



Data Manager Service Guide

Tres Dias of Southeast Tennessee

Data Manager Service Guide

Table of Contents

- General 4
 - Compact & Repair the database 4
 - File Naming conventions..... 4
 - Service Area designations 4
 - Update Service Records 4
 - Update the Mail Chimp distribution list..... 5
 - Update volunteer to serve information 5
 - Maintaining Secretariat Membership 6
 - Rector qualified lists 7
 - Add a person to the database 7
 - Remove deceased community member from the database 8
- Pre-Weekend Operations 8
 - Create team in database 8
 - Update Service Records 10
 - Drop person from team 10
 - Add person to team 11
- Post-Weekend Operations..... 11
 - Add new Pescadores 11
 - Update team member service record 14
- Leader Reports..... 15
 - Needs Reports..... 15
 - Clear team from Community Members table 17
 - Active Members..... 17
 - Head or Assistant Head Qualified Members 18
 - Rector Qualified Members..... 18
 - Service Reports 18
 - Leader Report Collection 19
- Upcoming Rector Reports 19

Kitchen Reports.....	19
List Reports	21
No Service	22
Weekends Served	22
Volunteer to serve	23
Secuela attendance.....	23
Upcoming Rector Report Collection.....	23
Secretariat Reports	23
4 th Day Couple Reports	23
Head Spiritual Director Reports	24
Secretariat Reports	24
Close and make a copy of the database and archive the copy.....	25
Appendix A.....	26
Service Area designations	26
Appendix B.....	28
Suggested post-weekend file structure	28
Appendix C.....	31
Community abbreviations.....	31

General

Duties as defined in the TDSETN Constitution dated February 2017:

- 13. DATA MANAGER:** Maintains database record of Southeast Tennessee community members:
- a. Keep current address, email and phone listings.
 - b. Maintain service records of areas served in on weekends.
 - c. Generate reports as needed for the respective Leaders Person to provide to upcoming rectors and to aid in team selection
 - d. Provide updated email list to the Communications person for each newsletter issuance.
 - e. Provide Service Records to upcoming Rectors for issuance at first team meetings.
 - f. Provide verification of qualification for nominees for Secretariat and Rectors
 - g. Provide to the respective Leaders Person a listing of Pescadores that are near qualification for Rector and Head/Assistant Head for team consideration.
 - h. Assist in mailings for special purposes.
 - i. Assist in Web Site maintenance
 - j. Participates in overall guidance and planning of Tres Dias activities.

Compact & Repair the database

This should be done every couple of months and following each weekend's updates.

- Make a copy of the database and archive the copy.
- Go to the File menu, click "Compact & Repair" and restart Access.

File Naming conventions

- TNxxg where TN is the community, xx is the weekend number, and g is the gender.
- To track "versions" or "sets" of files, append the date and time in the format (yyyy-mm-dd tttt) to the filename – where yyyy is the 4-digit year, mm is the 2-digit month, dd is the 2-digit day of the month, space, and tttt is the time expressed in "military" format (if it is past noon, add 12 to the hour).

Service Area designations

When entering the service area into the service record, it is suggested you use the service area names listed in Appendix A. This naming structure allows grouping of service areas by name in exported listings. Additionally, when generating the Team Directory, Weekend Directory, Community Handouts, etc. this naming convention is used to reference the service areas.

Update Service Records

For each service record to be updated, use the "Specific Community Member" form to access the community member's service record:

- Double-click the "Specific Community Member" form name or select it and press the "Enter" key.
- Enter the person's last name in the "Enter Parameter Value" pop-up (name is not case-sensitive).
- Press the "Enter" key or click the "OK" button.

- The query will return the set of community members with the entered last name sorted by first name.
- Use the navigation buttons at the bottom left of the form to locate the person of interest. Be sure you have the correct person, e.g. there are multiple David Smiths, by comparing other information, such as the church attended or weekends served.
- Make the requested changes, e.g. address, church, telephone numbers, etc. Note: Changes are immediate when made on this form.
- Close the form by clicking the X in the upper right hand corner of the form.
- Optional, generate a PDF of the updated service record and email it to the community member for verification of the changes. This is generally a good idea if the changes requested were hand-written.

Update the Mail Chimp distribution list

- Open the database.
- Select the “All Active Member’s Mail Chimp List” query (it is a union of the two email addresses so it is located towards the bottom of the query list).
- Right-click the query and select the Export to Excel option.
- Browse to where you want to save the query results.
- Save the query results with a filename similar to “All Active Member’s Mail Chimp List (yyyy-mm-dd tttt).xlsx.
- Open the saved Excel file and save it as the same name in the format “Text (Tab delimited) (*.txt)”.
- Send the tab delimited text file to Communications (communications@tdsetn.org).

Update volunteer to serve information

The volunteer to serve information may be updated from either the confirmation emails or from the website. These instructions are for retrieving and storing the information from the website.

- Login as an administrator on the website (<https://www.tdsetn.org/login>).
- On the WordPress dashboard, click the “Contact Form DB” plugin.
- As necessary, select the “Interested in serving on a future weekend” form.
- The result of individuals requesting to volunteer for upcoming weekends will be displayed as a grid. The column order of the weekend they are volunteering for information is not set and may change.
- Double-click the “Secuela and Volunteer to Serve” form.

Note: Changes to community member records are immediate on this form.

- You can either scroll the “Secuela and Volunteer to Serve” form to locate the individuals or do a search.
- If you are using a search (Ctrl-F), be sure to set the criteria for “Look In:” to “Current Document” and the “Match:” to “Any Part of Field”.
- One search criteria that is generally good is the email address they entered on the website.

- Use the mouse to select the email address on the “Contact Form DB” and copy it to the clip-board (Ctrl-C).
- On the form, click into the “Find What:” field and paste the information (Ctrl-V) and click the “Find Next” button.
- If the email address is not located, you will need to manually find the individual.
- Locate the “Volunteer to Serve” data entry box for the individual on the “Secuela and Volunteer to Serve” form.

Note: The data entry boxes are labeled above the individual records except for the “Volunteer Experience:” box. It is labeled to the left of the box for each record.

- For each weekend the individual has indicated they wish to serve, add the weekend number into the “Volunteer to Serve” box for that individual. If there are multiple weekends, separate them by a comma and space, e.g. xx, yy, zz
- If the person has experience serving, note the experience in the individual’s “Volunteer Experience” data entry box.
- After you have recorded all of the information from the “Contact Form DB”, you can delete them by checking the box to the left of the individual and clicking the “Delete” button.

Warning: Other than referring to the notification emails, once you delete the row from the “Contact Form DB” table, it cannot be retrieved.

- Log off of the website.
- Close the “Secuela and Volunteer to Serve” form.

