



ea Engaging Australia in global mission



MI / SWN MISSION MATCHING SERVICE

*Helping Agencies connect with
Enquirers*

*BASIC 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 websites for research because they understand that information from many diverse agencies is available in one place to help them make decisions.

The website incorporates:

- **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 contact details
- Update the information thereafter
- 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.

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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 worksheet supplied in the appendix.
2. Set aside 10-15 mins to enter the data.
3. Contact the MMS Administrator to make your database information VISIBLE.

A blank worksheet is 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



The screenshot shows a web browser window displaying the 'partner action' page. The page has a header with the 'Second Wind Network' logo on the left and the text 'partner action' in orange on the right. Below the header, there is a sidebar on the left with the text 'Welcome Agency Partner!'. The main content area is titled 'Mission Matching Service Partner Agency Login' and contains a login form with fields for 'Username:' and 'Password:', an 'Enter' button, and two links: 'Return to SWN Main Home Page' and 'Return MI Opportunities Page'.

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

The Agency Main menu for your organisation will then display (next page)



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

The **Manage [Agency Name] Information** 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 needs.

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

Associate Partners only have access to their Contact Details, the Top Needs & Teams sections. The Profile Matching Service & Search functions are only available to Full and Limited Partners.

Select the menu item required (either Enter/Edit Top Needs , Enter/Edit Teams or Enter/Edit Contact Details)

The relevant Entry/Edit page will then be displayed.

3. Enter/Edit Contact Information

Once you are logged in as an Associate Partner, you will need to initially **enter** your agency contact information and thereafter **edit** it from time to time to keep it updated.

3.1 Enter Contact Details

Starting from the Associate Agencies Data Entry page –

- Select **Enter/Edit Contact Details** ,
- Log in using your Username and Password,
- and the Contact Details Entry/Edit page will display.

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.

The screenshot shows a web form titled "partner action" for "Test Agency Contact Information". The form is used to edit contact information. It contains the following fields:

Agency Name:	TestAgency
Org Abbreviation:(No spaces)	test
User Name:	test
Password:	test
Key Contact Name: (Displayed on SWN Website)	Lindsay
Contact Email:(Displayed on SWN Website)	test@secondwind.net.au
Contact Phone:(Displayed on SWN Website)	07 38436610
Alternate/Admin Contact:(Not displayed)	
Alternate/Admin Email:(Not displayed)	
Agency Address:	Cadogan St
City or Town:	Carindale
State:	Queensland
Post code:	4152
Country:	Australia

Notes:

Key Contact Name and Email:-

As it should appear for all contact purposes on the website, so that any phone or email enquiries are directed to the appropriate person.

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

Web addresses – There is provision for four web addresses. The first is mandatory for your organisation’s website. The other three are optional, and can be used as desired. Eg a direct link to your Opportunities/Employment page, or an organisation closely related to your main organisation. Use the third URL to link to a video on Youtube or Vimeo or other host you may use. Use the fourth URL to link to your Facebook page.

Description:- This should be brief, succinct and compelling, and provide sufficient information to encourage viewers to want to access your website for more. This description will appear in on the Partner Agencies page where all partner agencies are listed - *Opportunities/Partner Agencies* Recommended length is 200 words maximum.

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

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

The screenshot shows the confirmation screen after submitting the form. It displays the following text:

THE REVISED INFORMATION HAS BEEN RECEIVED - THANK YOU

[Return to your Agency Main Menu Page](#)

<< Back

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

Then select the link to take you back to the **Main menu page**.

3.2 View your Agency Entry

You should now check the entry as it appears in the List of Partners, by selecting the **Partner Agencies** link from the **Opportunities** or **Partners** menus in the main SWN home page, or the **Opportunities** section of the MI website which will still be available on another tab.

Check the entry, to ensure it provides a correct description of your agency and make any corrections. You may edit it at any time from your Data Entry Page.

