



ea Engaging Australia in global mission



MI / SWN MISSION MATCHING SERVICE

*Helping Agencies connect with
Enquirers*

***LIMITED PARTNER
USER MANUAL***

June 2015

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Introduction

The MMS provides an initial interface between Enquirers and Agencies where serious Enquirers can easily investigate a wide range of mission opportunities. The MMS is a mission “one stop shop” where people who are serious about mission but uncertain about a destination or ministry opportunities can use the website for research because they understand that information from many diverse agencies is available in one place to help them make decisions. These “Enquirers” are strongly encouraged to enter their “personal profiles” and check out the resulting “matches” with Partner Agencies. These profiles are essentially expressions of interest as candidates.

The website incorporates:

- **A mission matching service** where
 - You can enter your agency details and update them as required;
 - Enquirers can enter their personal details and update them as required;
 - All Enquirers agree to a privacy clause allowing agencies to access their data;
 - As a **Limited Partner** you are not able to match Enquirers’ profiles against your Agency profile, conduct other searches or mine the database of enquirers. This is restricted to Full partners.
- **A web link to your site** with a brief description of your agency and contact details.
- **A “Top Needs” facility** where you can enter details of up to 5 opportunities suitable for a range of ages - on-line for regular update and management.
- **A “Short term Teams” facility** where you can enter details of up to 5 teams - on-line for regular update and management.

This manual has been designed to help you:

- Login for the first time and enter your agency data
- Update the information thereafter
- Search for very basic information on Enquirers.
- Enter your Top 5 Needs for personnel
- Enter your Short term teams information

If you have any questions, please contact the Second Wind office on (07) 38436610, or Email admin@secondwind.net.au, or Skype [second_wind_network](#). If you need help in entering your data we are able to walk you through the process live on Skype, or phone.

Index

Section	Content	Page
1	Getting Ready.....	2
2	Getting Started.....	3
3	Enter/Edit Agency Information..... 3.1 Enter/Edit Contact Information..... 3.2 Enter/Edit Service Information..... 3.3 Enter/Edit Ministry Opportunities..... 3.4 View your Agency Profile.....	4 4 5 6 7
4	List of Enquirers as in Reminder Email	8
5	Matching Features..... 4.1 Viewing Matches by Full Partners..... 4.2 Search Features available to Full Partners...	10
6	Top Needs Section.....	11
7	Short term Teams Section	15
8	Email Enquiries Generated From The Enquirer's Profile	19
9	Other Information.....	19

1. Getting Ready (for new partners only)

As a Partner of the MMS, your agency has been allocated a **Username and Password** which will allow you to access the software program for the first time to enter your agency's profile information. You will be able to change these to suit yourself once you have logged into the program.

At present your agency is in the system but INVISIBLE to enquirers.

Before you login to the system, you will need to have certain information ready for data entry. Once your agency has been activated in the MMS database, it is in your interests that your data is all entered as soon as possible; so that the MMS Administrator can make your agency visible to enquirers. Therefore we advise the following process:

1. Collect the necessary data on the blank worksheets supplied in the appendix.
2. Set aside 30 – 45 mins to enter the data.
3. Contact the MMS Administrator to make your database information VISIBLE.
- 4.

Blank worksheets are attached as a separate Word document to help you compile your data.

The **Top Needs** and **Teams** sections can be completed independently, as they do not form part of your profile for matching purposes. But once your profile is entered, it is in your interests to also list your top needs and teams.

2. Getting Started

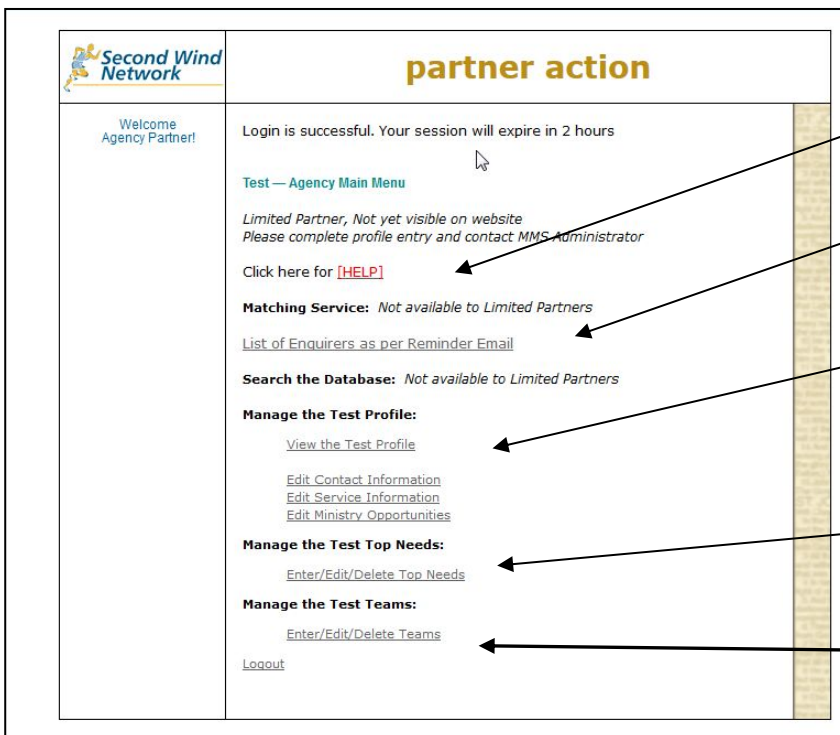
Go to Second Wind website homepage – <http://www.secondwind.net.au> or to the Missions Interlink Opportunities section - <http://www.missionsinterlink.org.au/opportunities>.