Maintaining Secretariat Membership

- To add someone to the Secretariat, double-click the “Specific Community Member” form. Enter their last name when prompted.
- Rotate through the returned record until you find that individual’s record.
- To add the person to the Secretariat, check the “Current Secretariat Member” check-box.
- Add the service position to the front (so it is the initial item in the list) of the “Secretariat Positions” data entry box. If they have been selected but have not assumed the responsibilities of the position, put “(elect)” immediately after the position. The exception is Chairman Elect which is a position.
- Update the generic email address forwards to include the new person.
- When they assume the responsibilities, remove the “(elect)” from their position.
- When someone rotates off of the Secretariat, find their service report as above. Un-check the “Current Secretariat Member” check-box and place parentheses “(service area)” around their Secretariat service which indicates former service in that area.
- Update the generic email address forwards to remove the person rolling off of the Secretariat.
- Generate a new Secretariat report by double-clicking the “Secretariat Member Listing - Confidential” report.
- Distribute the updated report via email to the generic email address secretariat@tdsetn.org.

- Update the report on the website.

Rector qualified lists

- Make a copy of the database and archive the copy.
- Make a temporary copy of the database add an identifier to indicate the temporary copy is for generating the rector qualified men and women in the community, e. g. append “- rectors xx” where xx is the weekend number.
- Open the temporary/rector copy of the database.
- Use the “Specific Community Member” form to access the service records for each of the upcoming rectors and rovers.
- On each of the upcoming rectors and rovers, uncheck the “Rector Qualified Marker” checkbox.
- Generate the “Rector Qualified Summary” report for both the men and women. Save the report as a PDF. You will have to change the gender in the “Community Info” form.
- Generate the “Rector Qualified Service Reports – Color Keyed” reports for both the men and women. Save the report as a PDF. You will have to change the gender in the “Community Info” form.
- Email the “Rector Qualified Summary” report to the entire Secretariat (secretariat@tdsetn.org).
- Email the “Rector Qualified Service Reports – Color Keyed” reports to the men’s leader (mensleader@tdsetn.org), women’s leader (womensleader@tdsetn.org) and to the chairman (chairman@tdsetn.org).
- Keep copies of the temporary database and/or the four report sets until the Secretariat makes the selections.

Add a person to the database

If someone moves into the area or has attended another 3-day weekend and they wish to become involved in the TDSETN community.

- Open the “Specific Community Member” form.
- When prompted for the “Last Name” parameter, leave it blank and click the OK button. This will open a new record in the Community Members table.
- Enter the information for the new person.
- You must enter values for the following in order for them to be selected on the database queries:
 - Last Name
 - First Name
 - Title (Mr., Ms., Mrs., Dr., etc.)
 - Gender (M or F)
 - Pastor (N or Y)
 - Active Member – checked
 - Community (TDSETN)
 - Speaks English (checked)

- Close the form to save the record. Generally, it is a good idea to contact someone in the community where they attended their 3-day weekend to confirm they have actually attended and possibly to get their service record.
- You can also print the service record as a PDF and send it to the person to update any additional information.
- If you have made any change to the blank form and try to save it or exit, you will get a warning that “You must enter a value in the ‘Community Members.Last Name’ field. Click Ok. A new warning will be displayed indicating “You can’t save this record at this time” and that the changes will be lost if you close the database object now. Click “Yes” to close the database record.

Remove deceased community member from the database

- Make a copy of the database and archive the copy.
- Print a copy of the deceased community member’s service record.
- Open the “Deceased Members” form.
- Click the New Record navigation button (small arrow pointing right beside a yellow burst) at the bottom left of the form to create a blank form.
- Transfer the information from the person’s service record to the “Deceased Members” record.
- Close the “Deceased Members” form.
- Open the “Community Members” table in Datasheet view.
- Click in a “Last Name” cell. Open a search window via Ctrl-F. In the Look In: dropdown menu, set the search to “Current Field”, Match to “Any Part of Field”.
- In the “Find What: field, enter the last name of the deceased person and click the “Find Next” button.
- When you have located the record corresponding to the deceased person, select the row and click the Delete Record button on the Home ribbon.
- Confirm the deletion of the record.
- Close the “Community Members” table.

Pre-Weekend Operations

A person can only be designated to be on one “team” in the database. So if a man is on the upcoming men’s team and on the women’s setup/take-down team, he will not show on the women’s reports.

Create team in database

- Make a copy of the database and archive the copy.
- Open the “Community Info” form and set the “Current Weekend” and the “Current Weekend Number” to the upcoming weekend.
- Open the “Team Selection Spreadsheet” supplied by the upcoming rector.
- Get/print a list of the names and service areas for the team. There are MANY ways to do this including just printing the “Team Selection Spreadsheet.”

Suggestion:

- Click the “File” tab on the ribbon.
 - Click the “Info” option in the list on the left side.
 - If the Permissions area indicates the sheet is protected, click the “Unprotect” link.
 - In the “Unprotect Sheet” pop-up, enter the password and click “OK” to remove the protection from the worksheet.
 - Click into cell B4 (Head Cha), scroll down to cell C107 (Rector Name). While holding the shift key down, click into cell C107. This should select the service areas and team member names.
 - Copy the selection to the clipboard (Ctrl-C or on the Clipboard section of the Home ribbon, click the copy button).
 - Open a new worksheet by clicking the “New Sheet” icon at the bottom of the workbook.
 - Click into cell A1. Paste the contents of the clipboard into the new worksheet (Ctrl-V or on the Clipboard section of the Home ribbon, click the “Paste” button).
 - With the two columns (A and B) selected, click the arrow below the Format button in the Cells block of the Home ribbon. Click the AutoFit Column Width option to expand the columns.
 - Select the team member names in Column B. In the Editing block of the Home ribbon, click the down-arrow for “Find & Select.” Select the “Go To Special...” option. On the “Go To Special” pop-up, click “Blanks” and OK. With the “blank” cells selected in column B, in the Cells section of the Home ribbon, click the down arrow below the “Delete” button and chose “Delete sheet rows.”
 - Print the resulting list to use in adding the persons to the team and comparing to the list of persons indicated as being on the team after creating the team.
- For each service area position, use the “Specific Community Member” form to add the person to the team:
- Double-click the “Specific Community Member” form name or select it and press the “Enter” key.
 - Enter the person’s last name in the “Enter Parameter Value” pop-up (name is not case-sensitive).
 - Press the “Enter” key or click the “OK” button.
 - The query will return the set of community members with the entered last name sorted by first name. (Note: It is handy to have a relatively recent copy of all community members contact information in Excel to look up misspelled last names.)
 - Use the navigation buttons at the bottom left of the form to locate the person of interest. Be sure you have the correct person, e.g. there are multiple David Smiths, by comparing other information, such as the church attended or weekends served.
 - Enter the current team designation (TNxxg), and the service area designation (see list above) in the two fields in the center of the form. The database service area designation will be printed on the person’s service report, so it is nice to have them in mixed case.

