ST. GERARD MAJELLA PARISH

Database Tool

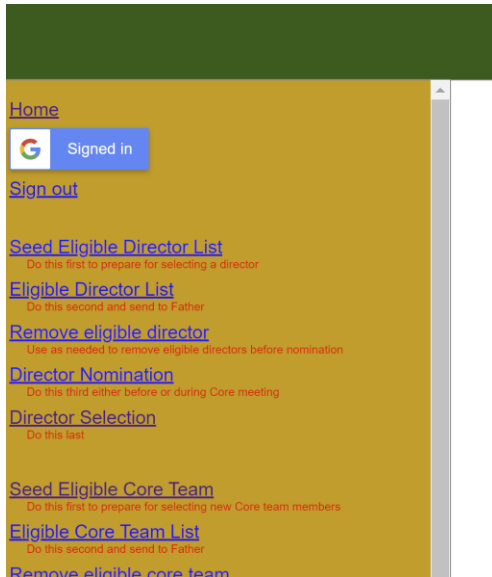# User Guide

Updated: November 26, 2021

Contents

Team Director Selection

Seed Eliglbe Director List

Select Seed Eligible Director List:

Select gender and click List:
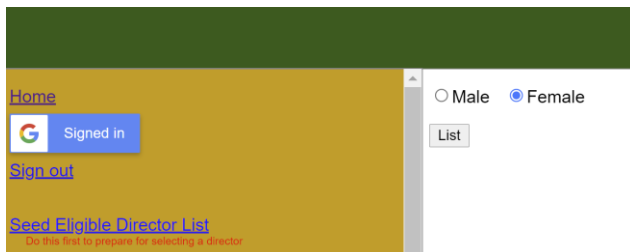
Notice of seed list complete:

54 eligible directors seeded for nomination

Eligible Director List

Select Eligible Director List:

PDF of eligible directors will be downloaded:

Provide this list to the pastor to be verified to see if anyone should be removed for any reason. Once you've heard back from the pastor, select Remove Eligible Director:

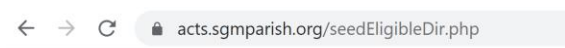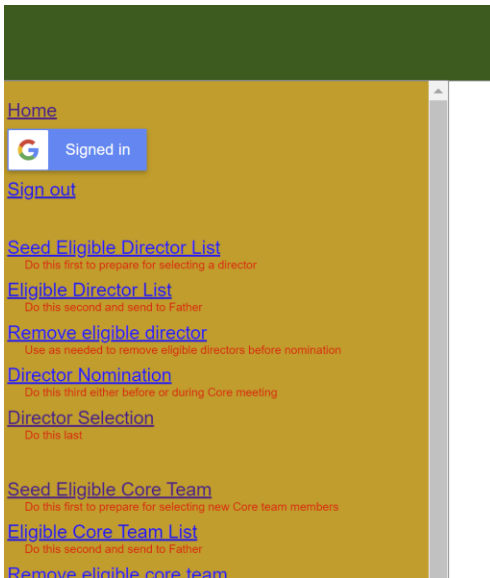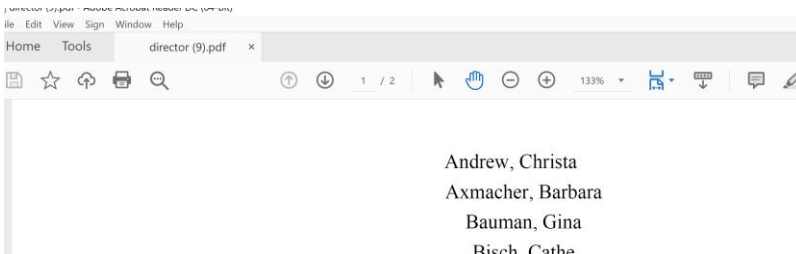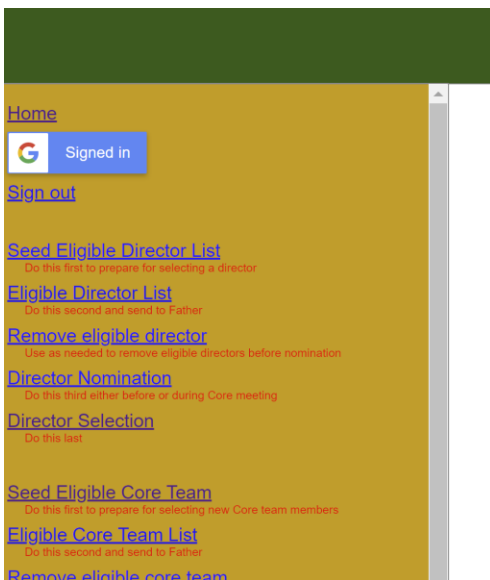## Remove Eligible Director

Delete any member that needs to be removed by clicking the Delete button next to their name:

Anyone that needs to be marked as permanently inactive needs to be done through the Manipulate Database option explained in the Misc Reporting and Updates section.