Agency Name	Second Name	Agency ID	Web Site Information	Agency Type
International Teams				
Interserve Australia				
Kingdom Aviation Ministries				
Medical Santo (Churches of Christ)				
Middle East Christian Outreach				
Mission Aviation Fellowship Australia				
Mukti Australia**				
NTChristian Schools Woolaning Homeland Christian College				
OMF International				
Reach Beyond (formerly HCJB Australia)				
Senior Servants for YFC				
Servants to Asia's Urban Poor**				
SIM Australia				
Steer Incorporated**				
Test				
WEC International				
WorldShare				
Wycliffe Bible Translators & Associates				

Asian Outreach Australia**

Web: <http://www.asianoutreach.org> Contact [Brian Birkett](#) (03) 9700 2314
 Opportunities & Vacancies: <http://www.asianoutreach.org/get-involved>

Asian Outreach is an alliance of interdependent Christian ministries worldwide. The Alliance is bound together by a common faith in Christ and commitment to the ministry of the Gospel to Asians. It is a Christian, NGO that has been empowering and transforming the lives of needy Asians for the past 40 years. Operating in 18 nations across the region, Asian Outreach functions holistically to offer diverse initiatives to disadvantaged and developing communities.

This is accomplished by:

- Partnering with churches, missions and organizations
- Planting new churches and fellowships
- Training and developing leaders
- Raising prayer, people and financial resources
- Providing help for communities

You can volunteer, pray, partner and donate. We currently need short and long term volunteers.

[Back to List](#)

Aztem - Christians in the global workplace**

Web: <http://www.aztem.org.au> Contact [Dr Ian Grant](#) 03 9254 1000

3.3 Edit your Contact Details

To edit your information subsequently, follow the same procedure as Section 3.1

4. 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/Delete 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 page titled "partner action" with a "Second Wind Network" logo. It includes a "Welcome Back!" message and a link to "Agency Main Menu". The main heading is "Top Five Personnel Needs". Below this is a form for organization details:

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/

Below the form, it states "A total of 3 were found. Up to 2 more can be entered." and displays a table of existing needs:

Del	Edit	Item#	Job Title	Region	Date Entered	Exp*
<input type="radio"/>	<input type="radio"/>	2	test2	West Africa	2015-05-09	163
<input type="radio"/>	<input type="radio"/>	3	test3	Multiple Africa	2015-05-09	163
<input type="radio"/>	<input type="radio"/>	1	Test Position	East Africa	2015-05-08	162

Footnote: * 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.

Text: Personnel need number 4 is not filled. Click the button below to enter a new item or select an item in the table above to edit or delete.

Buttons:

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

Text: 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 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: Test Agency

Contact Name: Lindsay
(Optional: Contact info & websites can be edited)

Email Address: test@secondwind.net.au

Contact Phone: 07 38436610

Organisation Web Address: http://www.secondwind.net.au

Vacancies Web Address: http://www.secondwind.net.au/opportunities/
(This web address should state the webpage of this opportunity or your list of opportunities.)

Job Title: Test Position

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

Country: (optional) - Optional -

If Au, Select State: -- Select One --

Approx Time Commitment: Not Sure

Support Type: Raise/provide own support

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

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

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

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.

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>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: 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)
 Service: Long term Entry Date (Y-M-D): 2014-04-11

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

5. 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.

partner action

Welcome Back!

[Agency Main Menu](#)

Short Term Teams

Below list or edit one of your short term teams:
(Use proper capitalization and punctuation for a professional appearance.)

Team Number: 1107 1 of a maximum of 5

Organisation Name:

(Optional: Contact info & websites can be edited for individual teams)

Contact Name:

Email Address:

Contact Phone:

Organisation Web Address:

Teams Page Web Address:

(This web address could state the webpage of this team, your list of teams or a link to other information about the team.)

Job Title:

Region of World: (click to view list)

Country: (optional)

If Au, Select State:

Approx Time Commitment:

Team Start Date (YYYY-MM-DD):

Team Dates in Text:

Short Description:
(brief and compelling - 500 characters max.)
This description is displayed in the list of Teams and will be repeated in the main details section.

Full Description: Please check spelling and punctuation.

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](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.