Click on the **Partner Login** button located in the Sidebar. The Login page will display. An alternative Login is a sub-menu item under *Partners* on the SWN site



Login using the user name and password supplied. **Please note that these are case sensitive.**

The **Agency Main Menu** page will then be displayed. (This is the main menu.)



Click on **HELP** to display an explanatory HELP page.

View list of recent **Enquirer** (more info later).

The **Manage [Agency Name] Profile** section allows you to enter and edit your specific agency information

The **Top Needs section** allows you to enter up to 5 of your most urgent opportunities

The **Teams section** allows you to enter up to 5 of your Short term Teams

The following is an explanation of the items on this page:

3. Enter/Edit Agency Information

Once you are logged on as a Partner, you will need to initially **enter** your agency information and thereafter **edit** it from time to time to keep it updated. There are 3 sections of information.

3.1. Contact Information.

(Located in the **Manage the [AgencyName] Profile** section in bottom section of screen.)

Complete the full contact details for your agency. The first time you log on you will see the Username and Password allocated by SWN. You may now change these if you desire.

There are 2 other sections: Manage Service Information & Manage Ministry Opportunities

partner action	
Welcome Back!	
Agency Main Menu	
Test Contact Information	
Use this form to edit contact information.	
Agency Name:	Test
Org Abbreviation:(No spaces)	test
User Name:	test
Password:	test
Key Contact Name: (Displayed on SWN Website)	Lindsay O'Toole
Contact Email:(Displayed on SWN Website)	test@secondwind.net.au
Contact Phone:(Displayed on SWN Website)	07 38436610
Alternate/Admin Contact:(Not displayed)	Mary O'Toole
Alternate/Admin Email:(Not displayed)	
Agency Address:	Cadogan St
City or Town:	Carindale
State:	QLD
Post code:	4152
Country:	Australia
Agency Phone:(Not displayed)	07 38436610
Agency Fax:	
Main Web Address: Include http://	http://www.secondwind.net.au
Positions Vacant Web Address: Include http://	http://www.secondwind.net.au/opj
Optional Third Web Address: Include http://	
Facebook Web Address: Include http://	https://www.facebook.com/secon

Notes:

Key Contact Name, Email, & Phone: As it should appear for all contact purposes on the website. (see below)

Description: This should be succinct and **compelling**, and describe your **distinctives**. What makes your organisation different from all the others? Provide sufficient information to encourage viewers to want to access your website for more. This description will appear in your Agency Profile, and also on the Partner Agencies page where all partner agencies are listed - *Opportunities/Partner Agencies* Recommended length is 250 words.

Nominating your contacts:

The **key contact person**, email and phone will appear on the website under your agency description. All electronic enquiries generated from the website will be automatically directed to this address.

The **alternate/admin or "link" person** should be someone we can contact for admin purposes or in the absence of the Key contact.

Both of these people are able to regularly mine the data base.

Some agencies nominate a mobiliser in the key role and an admin staff person (maybe the Mobiliser's PA) as the alternate contact which is helpful if the key person travels regularly.

Other agencies allow all their State Directors access to view matches, while limiting the editing of the Profile, Top Needs & Teams to a central staffer.

There is provision for up to 4 weblinks to be displayed: the Main website Home page, Positions Vacant or something appropriate for recruiting, your Facebook page, and an optional link for using with say a video clip.

When completed, press the **Submit** button at bottom of screen.

In future, if you want to review this page but make no changes, you can select the **Return to your Main Menu Page** link instead.

An Advisory screen will be displayed confirming that the information has been received. This appears every time you click the **Submit** button.



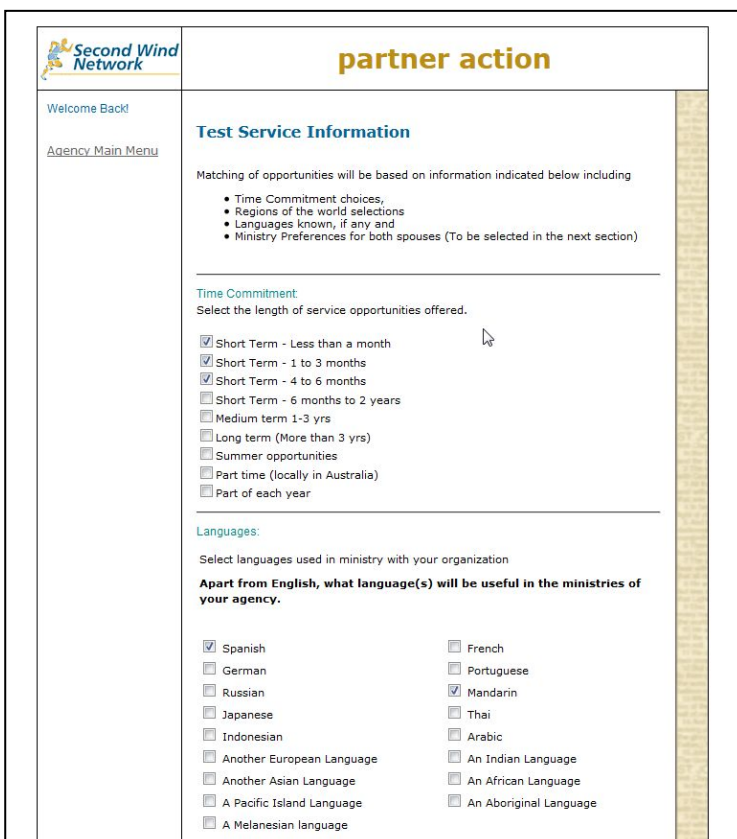
Now continue to enter data for the other two areas –