- Occasionally, the rector will send contact information updates for the team members along with the “Team Selection Spreadsheet.” If they do, make the changes requested as you add the person to the team.
- Close the Community Member form.
- As necessary, set the gender for the team in the “Community Info” form.
- Generate a list of the team members in the database using either the “Current Team Positions” or “Current Team Directory” query. You can either right-click the query name and select “Export” into your format of choice or double-click the query name and cut-and-paste the query results into a format you can use to compare to the listing from the “Team Selection Spreadsheet.” Generally, I generate the list in Excel so I can print/compare the list to the “Team Selection Spreadsheet” fairly easily.
- Correct any issues with people missing off the team, incorrect person on the team, etc.
- Generate an Excel workbook for the team information by right-clicking the “Current Team Directory” query. Select to export the results to Excel. Name the file “Current Team Directory – <gender>’s xx (yyyy-mm-dd tttt).xlsx”.
- Generate a single file containing all of the service reports for the team members by double-clicking or selecting the “Current Team Service Reports” and pressing “Enter” on the available reports listing. This file should be generated as a PDF document named “Current Team Service Reports - <gender>’s xx (yyyy-mm-dd tttt).pdf”.
- Generate the “Current Team Experienced Professor Report” by double-clicking the report. This report should be generated as a PDF document named “Current Team Experienced Professors List - <gender>’s xx (yyyy-mm-dd tttt).pdf”
- Email the “Current Team Directory”, the “Current Team Service Reports”, and the “Current Team Experienced Professor Report” files to the rector, head cha, and assistant head cha.
- Make a copy of the database and archive the copy.

Update Service Records

For each service record to be updated, use the “Specific Community Member” form to access the community member’s service record as described in the General section above.

Optional, generate a PDF of the updated service record and email it to the community member for verification.

Drop person from team

Use the “Specific Community Member” form to drop the person from the team:

- Double-click the “Specific Community Member” form name or select it and press the “Enter” key.
- Enter the person’s last name in the “Enter Parameter Value” pop-up (name is not case-sensitive).
- Press the “Enter” key or click the “OK” button.

- The query will return the set of community members with the entered last name sorted by first name.
- Use the navigation buttons at the bottom left of the form to locate the person of interest.
- Delete the current team designation and the service area designation from the two fields in the center of the form.
- Close the form by clicking the X in the upper right corner.

Add person to team

Use the “Specific Community Member” form to add the person to the team:

- Double-click the “Specific Community Member” form name or select it and press the “Enter” key.
- Enter the person’s last name in the “Enter Parameter Value” pop-up (name is not case-sensitive).
- Press the “Enter” key or click the “OK” button.
- The query will return the set of community members with the entered last name sorted by first name.
- Use the navigation buttons at the bottom left of the form to locate the person of interest. Be sure you have the correct person, e.g. there are multiple David Smiths, by comparing other information, such as the church attended or weekends served.
- Enter the current team designation (TNxxg), and the service area designation (see list above) in the two fields in the center of the form. The database service area designation will be printed on the person’s service report, so it is nice to have them in mixed case.
- Close the Community Member form.

Post-Weekend Operations

In general, it is good to add the new Pescadores to the database relatively quickly following the weekend so they can be added to the email distribution list in Mail Chimp.

When generating the reports following a weekend, it is sometimes easier to make the PDF printer the default. This keeps you from having to change printers for every report generated.

When it is indicated to save the files, they should be saved to the appropriate folder. A suggested file directory structure is given in Appendix B.

Add new Pescadores

- Make a copy of the database and archive the copy.
- Make sure all updates from the weekend have been made in the “Weekend Rector Report.”
- Open the database.
- Copy the “Community Members” table and save the new copy as “Incoming Pescadores TNxxg.” You may do the men and women separately or simultaneously.

- Open the new table and delete all records except one or two. Save the table as an Excel workbook named “New Pescadores.xlsx.”
- Open the “New Pescadores.xlsx” workbook.
- Make a copy of the “Weekend Rector Report.”
- Open the new copy of the “Weekend Rector Report” (preferably in a new instance of Excel).
- If Row 1 has anything like “Data Base Info”, delete the row.
- Open the Visual Basic editor window (Alt+F11).
- Double-click on the Data Base Infor worksheet to open the Code window.
- Copy and paste the code to reformat the phone numbers (for consistency) into the Code window. Verify which columns the phone numbers are in match the code. As necessary, change the phone number columns to “Text.” If necessary, change which line of code to use based on the format of the phone numbers (xxx-xx-xxxx or xxxxxxxxxx).
- Execute the Visual Basic code (F5).
- Examine the church names and change as needed, e.g. if the word church is at the end, remove the word church (River City Church to River City), Church of God to COG, Seventh Day Adventist to SDA, City Church should be City Church of Chattanooga, etc.
- Change Weekend Attended from SETN #xx to TNxx.
- Change sponsor’s first names to “man and wife” from “Sam & Sally” or “Sally & Sam” (for consistency). Note: If you do a “global” find-and-replace, be sure to change the column name “Setup and Take Down Team” back to “Setup & Take Down Team” (this is the actual column name in the table).
- Personal aesthetics – Select worksheet and change row height to 21 px, bold off, no color fill on background.
- Save the updated Weekend Rector Report.
- Select and copy all of the new Pescadores’s information from the “Last Name” through the “Sponsor First Name” columns.
- Paste the new Pescadores’s information into the “Incoming Pescadores TNxx” worksheet. (leave a couple of rows below the information that was not deleted). Make sure the Pastor information is moved to the correct column.
- Select and move the pasted information into the corresponding columns in the “incoming Pescadores TNxx” table.
- Add table names from weekend directory.
 - Set Community to “TDSETN”.
 - Set Language English to TRUE.
 - Set Language Spanish to FALSE.
 - Set Translator to FALSE.
 - Set Current Secretariat Member to FALSE.
 - Set Media Cha Trained to FALSE.
 - Set Active Member to TRUE.
 - Set Rector Qualified Marker to FALSE.
 - Set Head-Asst Hd Qualified to FALSE.

- Set Camp Sequela Attendance to FALSE.
- Set Camp Work to FALSE.
- Set Newsletter First Names to “and <spouse first name>” only for men’s records – can hide/unhide columns or use formula and convert to text.
- Set Newsletter Key to TRUE.
- Set E-Newsletter to FALSE.
- Set E-Prayer to FALSE.
- Set Pastor Add to FALSE.
- Set Camp Materials to FALSE.
- Set Special Use Field to FALSE.
- Set TDI Volunteer to FALSE.
- Add second gender information as desired using the previous directions.
- Save the “Incoming Pescadores TNxx” workbook and make a copy of it.
- In Access, open the new “Incoming Pescadores TNxx” table and delete any community members still there (the ones we used as a template when we saved it as an Excel workbook).
- Close the “Incoming Pescadores TNxx” table.
- Click the “External Data” tab and then on the “Import & Link” panel, click “Excel.”
- Browse to the location you have the “Incoming Pescadores TNxx” Excel workbook.
- Select the “Incoming Pescadores TNxx” Excel workbook.
- On the “Get External Data – Excel Spreadsheet” dialog window, change the location you want to store the imported data to “Append a copy of the records to the table:” and select the “Incoming Pescadores TN57xx” table.
- Click OK.
- If the Import Spreadsheet Wizard is displayed, select the Show Worksheets option and the “Incoming_Pescadores_TNxx”.
- Scan the columns to see if there are any “odd” looking parses. Correct any column parsing errors.
- If everything looks okay, you can click “Next” several times or just click “Finish.”
- Verify the number of records in the “Incoming Pescadores TNxx” workbook match the number of records imported into the “Incoming Pescadores TNxx” database table. Note the number of records in the table.
- Close the “Incoming Pescadores TNxx” table .
- I generally, make a copy of the “Community Members” table due to paranoia.
- Open the “Community Members” table and note the number of records in the table.
- In Access, click the “Create” tab and then the “Query Design” button.
- The “Show Table” dialog will open. Select the “Incoming Pescadores TNxx” table. Close the “Show Table” dialog.
- Drag the “*” from the top of the “Incoming Pescadores TNxx” table to the “Field: ” cell in the design grid.

