

Launch of the new Parish Website – Phase 2

We hope that you have had fun going through our new website, perhaps reading things that you knew, but hadn't thought about for awhile.

Well, now we are ready to have you experience phase 2 of the project. John Beresford has produced a one-page overview guide for getting into (Login to) the Member's Area, and for getting into the Parish Calendar. This Member's Area includes the parish calendar, online directory, minutes of meetings and other reports. Keep John's handout close, and your experience should be easy.

The first time that you access the Member's Area and the Parish Calendar, there are a few extra steps that you will need to take, for security reasons, but after the first time, the process becomes shorter and easier.

For this phase 2 of the launch of our new website, **you will need the following:**

1. The handout entitled "How to Access the **Parish Calendar** and **Member's Area** of the Website." This will help you to experience the Phase 2 launch of our website. It is attached for your reference.
2. A **temporary password** to log into the "Member's Area". I will send this to you via email. You must change the temporary one to your own personal one, once that you have successfully logged into the Member's Area.
3. An email **invitation to access the Parish Calendar**. I will get this sent to you, unless you have already received one. If you have misplaced this invitation from "parishcs.calendar@gmail.com", let me know and I will have another one sent to you. Note: you cannot use someone else's invitation – it will be personalized for each parishioner.

This phase 2 will provide you with a variety of information that is private and specific to our Parish. Please treat this information with the respect it deserves, and don't share it outside of the parish without approval from Rob or one of the Wardens.

What are we asking of you?

- It will be helpful to us that if you encounter a problem, please write down what you were attempting to do when the problem occurred, and email that information to ParishCS@shaw.ca as soon as possible, with "Website Problem" in the Subject line. The sooner we get this information from you, the sooner we can work on resolving the problem, and this will ultimately minimize the impact to your colleagues.
- Please begin to fill your profile with appropriate information. This will also include selecting the check boxes of the various ministries so that, if approved, you will receive updates via email about those areas of your interest. We will arrange to have your picture taken.
- Pass on any suggestions for improvement to us (ParishCS@shaw.ca). Remember, we aren't looking for suggestions regarding the design of the system. However, if you are not sure, then send it along to us anyway.

So, jump right in with the same enthusiasm that you did when Phase 1 was launched. There will be a phase 3, but we are still planning what will be included in Phase 3, and when it will be provided to you.

If you are having any problems, please email us with your problems, challenges, and suggestions for improvement. If your issues are critical, please phone Derek Osman, and follow up with an email.