- **Service Information**
- **Ministry Opportunities**

3.2. Enter/Edit Service Information:

This comprises:

- Time commitment choices
- Languages other than English
- Regions of the World
- Information about Vision/Short-term trips offered



Notes:

Enquirers run their matches against the first 3 items, so ensure this information is accurate.

The “Not sure” and “No preferences” boxes are included because Enquirers fill in the same information. Agencies should NOT check these boxes.

Press **Submit** to lodge the information.

An Advisory screen will again be displayed, confirming the information has been received, and warning of any areas without selections.

3.3. Enter/Edit Ministry Opportunities

The information in this section is also used for matching purposes.

The screenshot shows a web interface for 'Second Wind Network' with a 'partner action' header. The main content area is titled 'Test Ministry Opportunities' and contains the following text and form elements:

Rather than selecting many areas of ministry, it is best to select a few that are of the most interest to you in order to receive the best "matches". Ministry Opportunity selections can always be altered later. Only check areas where Test has multiple opportunities, not where only one slot needs to be filled. These should be entered in the Top Needs. At least one Ministry Opportunity must be selected to activate this area.

If you have Ministry Opportunities within Australia, please select the category in the MINISTRY IN AUSTRALIA box, then the more specific ministry opportunities in the following sections.

MINISTRY IN AUSTRALIA

- Indigenous/Aboriginal
- Refugees
- Migrants
- International Students
- Agency Administrative Support
- Technical Support
- Other Support Roles

CHURCH DEVELOPMENT

- Bible Teaching
- Bible Translation
- Conference Coordination
- Church Planting
- Discipleship
- Leadership Training
- Mentoring Leadership
- Youth/Children ministry

COMMUNICATIONS

- Drama
- Visual Arts
- Music / Choral
- Writers
- Radio
- Video/TV
- Web Content
- Web Layout/Design
- Web Programming
- Editors
- Graphic Design

COMMUNITY DEVELOPMENT

- Agriculture
- Appropriate Technology
- Construction/Management
- Construction/Trade
- Children/Youth
- Environmental
- Physically Challenged
- Public Health
- Relief (Logistics)

CONSTRUCTION AND MAINTENANCE

- Carpenter
- Bricklaying
- Electrician
- Job Site Foreman
- Handyman/Maintenance
- Masonry

Notes:

If you check every box, your agency will match with every Enquirer, so it is best to carefully follow the instructions on the page and **be discerning** in your selections.

Press **Submit** to lodge the information.

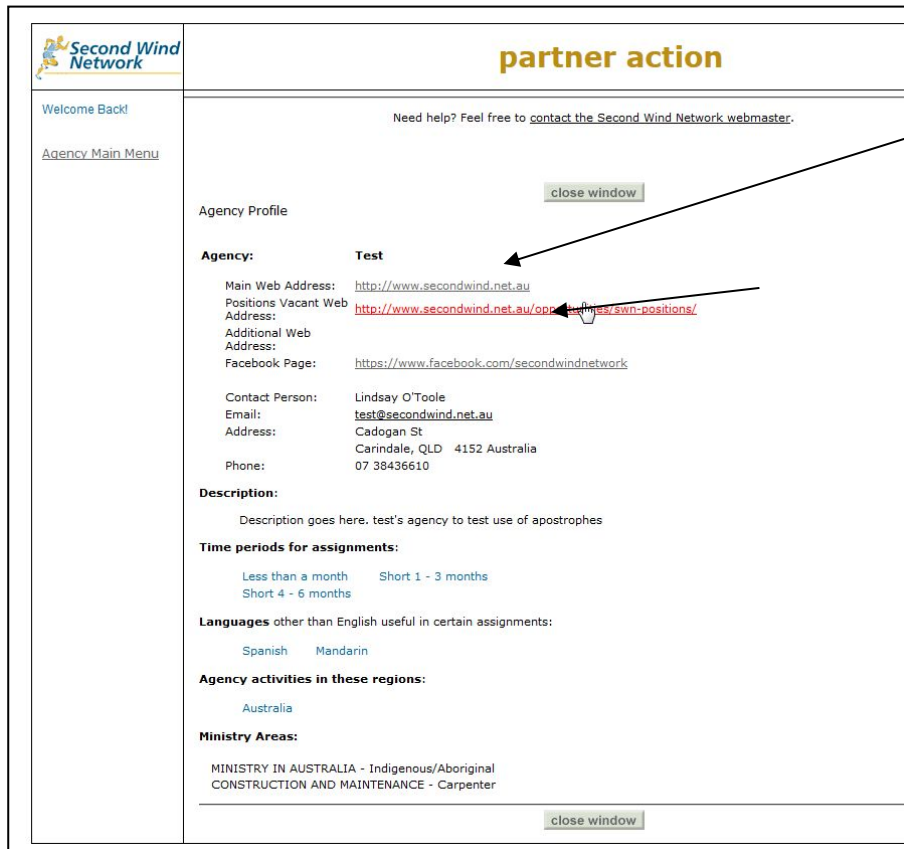
An Advisory screen will again be displayed, confirming the information has been received.