- ❑ Change the query type from “Select” to “Append”. When the “Append” dialog opens, select the “Community Members” table in the Current Database and click “OK”.
- ❑ The design grid should now indicate the “Field: Incoming Pescadores TNxx.*” in the table “Incoming Pescadores TNxx” are going to be appended to “Append To: Community Members.*”.

As a check, if you change to the SQL view the SQL should be similar to:

```
INSERT INTO [Community Members]
SELECT [Incoming Pescadores TNxx].*
FROM [Incoming Pescadores TNxx];
```

- ❑ If everything looks correct, click “Run”. A dialog box will open asking you to confirm the number of rows to append. If the number of rows matches the number of rows in the “Incoming Pescadores TNxx” table, click “Yes”. If the number does not match, click “No” and resolve the problem.
- ❑ You do not have to save the query unless you want to – a couple have been saved for examples as “Import New Pescadores TNxx”.
- ❑ Open the “Community Members” table and verify the total number of records has been increased by the number of new Pescadores. Close the table.
- ❑ Close and make a copy of the database and archive the copy.
- ❑ Generate an updated Mail Chimp distribution list and email it to Communications.

Update team member service record

- ❑ Make a copy of the database and archive the copy.
- ❑ Open the database.
- ❑ Open the query “Current Team Update” in design view.
- ❑ Change the criteria for the [Community Member].[Current Team] to “TNxxg” where the xx and g represent the weekend number and gender of the team you are updating.
- ❑ Save and close the updated query.
- ❑ Open the “Current Team Update” form. Note: changes made to the service records through this form are effective immediately – the record is updated immediately.
- ❑ The sort on the records is ascending alphabetically by team service area, team member last name, and then team member first name.
- ❑ Rotate through each team member’s service record:
 - Look at the service area for that team member (to the right of the “Current Team” field close to the center of the form).
 - Add the weekend “name” (TNxx) to the corresponding field on the service record. If the person has previously served in that specific service area (there is already one or more weekends listed), add the new weekend as “, TNxx” (<comma> <space>TNxx).
 - Do not include the gender on any team member except Spiritual Directors. As Spiritual Directors may work either men’s or women’s weekends, you need to indicate the gender on the service record. So, you would add “TNxxg” instead of “TNxx”, e.g. service

on TDSETN men's weekend #57 would be indicated as "TN57m" rather than "TN57". As above, if they have previously served in the area, add the comma and space.

- For "Head Set up & Take Down Team" (Women's weekend only), indicate the head person by appending an "H" to the weekend name ("TNxxH").
- Rotate through each team member's service record and verify the correct service area has been marked.
- Close and make a copy of the database and archive the copy.

Leader Reports

Needs Reports

- Make a copy of the database and archive the copy.
- Create a post-weekend folder named "After Weekend xx".
- Copy the "<gender>'s Head or Asst Head Needs Report – after weekend yy.xlsx" and the "<gender>'s Rector Qualification Needs Report - after weekend yy.xlsx" into the current weekend's Leader's report folder. (where yy is the previous weekend's number)
- Change the file names to correspond to the current weekend number (yy becomes xx).

Alternate: Make a copy of the previous weekend's post-weekend folder and rename the new post-weekend folder. Delete all of the files in the newly created post-weekend folder with the exception of the Men's and Women's Head or Asst Head Needs Report.xlsx and the Men's and Women's Rector Qualification Need's Report.xlsx. Rename the "needs" reports to indicate they are post weekend xx (- after weekend xx).

- Open two instances of Excel (right-click taskbar icon and select "Microsoft Excel") and close the initial blank workbook in each.
- Open the Head or Asst Head Needs Report – after weekend xx.xlsx in one instance.
- Open the Rector Qualification Needs Report – after weekend xx.xlsx in the second instance.
- Arrange the instances so you can see both (suggested Head or Asst Head on left and Rector on right).
- Open the database.
- Open the query "Current Team Update" in design view.
- Change the criteria for the [Community Member].[Current Team] to "TNxxg" where the xx and g represent the weekend number and gender of the team you are updating.
- Save and close the updated query.
- Open the "Current Team Update" form. Note: changes made to the service records through this form are effective immediately – the record is updated immediately.
- The sort on the records is ascending alphabetically by team service area, team member last name, and then team member first name.
- Review the requirements for Rector, Head Cha and Assistant Head Cha selection in the Practice and Policy Manual. (copy below is from Practice and Policy Manual September 2015)

RECTOR SELECTION

In order to qualify as a Rector on a Tres Dias of Southeast Tennessee, Inc. Team, a person must have served on a minimum of *nine (9)* Teams in the following positions:

1. Once as Head Cha or Assistant Head Cha
2. Twice as Speaking Professor (two different talks)
3. Nine (9) total Teams served.
4. Must be active in the Tres Dias of Southeast Tennessee Community

Head Cha and Assistant Head

In order to qualify as Head or Assistant Head Cha on a Tres Dias of Southeast Tennessee, Inc. Team, a person must serve a minimum of six (6) Teams in the following positions:

1. Once as a speaking professor. Each speaking professor service counts as a separate service area. Multiple times giving the same talk count as a single service for Head/Assistant Cha qualification.
2. Once as either Head Gopher, Gopher, Head Prayer, Head Chapel, Head Table, Head Kitchen, Media or Head Storeroom in the TDSETN community. These are considered “timed” positions,
3. Once as a kitchen cha. Multiple times served in a position count as a single service for Head/Assistant Cha qualification.
4. Three (3) additional cha positions other than the professor, kitchen and timed positions counted above. Multiple times served in an area count as a single service for Head/Assistant Cha qualification. Serving as Head of an area is counted as separate service area. At least one of these should be related to the Rollo Room end of the building.
5. Minimum of Six (6) weekends served, with a minimum of four on TDSETN weekends.
6. Must be active in the Tres Dias of Southeast Tennessee Community

- Rotate through and examine each team member’s service record.
 - If the person has served on four or more TDSETN weekends they should be on either the Rector qualification needs list or the Head or Asst Head qualification needs list.
 - If a person has served as rector in the TDSETN community (not counting the current weekend rector), make sure they are not on either needs list.
 - If the person has served on four or more TDSETN weekends but has not served as Head Cha or Assistant Head Cha, they should be on the Head or Asst Head Needs Report. Add them as needed (alphabetically by last name then first name).
 - If the person is on the Head or Asst Head Needs Report, adjust the “needs” for them to become Head/Asst Head qualified base on the above criteria.
 - If the person meets the qualifications for Head or Assistant Head, check the “Head-Asst Hd Qualified” box. Move them from the Head or Asst Head Needs Report to the Rector Qualification Report. Adjust the criteria/needs for the person to be Rector qualified, based on the criteria above, on the Rector Qualification Report.

