🔂 🔯 🔌	
🍃 John yahoo mail 🛛 🐻 Go	ogle Calendar 🔟 John Errante - Outlo 🔺 Garmin Connect - Si 📑 Facebook 📑 MapQuest Maps - D " 📋 Other bookmarks	
		LC
	Christ Panawe His Parish M	h ho
$\mathbf{N}\mathbf{q}$	example	Ge
	QUOTE will appear here. [Example]	l kit
		l fie
	Admin Page	
	Aprillin rage	
General Stuff		
Title	example	th
Date	Used for test purposes	L
Quote	QUOTE will appear here. [Example]	Ι
Quote-verse	QUOTE VERSE will appear here. [Example]	I No
Password	example 2	
Locked	false 🔎	
		l thi
		W
		VVI
		W
Kitchen Info		Da
Coordinator	John Errante (this is a text field)	fo
Phone	Not Set	
Email	Not Set	l to
		( w
Dhone	Not Set	
Email	Not Set	I ne
Ismai		
		1
	Receipes	
	•	

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.

Meals List	
Remove List	
	send reminders
Back	
	Meals List   Remove List  ack

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.



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

🍯 (5 unrea	d) - jerran 🗙 🔋 Google Cale	ndar X 🔇 Search Results	× 🧕 Amazon.com: Joh × 🛞 Shopping Cart 🛛 × 🕓 Schedule	× +
<b>←</b> → C	A 🔇 www.mycrhp.co	m/US/KS/ARCH/holytrir	ity/Signup/Food/itemlist.php?title=Women's%20Retreat%20Food	%20D 🔂 👿 😒 🔌
🥃 John yaho	oo mail 🐻 Google Calendar	🧕 John Errante - Outlo 🦼	🛓 Garmin Connect - Si 🛛 📑 Facebook 🛛 🚮 MapQuest Maps - D	* Dther bookmarks
Signup	By this is	Christ Wome s my Father glorified, that y	t Renews His Parish en's Retreat Food Donation ou 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	
	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.



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.

als List		
Saturday Breakfast		×
<u>.</u>	· · · · · ·	

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

X	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.

### 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 gro foll

				exai	nple					
QUOTE will appear here. [Example]										
QUOTE VERSE will appear here. [Example]										
al Name	S	Saturday Br	eakfast							
livery instru	ictions F	Please enter	delivery instructions							
iter	m		quantity	name	phone	email	date edit remove			
Yo	ogurt (60	oz or 80z)	12				🖉 🗡 🗙			
Yogurt (6oz or 8oz) 12			12							



Christ

Renews

#### 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.

aturday Breakfast	e	$\mathbf{x}$
Saturday Chapel Visits	مر	×

Create the actual time slots (perhaps <u>*One Hour in CRHP Adoration*</u>) for which you would like people to pray. Note the "Delivery instructions" below.

	Meal Name	X	Saturday Chapel Vis	its	example QUOTE will appear he	e re. [Example] QUOTI	3 VERSE will appear here. [Example]		z	
L	Delivery instruction	ons	CRHP Chapel is on	the North side of Quigly, 2nd floor.	/					
		item		quantity	name	phone	email	date	edit	remove
		8:00 - 9:00 AN	h	One Hour in Adoration	Ben Prayin	913-555-1212	bp@snailmail.com			×
		9:00-10:00 AN	h	One Hour in Adoration	Ben Prayin	913-555-1212	bp@snailmail.com			×
	+									

### 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.

Windows Internet Explorer
What do you want to do with index.xls?
Type: Microsoft Office Excel 2003 From: www.mycrhp.com
→ Save
→ Save <u>a</u> s
Cancel

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.

	ſ		r (ar)	,	_				ndex [Read	-Only] - Mic	rosoft Excel								×
	ľ	Home	: Insert	Page La	yout Fo	mulas M	Data Re	view Vie	W									🥝 – 🖻	×
	ľ	Ê (	Calibri	× 11	ĂĂ	= = =	₽ ₽	Wrap Te	xt	General	٣	5				¥ 🗊	Σ -	7 🕅	
	P	aste 🍼	BIU	• 🖽 • 🛛	<u>- A</u> -	E = 3		📑 Merge 8	Center 🝷	\$ • %	• • • • • • • • • • • • • • • • • • •	Condition Formattin	nal Format g⊤asTable	Cell • Styles •	Insert D	elete Format	2 - F	ilter * Select *	
	Clip	oboard 🖻		Font	5		Alignme	ent	G.	Numb	ier 🖓		Styles		C	ells		Editing	
d Save		A1	•	• (•	∫∗ Ident	tity / Name	2												×
~~		А	В	С	D	E	F	G	н	1	J	К	L	М	N	0	Р	Q	
as	1	Identity /	In Parish	Class	E-mail	Phone	Address	City	ISO 3166-2	Postal Coo	Emergenc	Phone 1	Phone 2	Initial Enr	Team M	inistry			
	2	Sheehan,	Yes	In Team	fdsheehar	(913)888-6	9225 Alde	Lenexa	KS	66215	Jody Shee	8886394	6693336	*****	Co-Spiri	tual Directo	or		
	3	Sexton, Ka	Yes	In Team	ksexton@	(913)888-1	12908 W. 8	Lenexa	KS	66215	Dan Sexto	(913)888-1	(913)244-3	*****	Sacristar	1			
	4	O'Connell	Yes	In Team	patoc@ev	(913)851-9	12856 We	Overland	KS	66213	Pat O'Con	(913)851-9	(816)560-1	*****	Kitchen	Coordinato	or		
	5	McGuire,	Yes	In Team	rmcguire@	(913)492-8	16040 W.	Lenexa	KS	66219	Steve McG	(913)492-8	(913)269-5	*****	Table Le	ader			
	6	Errante, Jo	Yes	In Team	jolene@k	(913)888-5	9033 Gree	Lenexa	KS	66215	John Errar	(913)888-5	(913)708-1	*****	Invitatio	ns Coordin	ator		
	7	Strathmar	Yes	In Team	tricias03@	(913)897-7	14905 We	Lenexa	KS	66215	Eric Strath	(913)897-7	(913)515-4	*****	HELP Co	ordinator			
	8	Luck-Smit	Yes	In Team	jllucksmit	(913)663-0	14282 W.	Olathe	KS	66062	Jesse Luck	(913)663-0	(816)914-4	******	Table Le	ader			
	9	White. Ka	Yes	In Team	micnkat@	(913)541-(	14010 w 9	lenexa	KS	66215	michael w	(913)541-(	(913)544-1	*****	Table Le	ader			<b>_</b>
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## **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.

Remove List	
	send reminders

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.

-						
Email=>bp@snailmail.com Ben Prayin,						
Thank you for signing up to help us with	example weekend on Used for test put	rposes.				
Our records show that you have volunte	ered to help with the following tems:					
Meal	item	quantity	Delivery Instructions			
Saturday Chapel Visits	8:00 - 9:00 AM	One Hour in Adoration	Please enter delivery instructions			
Saturday Chapel Visits	9:00-10:0 AM	One Hour in Adoration	Please enter delivery instructions			
Your support and prayers helps bring our joites closer to Christ, example QUOTE will appear here. [Example -QUOTE VERSE will appear here. [Example						
The sending wi	ll take a minute	e or two, please be v	wait for the whole screen to 1	edraw.		

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.

Mail sent!
Were done: All emails have been sent!
Return

## **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.