3.4. View Your Agency Profile

Now You Can View The Resultant Profile For Your Agency

Press Return to your Main Menu Page.

In the Manage Agency Profile section, press View the Agency Profile.



Notes:

The web addresses are direct links to your website.

The email address is also a direct link..

Enquirers who have lodged profiles will view your profile with some additional matching information.

Check the profile, to ensure it provides a correct description of your agency. You may edit it at any time from your Agency Main Menu Page. Return to that page by pressing the **Close Window** button.

When this profile is viewed by an Enquirer who has lodged their own profile, it also displays a pre-formatted email enquiry form, to make it easy for Enquirers to contact the Key Contact Person .

4. List of Enquirers as in Reminder Email

This list enables you to see all new enquirer profiles recently entered, similar to the list enclosed in the bi-monthly reminder email sent out by the SWN office. It will not incorporate any Matching information (only available to Full Partners).

[Agency Main Menu](#)

Search for Enquirers by Date Entered/Updated

Use this utility to find a list of enquirer profiles ordered by Date Entered/Updated
 Search utility for Test Agency

Order by: By Entered/Updated By Last Name

To return to previous page

Return to the [Agency Account Options](#) page.

	<h2 style="color: #0070C0;">partner action</h2>																																																																		
<div style="display: flex; justify-content: space-between;"> Second Wind Network </div> <p>Welcome Back!</p> <p>Agency Main Menu</p>	<h3 style="color: #0070C0;">Search for Enquirers by Date Entered/Updated</h3> <p style="text-align: center; font-size: small;">Click on the name to view the enquirer profile.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #F4A460;"> <th style="width: 15%;">Names</th> <th style="width: 10%;">MatchRate MatchList</th> <th style="width: 10%;">Updated <i>Orig Entered</i></th> <th style="width: 45%;">Occupation(s) & Qualifications</th> <th style="width: 15%;">Website Source</th> <th style="width: 5%;">State</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">Ian & Gayle Gook</td> <td>%</td> <td>2015-05-24 <i>2015-05-24</i></td> <td style="text-align: left; font-size: small;">Pastrycook as a young adult/Ordained Baptist Minister/Aged Care Chaplain (Ret) Dip Th (MBI), Dip Theol (MCD) M.Min (MCD) Retired Dip Th (MBI), Deaconess Training Baptist Theo. 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Click on a name to view the Enquirer's full profile. However, it will not display any further information about how the enquirer matches with your criteria. Matching information is only available to Full Partners.

	<h2 style="color: #8B4513;">enquirer profile</h2>	
<p>Welcome Back!</p>	<div style="text-align: center; margin-bottom: 20px;"> <input type="button" value="close window"/> </div> <p>Enquirer: Testy Test Born in: Jul 1947 Qualifications: na Occupation: na Citizen/Perm Res: Yes</p> <p>Bible Training: Formal No Informal No</p> <p>Email: lindsay@secondwind.net.au</p> <p>Address: 66 Cadogan St Carindale, QLD 4152 Australia</p> <p>Day Phone: 0738436610 Best time to call: Working hours</p> <p>Family Status: Marital status: Single Children Total: 0</p>	

You can only view Enquirers who have expressly given permission for agencies to view their data.

Although Enquirers are encouraged to directly contact Agencies with whom they have high matches, Agencies are also encouraged to directly follow up Enquirers who match with their profiles.

Limited partners can also follow up any enquirers if you have the staffing ability to do so.

5. Matching Features (FULL FEATURES ONLY AVAILABLE FOR FULL PARTNERS)

This system is the main feature of the website. Individual Enquirers enter their profiles with the same criteria as the agencies, and then both can determine how their preferences match up. Matching is based on 5 criteria in the Agency and Enquirer profiles:

- Ministry Preferences of Enquirer
- Ministry Preferences of Spouse (if married)
- Regions of the World
- Languages other than English
- Time Commitment

Only Full partners access all features. Limited Partners can only view a basic list of enquirers. However Enquirers do not see any distinction between Full & Limited Partners and will still be able to see how they match with your criteria.

5.1 Viewing Matches (FULL PARTNERS ONLY)

Full partners have full access to all features of the Matching Service, and can view much more information about enquirers than Limited Partners

When Full partners select another link **View Your Enquirer Matches**, the screen displays a list of all Enquirers matching their profile criteria, sorted according to Match Rate initially. The percentages are based on the 5 criteria above.