- If the person served as Head Cha or Assistant Head Cha on this weekend, uncheck the “Head-Asst Hd Qualified” box.
- If the person meets the qualifications for Rector, check the “Rector Qualified Marker” box. Remove them from the Rector Qualification Report.
- If the person served as Rector on this weekend, uncheck the “Rector Qualified Marker” box.
- If the person served as the Media Assistant in the chapel, determine if the person was trained to relieve the Media Cha (from the head, assistant head, or rector). If they were, check the “Media Cha Trained” check-box. However, if they have already served in the Media Cha service area, do not check the “Media Cha Trained” check-box.
- Update the text for the report header to indicate it is after weekend xx.
- Save the “Head or Asst Head Needs Report – after weekend xx.xlsx”.
- Generate a PDF of the “Head or Asst Head Needs Report – after weekend xx.pdf”.
- Update the text for the report header to indicate it is after weekend xx.
- Save the “Rector Qualification Needs Report – after weekend xx.xlsx” .
- Generate a PDF of the “Rector Qualification Needs Report – after weekend xx.xlsx” .
- Repeat for the other gender.
- Close and make a copy of the database and archive the copy.

Clear team from Community Members table

WARNINGS:

1. This action will clear the team and service position fields from the Community Members table.
2. The query must be manually updated prior to executing it hopefully to help prevent accidentally clearing the team from the database.
3. Be absolutely sure you have generated all reports, etc. that need the team information prior to running this query.

- Close and make a copy of the database and archive the copy.
- Open the “Clear team from Community Members” query in design view. It is an update query so it will appear at the end of the query list.
- In the criteria cell of the [Community Members].[Current Team] field in the query design grid, enter the team you wish to clear from the Community Members table using the team naming convention, e.g. “TNxxg” .
- Click the “Run!” button on the Query Tools – Design – Results ribbon.

Active Members

- Use the “Community Info” form to set the gender and weekend number for the reports.
- Double-click the “Active Members – Men or Women” report to generate the active member report.
- Save the report as a PDF with the name “Active Members – <gender> – after weekend xx.pdf”
- Close the print preview.

- ❑ Right-click the “Active Members – Men or Women” query and select to export the query results to an Excel file named “Active Members – <gender> – after weekend xx.xlsx”.
- ❑ Open the Excel file and format it as follows:
 - Select all rows and columns (ctrl-A)
 - Format – AutoFit Column Width
 - Select Row A and click the Bold font attribute (Ctrl-B)
 - Click into cell C2
 - On the View tab ribbon, click the down-arrow for Freeze Panes and select Freeze Panes to freeze the top row and the names columns
- ❑ Save and close the file

Head or Assistant Head Qualified Members

- ❑ Use the “Community Info” form to set the gender and weekend number for the reports.
- ❑ Double-click the “Head – Assist Head Qualified Men or Women - Detail” report to generate the report.
- ❑ Save the report as a PDF with the name “Head or Assistant Head Qualified <gender> – Detail – after weekend xx.pdf”
- ❑ Close the print preview.
- ❑ Double-click the “Head – Assist Head Qualified Men or Women – Summary” report to generate the report.
- ❑ Save the report as a PDF with the name “Head or Assistant Head Qualified <gender> – Summary – after weekend xx.pdf”
- ❑ Close the print preview.

Rector Qualified Members

- ❑ Use the “Community Info” form to set the gender and weekend number for the reports.
- ❑ Double-click the “Rector Qualified Men or Women - Detail” report to generate the report.
- ❑ Save the report as a PDF with the name “Rector Qualified <gender> – Detail – after weekend xx.pdf”
- ❑ Close the print preview.
- ❑ Double-click the “Rector Qualified Men or Women – Summary” report to generate the report.
- ❑ Save the report as a PDF with the name “Rector Qualified <gender> – Summary – after weekend xx.pdf”
- ❑ Close the print preview.

Service Reports

- ❑ Use the “Community Info” form to set the gender for the reports.
- ❑ Double-click the “Service Reports - Color Keyed - Men or Women - All” report to generate the report.
- ❑ Save the report as a PDF with the name “Service Reports - Color Keyed - <gender> - after weekend xx.pdf” in the appropriate Men’s or Women’s Leader Reports folder.

- Close the print preview.

Leader Report Collection

Create a ZIP file containing all of the leader reports for the selected gender named “<gender>’s Leader Reports – after weekend xx.zip”

Upcoming Rector Reports

Kitchen Reports

- Use the “Community Info” form to set the gender and weekend number for the reports.
- Right-click the “Kitchen Service Count” query and select to save the results to an Excel file named “Kitchen Service Count - <gender> - after weekend xx.xlsx”.
- Open the result file.
- Click the “Developer” tab on the ribbon.

Note: The “Developer” tab is not visible by default In Excel. To get access to it, start Excel, click on the “File” tab and then choose “Options.” In the categories pane, choose “Customize Ribbon”. In the list of main tabs, check the box beside “Developer”. Choose the “OK” button to close the options window. This only needs to be done once.

- In the “Code” region of the ribbon, click the “Visual Basic” button. A new window “Microsoft Visual Basic for Applications” will open. On the left side you should see a pane named “Project – VBAProject”. Inside the pane, there should be a selection named “Sheet 1 (Kitchen_Service_Count)”. Double-click that selection to open the code window in the right side of the window.
- Open the file “Kitchen Report Code.txt” in Notepad or another plain text editor (not Word).
- Make sure “word wrap” mode is not on (Format menu - Word Wrap is unchecked) Select the entire code (Ctrl-A) from the “Kitchen Report Code.txt” file and copy it to the clip-board (Ctrl-C).
- Click into the code window and paste the contents of the file into the window (Ctrl-V). The code should not need to be edited unless there have been changes to the query.
- As necessary, click into the code sheet to give it focus. Execute the code by clicking the green run arrow, by clicking the “Run” menu option and select the “Run Sub/UserForm”, or pressing F5. This should create counts for each kitchen service level for each person.
- Close Notepad or whichever editor you used to open “Kitchen Report Code.txt” without saving any changes.
- Close the “Microsoft Visual Basic for Applications” window by clicking the X in the upper right corner.
- Select the entire “Kitchen_Service_Count” worksheet (Ctrl-A or click the “Select All” button in corner of the rows and columns).
- On the “Home” tab, in the Editing region, click the down arrow for the “Sort & Filter” button. Select to create a “Custom Sort...”. Check the box indicating “My data has headers.”