Director Nomination

Once you have removed anyone identified by the pastor select Director Nomination:
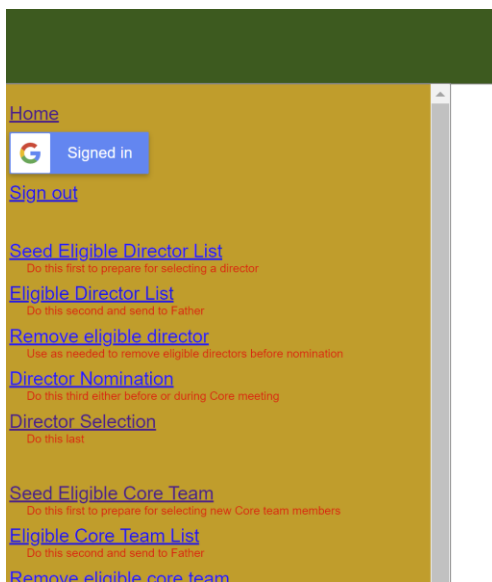
Copy the link for the nomination and provide to Core Team:
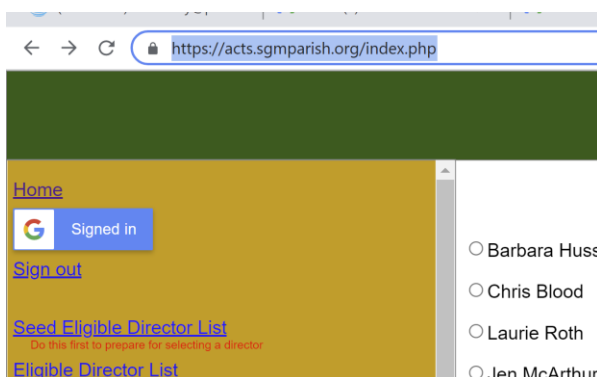
Each core team member will go in, select their name and click Continue:
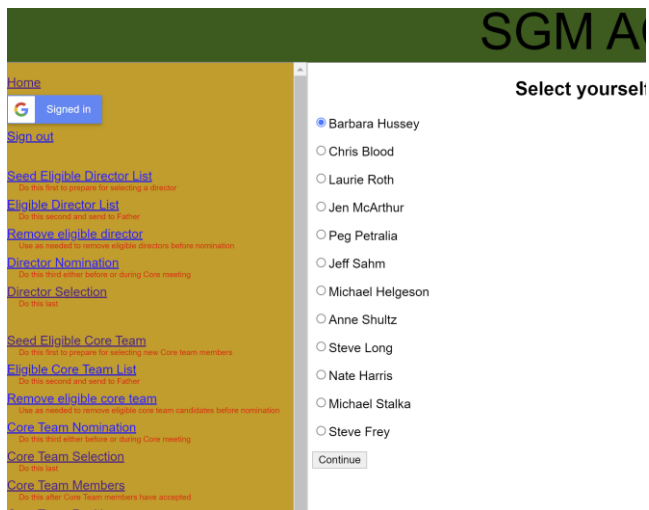
The Core Team member will then select 1-3 nominations and click Save Nominations. When a nomination is selected it will turn from green to yellow:
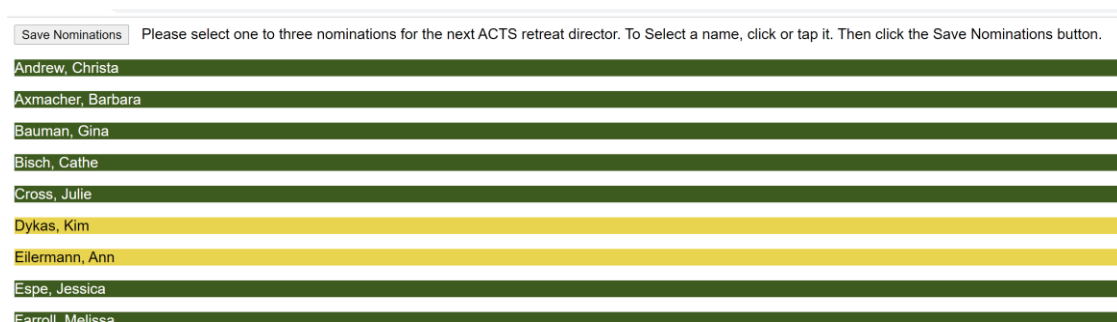
A nomination confirmation will be displayed:
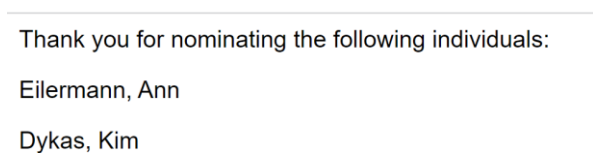
After a Core Team member has completed their nomination, they will no longer be listed on the initial screen:
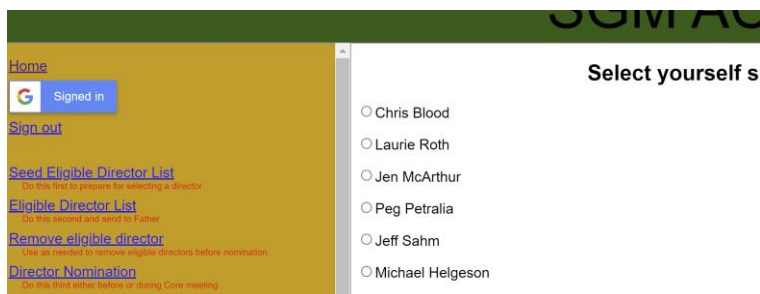
Director Selection