Enquirers with choices that fit your criteria:
 Choose List and Display Order (Match Rate, Profile Age or State) from pull-down lists below

View List: New Listings Match Rate View Selected List

[Manage List Names & Profile Age](#) [Review/Change Match Filter Settings](#)

	List: New Listings Name	Match Rate	Ministry Prefs	Spouse Prefs	Time Period	Regions	Languages (Not English)	Australia State	Australia Only	Financial Status	Paid Only	Divorce Status	Days since Entry/Update	Note
Select														
<input type="checkbox"/>	Kelly, Julie	80	Y	Y	Y	Y	N	QLD		4			65	
<input type="checkbox"/>	Sibrava, Alan	60	N	Y	Y	N	Y	NSW		4		D	63	
<input type="checkbox"/>	Welsh, Trevor	60	Y	Y	N	Y	N	NSW		4			88	
<input type="checkbox"/>	Palasrinne, Riitta	40	Y		N	N	N	ACT		5		D	57	
<input type="checkbox"/>	Waring, Colleen	40	N	N	Y	Y	N	SA		5			89	

Move selected to: New Listings Move

Financial Status code: 0=In debt;1=Paid positions only; 2=Need full funding plus retirement funds; 3=Need full funding; 4=Partially Self-supported; 5=Fully Self-supported

Divorce History Code: D=Primary Person; S=Spouse Been Divorced; B=Both Been Divorced.

Note, as requested:
 Matches at and below 20 percent are not shown.
 Matches for profiles updated more than 90 days ago are not shown.

[Review/Change Filter Settings.](#)

Full partners can also manage these enquirer matches, write notes about enquirers, see what sections of a n enquirer’s profile match with theirs etc.

5.2 Search Features (FULL PARTNERS ONLY)

There are several search utilities which are only available to Full Partners

1. Search for Enquirers by Name or State.
2. Supersearch for Enquirers eg by Age, Marital status, Time commitment, etc.
3. Other Searches based on Qualifications, Occupation, Ministry Preferences or Update date.

The searches are completely independent of the criteria in your profile.

6. Top Needs Section

Partner agencies can enter up to 5 Top Needs for personnel or opportunities, either as generic positions or specific positions.

Select **Enter/Edit Top Needs**, and the Top Needs entry page will display. If you have any Top Needs already entered they will be displayed in a List, otherwise this section will be blank. Either select an existing Top Need to edit or delete. If no selection is made, a blank entry screen will appear for you to enter a new Top Need.

The screenshot shows a web interface for 'partner action' under the 'Second Wind Network' logo. The page title is 'Top Five Personnel Needs'. Below the title is a descriptive paragraph: 'This is an opportunity to list the top five needs in your organization. People will have the option of responding to these directly without submitting a profile.' A form contains contact details for 'Test' organization, including contact person 'Lindsay O'Toole', email 'test@secondwind.net.au', phone '07 38436610', and web addresses. Below the form, a message states 'A total of 3 were found. Up to 2 more can be entered.' A table lists three items with columns for 'Exp', 'Edit', 'Item#', 'Job Title', 'Region', 'Date Entered', and 'Exp*'. The 'Exp' column for all items is highlighted in red. Below the table is a note: '* Exp = Days to Expiration. This indicates the number of days until an entry will stop being displayed in the list of Top Needs. All entries will only be displayed for 6 mths to ensure they are current.' There is a note about item 4 not being filled and buttons for 'Enter/Edit/Delete a Top Need' and 'Clear Selection'. At the bottom, there is a link to 'Return to the Agency Main Menu page' and a footer note: 'Need help? Feel free to contact the Second Wind Network webmaster.'

Organization:	Test
Contact Person (Default):	Lindsay O'Toole
Email Address (Default):	test@secondwind.net.au
Contact Phone (Default):	07 38436610
Organisational Web Address:	http://www.secondwind.net.au
Vacancies Web Address:	http://www.secondwind.net.au/opportunities/swn-positions/

Exp	Edit	Item#	Job Title	Region	Date Entered	Exp*
		2	test2	West Africa	2015-05-09	163
		3	test3	Multiple Africa	2015-05-09	163
		1	Test Position	East Africa	2015-05-08	162

The Contact Information is pre-filled from your profile, but can be edited in the next screen for each position if desired. Each position is displayed for 6 months, after which it will automatically expire and not be displayed in the List Of Top needs as viewed on the SWN & MI Websites.

Check this list regularly, and if you want to renew a position, just open it in the edit screen and save it again. If a position has expired, the Date Entered and Exp* column data will be in **red print** to alert you.

NB: The Top Needs should cover a range of age groups, not just under 40 or over 40s. You should also review these regularly and change the entries to new positions, so that that the same old entries are displayed *ad nauseum*. Otherwise enquirers may stop looking for these Top Needs if they are stale. **Be creative!!**

Either select a Top Need to edit (or delete) and click on the **Enter/Edit/Delete** button to display the selected Top Need for editing..

If no selection is made click on the **Enter/Edit/Delete** button to display a "blank" screen for entry of a new Top Need.

Second Wind Network

partner action

Welcome Back!

[Agency Main Menu](#)

Top Five Personnel Needs

Below list or edit one of your top five personnel requirements:
(Use proper capitalization and punctuation for a professional appearance.)

Need Number: 478 1 of a maximum of 5

Organisation Name:

Contact Name:
(Optional: Contact)

Email Address: info & websites

Contact Phone: can be edited

Organisation Web Address:

Vacancies Web Address:
(This web address should state the webpage of this opportunity or your list of opportunities.)