- The first level sort should be on the 2nd Kitchen header (column F) and have the order from “Largest to Smallest.”
- Click the “Add Level” button. The second level of sort should be on the “Asst Head Kitchen” header (column G) and have the order from “Largest to Smallest”.
- Click the “Add Level” button. The third level of sort should be on the “Head Kitchen” header (column H) and have the order from “Largest to Smallest”.
- Click the “OK” button to perform the sort.
- Select row 1 and make it bold (Ctrl-B).
- Select the entire worksheet (Ctrl-A), click the down arrow for the Format button (Home ribbon Cells region) and select the “AutoFit Column Width” option.
- Click into cell B2. On the “View” tab of the ribbon in the “Window” region, click the down-arrow on the “Freeze Panes” button. Select the “Freeze Panes” option.
- On the “Page Layout” tab of the ribbon, in the “Page Setup” region, click the “Print Titles” button. The Page Setup dialog box should open to the “Sheet” tab. If it does not, click the “Sheet” tab.
- The top entry is to define the “Print area:”. There is an entry box to the right of the label. Click into that entry box. Click into cell A2, scroll down to the bottom of the data (last row with information in it), hold the SHIFT key down and click into column D of the last row with data. The range should be automatically added to the “Print area:” entry field. It should be something like “\$A2:\$D\$nnn” where nnn is the number of the last data row.
- In the “Print Titles section of the dialog box, there is an entry place for “Rows to repeat at top:”. In the box to the right of that title, type “\$1:\$1” (without the quotes).
- Click the “Header/Footer” tab of the “Page Setup” dialog box. Click the “Custom Header...” button. In the “Center Section:”, type “TDSETN <gender>’s Kitchen Service After Weekend #xx”. Select the text and click the font button (“A”). Select font style “Bold” and size “14” and click the OK button. Click the OK button to close the Header edit box.
- Click the “Custom Footer...” button. Click into the “Left section:”. Click the date button (4th from left - looks like two calendars). Select the text and change it to bold and size 14 as above. Click the OK button go close the Font dialog box.
- Click into the “Right section:” Type “Page “ (the word page and a space). Click the current page number button (2nd from the left – looks like a piece of paper with a pound sign). Type “ of “ (space of space). Click the total number of pages button (3rd from the left – looks like a sheet of paper with 2 pluses). The right section should read “Page &[Page] of &[Pages]”. Select the text and change it to bold and size 14 as above. Click the OK button go close the Font dialog box.
- Click to select the “Page” tab. In the “Scaling” section, click the radio button to the left of the “Fit to:” label. The next field should already be set to “1” page(s) wide by 1 page tall. Delete the 1 page tall entry (field should be blank).
- Click the OK button to close the “Page Setup” dialog box.
- You might want to do a print preview now just to see what it looks like and correct any “issues”.

Note: the next several steps format the data so every other row is a color band. There are many, many ways to accomplish this including conditional formatting.

- Click into cell A1, scroll down to the last row containing data, hold the SHIFT key down and click into the cell corresponding to column H and the last data row. This should select the entire data set.
- On the Home tab of the ribbon, click the down arrow for the “Format as Table” button in the “Styles” region. Select “Table Style Light 1” (top left option). On the pop-up, check the box indicating the table has headers. Click the “OK” button.
- With the entire table still selected, go to the “Table Tools – Design” tab on the ribbon. In the “Tools” section, click the “Convert to Range” button. A pop-up dialog will open asking you to confirm you wish to convert the table to a normal range. Click the “Yes” to convert the table back to a range.
- Click into cell E1 and delete the column heading.
- Click into cell F1 and rename the column heading “Kitchen”.
- Select cells F1 through H1. On the “Home” tab in the “Editing” section, click the down arrow associated with the “Sort & Filter” button. Select the “Filter” option to enable filtering on these three columns.
- Save the workbook as “Kitchen Service **Weekends** - <gender>’s – after weekend xx.xlsx. You will get a warning that the “VB project” feature cannot be saved in macro-free workbooks. Click “Yes” to continue saving as a macro-free workbook. It should save as “Kitchen Service **Weekends** - <gender> - after weekend xx.xlsx”.
- Generate a PDF copy of the “Print Area” (defined during the Page Setup dialog box). The PDF should only show the information from columns A through D. This PDF should be named “Kitchen Service **Count** - <gender>’s – after weekend xx.pdf”

Note: The names of the files are due to historical reasons. The “original” report was named “Kitchen Service Count”. Later having the data as filterable information was much more useful. So to distinguish between them, the file with the weekends and the actual numeric count was named “Kitchen Service Weekends”. It remains as an Excel file to allow manipulating the data.

- Close the workbook
- If you generated the “count” and “weekend” files in folder outside the Post-Weekend folder hierarchy, copy them into the appropriate “Upcoming Rector Reports” folders.

List Reports

Generate the following reports from the database’s report selections directly into the Post-Weekend folders for the upcoming rector.

- Use the “Community Info” form to set the gender and weekend number for the reports.
- Double-click the following reports and generate a PDF into the gender specific folder. The reports should be named “<service area> Chas List - <gender> - after weekend xx.pdf” (no “#” before the weekend number)

Note: To save some typing, save the “ - <gender> - after weekend xx” on the clip-board and then paste it as an append to the default name in the file save-as dialog box.

- Chapel Chas List
- Dorm Chas List
- Floater Supply Chas List
- Gopher Chas List
- Kitchen Chas List
- Media Chas List
- No Service
- Palanca Chas List
- Praise and Worship Chas – Contact Info – Men or Women
- Praise and Worship Chas List – Men or Women
- Prayer Chas List
- Professors – Experienced
- Storeroom Chas List
- Table Chas List

No Service

- Use the “Community Info” form to set the gender and weekend number for the reports.
- Right-click the query “No Service – Men or Women” and export the results of the query to the appropriate gender specific “Upcoming Rector Reports” folder as an Excel file named “No Service - <gender> - after weekend xx.xlsx”.
- Select row 1 and change the font to bold (Ctrl-B).
- Click into cell A1, hold the SHIFT key down, and click into cell N1.
- On the “Home” tab of the ribbon, in the “Editing” section, click the down arrow associated with the “Sort & Filter” button. Select the “Filter” option to enable filtering on these columns.
- While cells A1 through N1 are still selected, on the “Home” tab of the ribbon, in the “Font” section, click the down arrow beside the background color button (looks like a bucket pouring paint) and set the background to “White, Background 1, Darker 15%” (leftmost column, 3rd one from the top).
- Select the entire worksheet (Ctrl-A or Select All button). On the “Home” tab of the ribbon, in the “Cells” region, click the down arrow below the “Format” button, select the “AutoFit Column Width” option.
- Click into cell C2. On the “View” tab of the ribbon, in the “Window” region, click the down arrow associated with the “Freeze Panes” button. Select the “Freeze Panes” option.
- Save and close the workbook.

