

Help File for Our New Database

We have long been searching for an interactive database which is easier to use for team building and will assist us in keeping contact information current. We wish to include at least 1/3 first time serving team members for each walk or Flight but sometimes a member may have moved and the Lay Director cannot get in contact with them. We decided upon this one, with one of the benefits being that our Community Members can change their contact own information while it also provides many reports for us to use in correctly building our teams.

The first two things you will need to use this new system are your User ID and Password:

- Your User ID is the email address you have on file
- If you have no email address on file then your User ID is firstname.lastname
- The Password is the old generic password if you ever requested and received one.

If you do not have the password or are otherwise having problems signing in click the **Problems button** or the **Register for Site button**. Give me the details of your problem and an email address to use for the file and in contacting you. You only need to provide whatever information you know in the requested information.

When you sign in, if you wish to, you may change your User ID and Password. You might want something easier for you to remember. To do so:

- hold your mouse cursor over the **You** choice
- hold your mouse over the **Change Your Sign In Info.** choice and click. Now you have the choices.

What we really would like you to do when signing in is verify or change your contact information. this ensures that we can get in touch with you when needed. Like I said before it does no good to be picked for that team position you have been waiting for if the Lay Director cannot get in touch with you. To do so:

- Hold your mouse cursor over the **You** choice
- Hold your mouse over the **All About You** choice and click
- Hold your mouse cursor over the **Your Information** tab
- Hold your mouse cursor over the **Contact/Credentials** choice and click.
- Now you can verify and update your contact information. Like I said earlier this is important for you to be contacted about that prospective team position or continue to receive information.

Play around and enjoy

- Look at your experience and if you note any missing or faulty team information click the **Problem Button** and describe the error.
- Add your **Reunion Group** information. The committee will add this later but whatever you go ahead and add will be a help in this.
- Check out the options available.
- You can also here express interest in working team for a particular walk. This does not sign you up for a walk but does place your name in front of the upcoming Lay Director for prayer.

Remember also that you also must meet certain criteria to be considered such as you must be in community for 1 year and under normal circumstances you can only serve once per year.

- Choose the **Community** choice and look at upcoming weekends or walk history. The additional information choices listed will be coming soon so check back on a regular basis.

An example of the legend used when looking at our community is E-M-108 is the Emmaus Men's walk 108, E-W-109 is the Emmaus Women's walk 109, F-G-29 is the Chrysalis Girl's Flight 29, F-B-30 is the Chrysalis Boy's Flight 29, J-YW-21 is the Young Women's Journey 21, and J-YM-22 is the Young Men's Journey 22.

I am excited about this New Database and I hope you will be also. We know that there are some things that are not correct. We do feel that it is ~ 95 % correct now, but remember, **our community database is only as good as you make it.** If you have any suggestions, please email Alex Igou at editor@unitedemmaus.org.