Job Title:

Region of World: [\(click to view list\)](#)

Country: (optional)

If Au, Select State:

Approx Time Commitment:

Support Type:

General Category: [\(click to view list\)](#)

Short Description:
(brief and compelling - 500 characters max.)
This description is displayed on first summary page only but may be repeated in the main details section on the next page.

Full Description:
Please check spelling and punctuation. Not displayed on Summary page

The Contact Information is prefilled from your Agency Profile, but can be edited to suit each particular Top Need Entry.

The labels “Regions of the World” & “General Category” are links to HELP pages which describe in more detail what countries or job types these relate to.

Use the **Vacancies web address** to link to either your website’s list of vacancies, or better still to the page describing this particular position.

Ensure that the **Short Description** is succinct but compelling so that, it will provide sufficient information for an Enquirer to want to investigate further. It is displayed in the first page that enquirers can view, and the Full Description is displayed on the next page with a lot more information including an email enquiry form.

Enter a much longer Job Description in the **Full Description** box, which will provide an enquirer with sufficient information to want to pursue the enquiry further, including sending an enquiry email. You can repeat the Short description as part of this, at your discretion.

Go to [Opportunities / Top Needs](#) to see how the list of Opportunities is displayed in various formats. All web viewers can access this section, without first entering a profile. They can then send you an Enquiry email, relating to the specific position advertised.

After entering the information, a review screen will be displayed for you to check your entry before finally accepting it.

If you notice an error, it is best NOT to Go Back, but Save the entry and then edit it - otherwise you may lose the changes/new data you have entered.

Agency Main Menu	<h3 style="color: #0070C0;">Top Five Personnel Needs</h3> <p>The following information is now proposed for top need ID = 3 One more click is needed below to accept the "top needs" entry or edit.</p> <p>Organization Key Contact Data (for this need): Organization: Second Wind Network Contact Person: Lindsay Fell Email Address: info@secondwind.net.au Contact Phone: 07 38436610 Contact State: QLD Web Address: http://www.secondwind.net.au</p> <p>Below is information entered for one of your top five personnel requirements:</p> <p>Job Title: Public Relations Coordinator Region of World: Australia Country: Australia If Australia, Select State: QLD Approx Initial Time Commitment: Part time (locally in Australia) Position Support Type: Raise/provide support General Category: SUPPORT ROLE</p> <p>Description:</p> <p>SWN needs a volunteer Public Relations Coordinator to coordinate promotion of the Network and its services through Christian publications, denominational and mission agency magazines, radio, and other appropriate means. The aim is to publicise the network nationally to encourage</p> <p>"Accept" if the information is correct. If not, click the back button to edit. (You can always return and edit or delete this item at any time.)</p> <p style="text-align: center;"><input type="button" value="Accept"/></p> <p style="text-align: center;">Click here to start over. No data will be saved.</p>
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If the information requires correction or further editing, do not Click to start over, as no data or changes will be accepted (if first entry, you will lose all data). It is better to Accept the info, then select it from the List of Top Needs and edit it to suit.

A final confirmation screen will also display with a prompt to either enter /edit another or retrun to the main menu.

Go to [Opportunities / Top Needs](#) on either website to see how the list of Opportunities is displayed in various formats. All web viewers can access this section, without first entering a profile. They can then send you an Enquiry email, relating to the specific position advertised.

See next page for examples of the display:

HOME GET INVOLVED OPPORTUNITIES EVENTS STORIES RESOURCES PARTNERS CHURCHES ABOUT US CONTACT

[Return to Top Needs Entry Page](#)

Second Wind Mission Matching

RANGE OF TOP IMMEDIATE NEEDS IN MISSIONS — ORDERED BY ORGANISATION

In this area you can view the five top urgent and immediate needs of each partner organisation ordered by Organisation.

Select the positions you are interested in, then click the **Display Summary of Selections** button at the bottom of this page, to view details of each position.

A total of 2 mission job opportunities will be displayed.

MANAGEMENT

Australia

Job Title: National Director Agency: Second Wind Network
Region: Australia
Country: Australia (Any State) Entry Date (Y-M-D): 2014-04-11
Service: Long term

Short Description:

A strategic leadership opportunity exists with Second Wind Network for a mature enthusiastic Christian individual or couple with a call to serve in international mission or mission administration, to take on the role of National Director(s).

Click on the "Details" button to investigate further, and to send a pre-formatted email enquiry to the organisation.

SEE DETAILS

SUPPORT ROLE

Multiple Regions

Job Title: Test Position Agency: Test Agency
Region: Multiple Regions
Service: Not Sure Entry Date (Y-M-D): 2014-04-16

Short Description:

brief & completing SHORT description goes in here to encourage enquirers to investigate further, on next detailed page

Click on the "Details" button to investigate further, and to send a pre-formatted email enquiry to the organisation.

SEE DETAILS

Click on "Details" for any job assignment to investigate further, and to send a pre-formatted email enquiry to the organisation.