Weekends Served

<Custom C# code is being cleaned up to allow easier report generation>

Volunteer to serve

Note these reports are normally generated for both the next weekend and the following “upcoming” weekend, e.g. if the next weekend is #58 and the upcoming weekend is #59, the reports would be generated once with the “Weekend Volunteered for” set to 58 and regenerated with the value set to 59.

- Use the “Community Info” form to set the gender and weekend number for the reports. The “Current Weekend” should be set to match the next (upcoming) weekend. The “Weekend Volunteered for” should be set to the weekend number corresponding to the report to be generated, e.g. the current or upcoming weekend. This value is what is matched in the search for individuals desiring to serve on the weekend.
- From the “Reports” selection listing, double click the “Volunteers – No Service – Men or Women” report. Save the report as “Volunteers for <gender>’s Weekend xx – no service.pdf”. Where xx is the weekend volunteered for as indicated on the “Community Info” form.
- From the “Reports” selection listing, double click the “Volunteers for weekend service – Men or Women” report. Save the report as “Volunteers for <gender>’s Weekend xx – no service.pdf”. Where xx is the weekend volunteered for as indicated on the “Community Info” form.

Secuela attendance

Note these reports should be generated after the secuela for the most recent set of weekends.

- Use the “Community Info” form to set the gender and “Secuela date” for the reports. The date should correspond to the date of the Secuela where the attendance is being reported. The report lists all previous Secuelas attended and marks individuals who attended the date listed in the “Community Info” form.
- From the “Reports” selection listing, double click the “Secuela Attendance - Men or Women” report. Save the report as “Secuela Attendance - <gender> - after weekend xx.pdf”. Where xx is the most recent completed weekend.
- These two reports should be placed in the appropriate post weekend upcoming rector reports.
- From the “Reports” selection listing, double click the “Secuela Attendance – All” report. Save the report as “Secuela Attendance - All - after weekend xx.pdf”. This report should be placed in the “4th Day Couple Reports” folder of the most recent post weekend reports.

Upcoming Rector Report Collection

Create a ZIP file containing all of the upcoming rector reports for the selected gender named “<gender>’s Leader Reports – after weekend xx.zip”

Secretariat Reports

4th Day Couple Reports

- Double-click the “Praise and Worship Chas - Contact Info - All” report.

- Generate a PDF in the “4th Day Couple Reports” folder named “Praise and Worship Chas - Contact Info - All - after weekend xx.pdf”.
- Double-click the “Praise and Worship Chas List - All” report.
- Generate a PDF in the “4th Day Couple Reports” folder named “Praise and Worship Chas - List - All - after weekend xx.pdf”.
- Generate the “Secuela Attendance - All - after weekend xx.pdf” report as described above.

Head Spiritual Director Reports

- Double-click the “Pastors” report.
- Generate a PDF in the “Head Spiritual Director Reports” folder named “Pastors – after weekend xx.pdf”
- Double-click the “Spiritual Director Service - Active Members Only” report.
- Generate a PDF in the “Head Spiritual Director Reports” folder named “Spiritual Director Service - Active Members Only – after weekend xx.pdf”
- Double-click the “Spiritual Director Service” report.
- Generate a PDF in the “Head Spiritual Director Reports” folder named “Spiritual Director Service – after weekend xx.pdf”
- Double-click the “Spiritual Director Service - Head” report.
- Generate a PDF in the “Head Spiritual Director Reports” folder named “Spiritual Director Service – Head – after weekend xx.pdf”

Secretariat Reports

- Double-click the “Secretariat Member Listing - Confidential” report.
- Generate a PDF in the “Secretariat Reports” folder named “Secretariat Member Listing – Confidential – after weekend xx.pdf”.
- Double-click the “All Community Member Listing” report.
- Generate a PDF in the “Secretariat Reports” folder named “Community Members – All – after weekend xx.pdf”.
- Right-click the “All Community Members” query. Select to export the result as an Excel file named “Community Members – All – after weekend xx.xlsx” in the “Secretariat Reports” folder.
- Open the Excel fill just generated.
- Select row 1 and change the font to bold (Ctrl-B).
- Click into cell A1, hold the SHIFT key down, and click into cell O1.
- On the “Home” tab of the ribbon, in the “Editing” section, click the down arrow associated with the “Sort & Filter” button. Select the “Filter” option to enable filtering on these columns.
- While cells A1 through O1 are still selected, on the “Home” tab of the ribbon, in the “Font” section, click the down arrow beside the background color button (looks like a bucket pouring paint) and set the background to “White, Background 1, Darker 15%” (leftmost column, 3rd one from the top).

- ❑ Select the entire worksheet (Ctrl-A or Select All button). On the “Home” tab of the ribbon, in the “Cells” region, click the down arrow below the “Format” button, select the “AutoFit Column Width” option.
- ❑ Click into cell C2. On the “View” tab of the ribbon, in the “Window” region, click the down arrow associated with the “Freeze Panes” button. Select the “Freeze Panes” option.
- ❑ Save and close the workbook.

Close and make a copy of the database and archive the copy.

Appendix A

Service Area designations

When entering the service area into the service record, the following service area names should be used.

Service Area Name	Service Area Name - Database
BUR	BUR
Head Chapel Cha	Chapel Cha - Head
Chapel Cha	Chapel Cha
Head Dorm Cha	Dorm Cha - Head
Dorm Cha	Dorm Cha
Head Floater/Supply Cha	Floater/Supply Cha - Head
Floater/Supply Cha	Floater/Supply Cha
Head Gopher Cha	Gopher Cha - Head
Gopher Cha	Gopher Cha
Head Cha	Head Cha
Asst. Head Cha	Head Cha - Asst
Head Kitchen Cha	Kitchen Cha - Head
Asst. Head Kitchen Cha	Kitchen Cha - Asst Head
Kitchen Cha	Kitchen Cha
Media Cha	Media Cha
Head Palanca Cha	Palanca Cha - Head
Palanca Cha	Palanca Cha
Head Prayer Cha	Prayer Cha - Head
Prayer Cha	Prayer Cha
Action Professor	Professor - Action
CCIA Professor	Professor - CCIA
Church Professor	Professor - Church
Environments Professor	Professor - Environments
Ideals Professor	Professor - Ideals
Leaders Professor	Professor - Leaders
Piety Professor	Professor - Piety
Reunion Professor	Professor - Reunion
Study Professor	Professor - Study
Silent Professor	Professor - Silent
Rector	Rector
Rover	Rover
Head Spiritual Director	Spiritual Director - Head
Spiritual Director	Spiritual Director

Head Storeroom Cha	Storeroom Cha - Head
Storeroom Cha	Storeroom Cha
Head Table Cha	Table Cha - Head
Table Cha	Table Cha
Head Worship Cha	Worship Cha - Head
Assistant Worship Cha	Worship Cha - Asst
Head Setup/Takedown	Setup/Takedown - Head
Setup/Takedown	Setup/Takedown