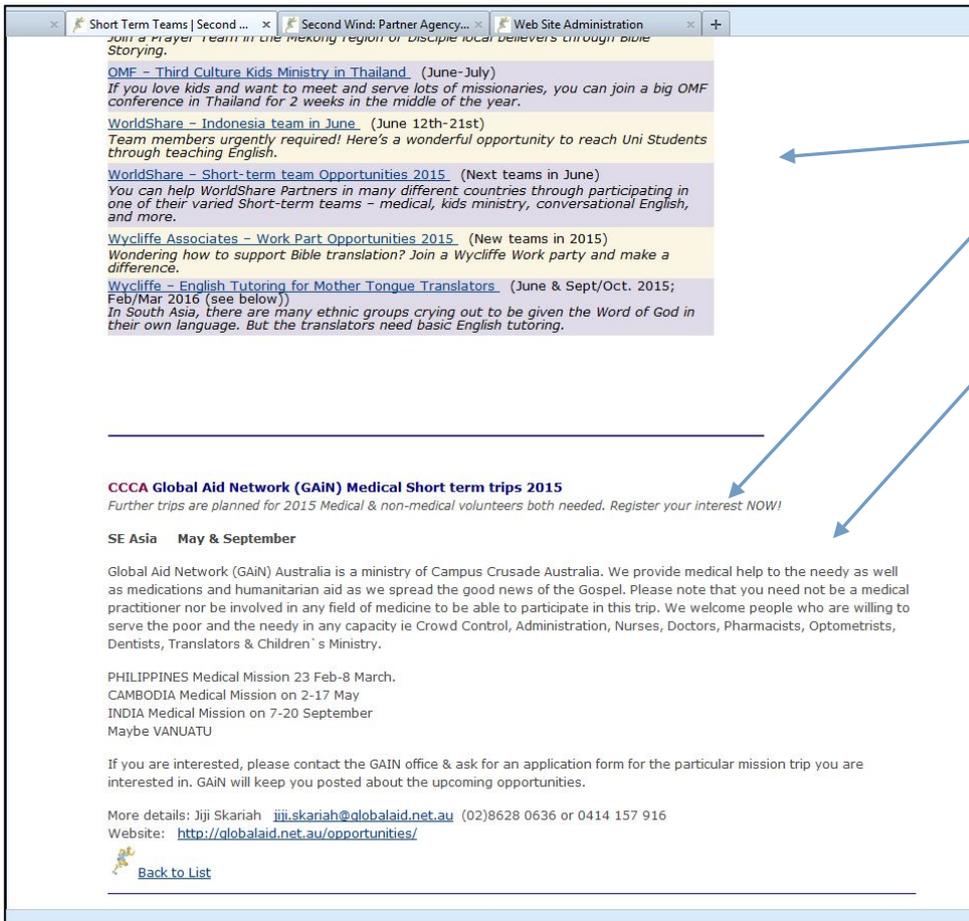
Need help? Feel free to [contact the Second Wind Network webmaster](#).

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:



List of Teams including Short Description

Full description including Contact Details, Websites etc

Click on a Team name to go to Full Description

6. Other Information

If too much time elapses after login without any activity, the session may time out, and you will have to log back on again before performing any other functions. (Currently set for 2 hrs)

Each partner agency is 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/Associate_Partner_Manual.pdf

Data Entry Worksheet

The table below lists the main information required to set up your Agency Information in the SWN database. This information can all be edited as needed.

Contact Information

The Contact Information is ALL required immediately, so that Enquirers may contact you, and view your website. Organisation name, Username & Password are already supplied by SWN to open the agency entry in the database.

Key Contact Name: (see below)	
Contact Email (for Enquirers):	
Alternate Contact (Person):	
Alternate Email:	
Postal Address:	
City or Town:	
State:	
Post code:	
Country:	
Agency Phone:	
Contact Phone (for Enquirers)	
Agency Fax:	
Main Web Address: Include http://	
Second Web Address: Include http://	
Third web address	
Facebook web address	
Agency Description: (Max 250 words, see below)	

Key Contact Name and Email:-

As it should appear for all contact purposes on the website, so that any enquiries are directed to the appropriate person.

Description:- This should be brief, succinct and compelling, and 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 200-250 words