[Click here to display a new list.](#)

View top missionary needs

[Search by region and/or job category](#)
[Sort by job title](#)
[Sort by organization](#)
[Sort by region of the world](#)

Initial Display of selected Top Needs

Short Description only displayed

HOME GET INVOLVED OPPORTUNITIES EVENTS STORIES RESOURCES PARTNERS CHURCHES ABOUT US CONTACT

[View Full List of Top Needs](#)

Second Wind Mission Matching

DETAIL OF AN IMMEDIATE TOP NEED IN MISSIONS

Organization: Test Agency (test)

Contact Name: Lindsay Email: test@secondwind.net.au
Phone: 07 38436610
Web Address: <http://www.secondwind.net.au>

Jobtitle: Test Position Region & Country: Multiple Regions
Service: Not Sure Position Type: Raise/provide support
Category: SUPPORT ROLE Entry Date (Y-M-D): 2014-04-16

Position Description

Full Position description to go in here - with sufficient detail to encourage an enquirer to email an enquiry.

Blurb
Blurb
Blurb
Blurb
Blurb
Blurb

Please send us an email to find out more or to apply for this position.

This need and many other needs available on Test Agency Vacancies website <http://www.secondwind.net.au/opportunities/swn-positions/>

1) Call Lindsay at 07 38436610 workday hours or
2) For comments, questions, or more information about this or similar assignments with Test Agency , please fill out the inquiry form below.

(* Required Field)

Email to: test@secondwind.net.au
Subject: Test Position (Test Agency)

*Your Name:
*Your email address:
Your city:
Your state:
(and country, if not Australia)
Your phone:
*Your Message:

Full Detailed Display of an individual Top Need

Full Job Description is displayed

Preformatted email enquiry form

7. Teams Section **NEW FACILITY**

Partner agencies can enter up to 5 Short Term Teams , either as generic or specific entries.

Select **Enter/Edit/Delete Teams**, and the Teams entry page will display. If you have any Teams already entered they will be displayed in a List, otherwise this section will be blank.

Either select an existing Team to edit or delete. If no selection is made, a blank entry screen will appear for you to enter a new Team. *(Entry is very similar to the Top Needs section)*

partner action

Welcome Back!

[Agency Main Menu](#)

Short Term Teams

This is an opportunity to list up to five short term teams in your organisation. People will have the option of responding to these directly without submitting a profile.

Default Contact Information (taken from Ministry Profile)

Organization:	Test
Contact Person (Default):	Lindsay O'Toole
Email Address (Default):	test@secondwind.net.au
Contact Phone (Default):	07 38436610
Organisational Web Address:	http://www.secondwind.net.au
Teams Page Web Address:	

One (1) record was found. Up to 4 more can be entered.

Today is 2015-05-26

Del	Edit	Item#	Job Title	Region	Team Date	Exp*
		1	Test Agency team 1	North Africa	2015-05-01	-25

* Exp = Days to Expiration. This indicates the number of days until an entry will stop being displayed in the list of Short term Teams. All entries will only be displayed while Team Date is in the future to ensure they are current. Any items with the **Team Date & Exp in red** have therefore expired and do not display. The red number indicates the no of days since expiration. Please either delete or review and edit, if necessary, then accept the listing.

Team number 2 is not filled. Click the button below to enter a new item or select an item in the table above to edit or delete.

Return to the [Agency Main Menu](#) page.

[View the Teams display page \(temporary\)](#) (Will be opened in a new window).

Need help? Feel free to [contact the Second Wind Network webmaster](#).

The Contact Information is pre-filled from your profile, but can be edited in the next screen for each team if desired. Each team is displayed until its Expiry date (Team Date), after which it will not be displayed in the List Of Teams as viewed on the SWN & MI Websites.

Check this list regularly, and if you want to renew a team, just open it in the edit screen and save it again. If a team has expired, the Team Date and Exp* column data will be in **red print** to alert you.

NB: The Teams should cover a range of age groups, not just under 40 or over 40s. You should also review these regularly to ensure they are current.

Either select a Team to edit (or delete) and click on the **Enter/Edit/Delete** button to display the selected Team for editing..

If no selection is made click on the **Enter/Edit/Delete** button to display a "blank" screen for entry of a new Team.

The Contact Information is prefilled from your Agency Profile, but can be edited to suit each particular Team Entry.

Teams Web address must be filled in if available each team

The label “Regions of the World” is a link to HELP page which describe in more detail what countries these regions relate to.

Use the **Teams web address** to link to either your website’s list of teams, or better still to the page describing this particular team.

Ensure that the **Short Description** is succinct but compelling so that, it will provide sufficient information for an Enquirer to want to investigate further. It is displayed in the initial list that enquirers can view, and the Full Description is displayed further down the page.

Enter a much longer Team Description in the **Full Description** box, which will provide an enquirer with sufficient information to want to pursue the enquiry further, including sending an enquiry email. The Short d Description is displayed again as part of the Team Name, so this text should not be repeated in the Full Description.

After entering the information, a review screen will be displayed for you to check your entry before finally accepting it.

If you notice an error, it is best NOT to Go Back, but Save the entry and then edit it - otherwise you may lose the changes/new data you have entered.

Second Wind Network

partner action

Welcome Back!

[Agency Main Menu](#)

Short Term Teams

The following information is now proposed for team ID = 1
 One more click is needed below to accept the "teams" entry or edit.