Appendix B

Suggested post-weekend file structure

After Weekend xx

4th Day Couple Reports

- Praise and Worship Chas – Contact Info – All – after weekend xx.pdf
- Praise and Worship Chas – All – after weekend xx.pdf
- Secuela Attendance – All – after weekend xx.pdf

Head Spiritual Director Reports

- Pastors – after weekend xx.pdf
- Spiritual Director Service – Active Members Only – after weekend xx.pdf
- Spiritual Director Service – after weekend xx.pdf
- Spiritual Director Service – Head – after weekend xx.pdf

Men's Leader Reports

Upcoming Rector Reports

- Chapel Chas List – Men – after weekend xx.pdf
- Dorm Chas List – Men – after weekend xx.pdf
- Floater Supply Chas List – Men – after weekend xx.pdf
- Gopher Chas List – Men – after weekend xx.pdf
- Kitchen Service Count – Explanation.docx
- Kitchen Service Count – Explanation.pdf
- Kitchen Service Count – Men – after weekend xx.pdf
- Kitchen Service Weekends – Men – after weekend xx.xlsx
- Media Chas List – Men – after weekend xx.pdf
- No Service – Men – after weekend xx.pdf
- No Service – Men – after weekend xx.xlsx
- Palanca Chas List – Men – after weekend xx.pdf
- Praise and Worship Chas – Contact Info – Men – after weekend xx.pdf
- Praise and Worship Chas List – Men – after weekend xx.pdf
- Prayer Chas List – Men – after weekend xx.pdf
- Professors – Experienced – Men – after weekend xx.pdf
- Secuela Attendance – Men – after weekend xx.pdf
- Storeroom Chas List – Men – after weekend xx.pdf
- Table Chas List – Men – after weekend xx.pdf
- Upcoming Rector Reports – Men – after weekend xx.zip
- Volunteers for Men's Weekend xx – no service.pdf
- Volunteers for Men's Weekend 57.pdf
- Volunteers for Men's Weekend yy – no service.pdf (yy=next weekend)
- Volunteers for Men's Weekend yy.pdf (yy=next weekend)
- Weekends Served – Men – after weekend xx.xlsx

- Active Members – Men – after weekend xx.pdf

- Active Members – Men – after weekend xx.xlsx

- Head or Assistant Head Qualified Men – Detail – after weekend xx.pdf

- Head or Assistant Head Qualified Men – Summary – after weekend xx.pdf

- Men's Head or Asst Head Needs Report – after weekend xx.pdf

- Men's Head or Asst Head Needs Report – after weekend xx.xlsx

Men's Leader Reports – after weekend xx.zip
Men's Rector Qualification Needs Report – after weekend xx.pdf
Men's Rector Qualification Needs Report – after weekend xx.xlsx
Rector Qualified Men – Detail – after weekend xx.pdf
Rector Qualified Men – Summary – after weekend xx.pdf
Service Reports – Color Keyed – Men – after weekend xx.pdf

Secretariat Reports

Community Members – All – after weekend xx.pdf
Community Members – All – after weekend xx.xlsx
Secretariat Members – Confidential.pdf

Women's Leader Reports

Upcoming Rector Reports

Chapel Chas List – Women – after weekend xx.pdf
Dorm Chas List – Women – after weekend xx.pdf
Floater Supply Chas List – Women – after weekend xx.pdf
Gopher Chas List – Women – after weekend xx.pdf
Kitchen Service Count – Explanation.docx
Kitchen Service Count – Explanation.pdf
Kitchen Service Count – Women – after weekend xx.pdf
Kitchen Service Weekends – Women – after weekend xx.xlsx
Media Chas List – Women – after weekend xx.pdf
No Service – Women – after weekend xx.pdf
No Service – Women – after weekend xx.xlsx
Palanca Chas List – Women – after weekend xx.pdf
Praise and Worship Chas – Contact Info – Women – after weekend xx.pdf
Praise and Worship Chas List – Women – after weekend xx.pdf
Prayer Chas List – Women – after weekend xx.pdf
Professors – Experienced – Women – after weekend xx.pdf
Secuela Attendance – Women – after weekend xx.pdf
Storeroom Chas List – Women – after weekend xx.pdf
Table Chas List – Women – after weekend xx.pdf
Upcoming Rector Reports – Women – after weekend xx.zip
Volunteers for Women's Weekend xx – no service.pdf
Volunteers for Women's Weekend xx.pdf
Volunteers for Women's Weekend yy – no service.pdf (yy=next weekend)
Volunteers for Women's Weekend yy.pdf (yy=next weekend)
Weekends Served – Women – after weekend xx.xlsx

Active Members – Women – after weekend xx.pdf
Active Members – Women – after weekend xx.xlsx
Head or Assistant Head Qualified Women – Detail – after weekend xx.pdf
Head or Assistant Head Qualified Women – Summary – after weekend xx.pdf
Women's Head or Asst Head Needs Report – after weekend xx.pdf
Women's Head or Asst Head Needs Report – after weekend xx.xlsx
Women's Leader Reports – after weekend xx.zip
Women's Rector Qualification Needs Report – after weekend xx.pdf
Women's Rector Qualification Needs Report – after weekend xx.xlsx
Rector Qualified Women – Detail – after weekend xx.pdf
Rector Qualified Women – Summary – after weekend xx.pdf

Service Reports – Color Keyed – Women – after weekend xx.pdf
Tres Dias Database – Common (yyyy-mm-dd tttt).mdb
Tres Dias Database – Common (yyyy-mm-dd tttt).zip

Appendix C

Community abbreviations

Service in Tres Dias communities other than TDSETN and in other three-day movements, e.g. Walk to Emmaus, Cursillo, Vida Nueva, etc., may be captured by including them within an individual's service record.

Service on TDSETN weekends is marked by adding the weekend to the individual's service record in the format: "TNxx" where "TN" is the abbreviation for TDSETN and xx is the weekend the individual served. Likewise, other service is recorded using a community or movement code followed by the weekend number. In general, service on non-Tres Dias weekends is used for information only and is not counted toward service in the TDSETN community. Service on non-Tres Dias weekends should be entered surrounded by parentheses, e.g. service on Walk to Emmaus weekend #59 would be noted as (EM59), to indicate that it is information only.

A list of the historical abbreviations for service recorded in the database are listed below for reference:

ACC	Atlanta Christian Crissillo
BM	Birmingham
CC	Con Christo
CD	Con Dios
CR	Costa Rica
CU	Cuba
CV	Chattahoochee Valley
EM	Walk to Emmaus
FH	Foot Hills
GAC	Georgia Coastal
GC	Gulf Coast
GM	Georgia Mountain
HC	Havana Cuba
HK	Hays Kairos
KV	Kiev, Ukraine
MC	Music City
MT	Middle Tennessee
MWKS	Midwest Kansas City
NC	New Covenant Emmaus
NG	North Georgia
NT	North Texas
OC	Ottawa, Canada
RU	Rivne Ukraine
SL	Saint Lewis
TB	Tampa Bay
VN	Vida Nueva