Organisation Key Contact Data (for this team):
 Organisation: Test
 Contact Person: Lindsay O
 Email Address: test@secondwind.net.au
 Contact Phone: 07 38436610
 Organisational Web Address: http://www.secondwind.net.au
 Teams Web Address: http:// www.secondwind.net.au/nepalteam

Below is information entered for one of your short term teams:

Job Title: Test Agency team 1
 Region of World: West Africa
 Country: Chad
 If Australia, Select State: ACT
 Approx Initial Time Commitment: Short 1 - 3 months
 Team Date (YYYY-MM-DD): 2015-05-01
 Team Date in text: 1st November 2015

Short Description for List:
 blurb

Full Job Description for Full Details:
 blurb

"Accept" if the information is correct.
 If not, do NOT click the back button to edit as no new data or changes will be saved.
 Accept the information as it is, then re-select this item from the list of Teams and edit or delete it at any time.

[Click here to start over. No new data or changes will be saved.](#)

Need help? Feel free to [contact the Second Wind Network webmaster.](#)

If the information requires correction or further editing, do not Click to start over, as no data or changes will be accepted (if first entry, you will lose all data). It is better to Accept the info, then select it from the List of Top Needs and edit it to suit.

A final confirmation screen will also display with a prompt to either enter/edit another or return to the main menu.

Go to [Opportunities / Teams](#) on either website to see how the list of Teams is displayed in various formats. All web viewers can access this section, without first entering a profile. They can then send you an Enquiry email, relating to the specific position advertised.

See next page for examples of the display:

The screenshot shows a web browser with three tabs: 'Short Term Teams | Second ...', 'Second Wind: Partner Agency...', and 'Web Site Administration'. The main content area displays a list of short-term teams with descriptions:

- OMF - Third Culture Kids Ministry in Thailand** (June-July)
If you love kids and want to meet and serve lots of missionaries, you can join a big OMF conference in Thailand for 2 weeks in the middle of the year.
- WorldShare - Indonesia team in June** (June 12th-21st)
Team members urgently required! Here's a wonderful opportunity to reach Uni Students through teaching English.
- WorldShare - Short-term team Opportunities 2015** (Next teams in June)
You can help WorldShare Partners in many different countries through participating in one of their varied Short-term teams - medical, kids ministry, conversational English, and more.
- Wycliffe Associates - Work Part Opportunities 2015** (New teams in 2015)
Wondering how to support Bible translation? Join a Wycliffe Work party and make a difference.
- Wycliffe - English Tutoring for Mother Tongue Translators** (June & Sept/Oct. 2015; Feb/Mar 2016 (see below))
In South Asia, there are many ethnic groups crying out to be given the Word of God in their own language. But the translators need basic English tutoring.

CCCA Global Aid Network (GAIN) Medical Short term trips 2015
Further trips are planned for 2015 Medical & non-medical volunteers both needed. Register your interest NOW!

SE Asia May & September

Global Aid Network (GAIN) Australia is a ministry of Campus Crusade Australia. We provide medical help to the needy as well as medications and humanitarian aid as we spread the good news of the Gospel. Please note that you need not be a medical practitioner nor be involved in any field of medicine to be able to participate in this trip. We welcome people who are willing to serve the poor and the needy in any capacity ie Crowd Control, Administration, Nurses, Doctors, Pharmacists, Optometrists, Dentists, Translators & Children's Ministry.

PHILIPPINES Medical Mission 23 Feb-8 March.
CAMBODIA Medical Mission on 2-17 May
INDIA Medical Mission on 7-20 September
Maybe VANUATU

If you are interested, please contact the GAIN office & ask for an application form for the particular mission trip you are interested in. GAIN will keep you posted about the upcoming opportunities.

More details: Jiji Skariah jiji.skariah@globalaid.net.au (02)8628 0636 or 0414 157 916
Website: <http://globalaid.net.au/opportunities/>

[Back to List](#)

List of Teams including Short Description

Full description including Contact Details, Websites etc

Click on a Team name to go to Full Description

8. Email Enquiries Generated From The Enquirer's Profile

If an enquirer sends a pre-formatted email enquiry it will contain a link to their profile. Following is an example of what you will see in the email message:

To view a summary profile for Vijay & Nirmala Raju click on the link below or enter the link into a new browser window.

<http://www.secondwind.net.au/user/profile.php?Code=4f9fecabbd77fba02d2497f880f44e6f>

By clicking on the link, you will be able to view the Enquirer's profile immediately, without having to first log in.

This email message can be forwarded to others in your organisation and the link will remain active.

Alternatively you can forward the whole profile.

Open the profile in your browser.

Select: File, Send, Page by email (IE) or Send Link (Firefox).

The profile or weblink will then be incorporated in the body of your email message.

Note: This does not happen for enquiries generated from the Top Needs section, as there is no link from this to an Enquirer's profile. Enquirers do not have to first enter a profile to access the Top Needs section

9. Other Information

If too much time elapses after login without any activity, the session will time out, and you will have to log back on again before performing any other functions.

Each partner agency is normally set to be active until 30 June the following year. This expiry date will be reset administratively by SWN upon renewal of partnership for a new year.

Please give us feedback. We welcome all feedback both on contents and on processes. We are particularly interested to know if there are any other Ministry Opportunities, Languages, Time Periods or World Regions, and are planning to adjust it according to agency feedback.

Contact Details

Email: admin@secondwind.net.au

Phone: (07) 38436610 or 0409 498 449

Skype: second_wind_network

The most up-to-date version of this manual can always be downloaded from our website at

<http://www.secondwind.net.au/partners/> or

http://www.secondwind.net.au/documents/Limited_Partner_Manual.pdf