During the Core Team meeting the drawing for the director is completed. Select Director Selection:
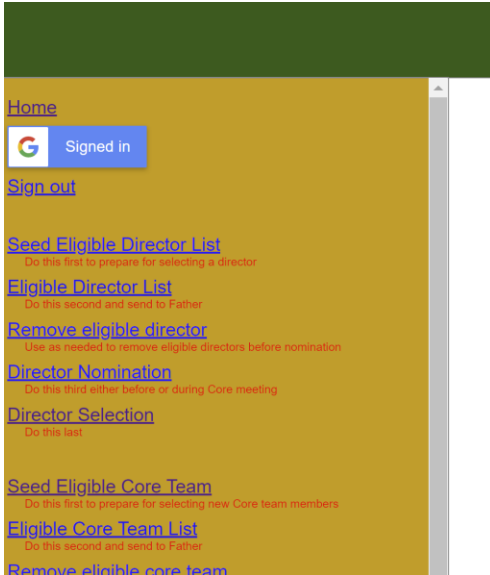
A prayer is said over the list and then Core Team members will randomly select the green tiles (don't forget to scroll down to make sure everyone is selected). When one is selected it will turn yellow and a name will be displayed:

Enter the email address of the person that will be calling the potential director. Then select each name (hidden) below

Glunt, Jan

Hebrank, Jessie

Huber, Denise

Haywood, Susie

Once all of the tiles have been selected provide an email address and click Submit:

Submit email: bhussey@prodigy.net

Enter the email address of the person that will be calling the potential director. Then select each name (hidden) below in random order and click Submit.

Glunt, Jan
Hedrick, Eileen
Hebrank, Jessie
Huber, Denise
Stoeckel, Karen
Urban, Nan
Haywood, Susie
Lebeda, Laura

The list will be emailed to the address provided:

- SGM ACTS Retreat Director Call List

S A ● **ACTS Missions-SGM** <sgmacts@gmail.com> Unsubscribe
To: bhussey@prodigy.net

Lebeda, Laura		314-402-5688(c)
Haywood, Susie		314-330-8415(c)
Glunt, Jan	314-966-6629(h)	314-303-4644(c)
Hebrank, Jessie		314-608-2901(c)
Huber, Denise	314-909-5603(h)	314-302-8397(c)
Hedrick, Eileen	314-966-8208(h)	314-239-2506(c)
Scott, Janet	314-909-7705(h)	314-276-6919(c)
Lebeda, Laura		314-402-5688(c)
Gummersheimer, Stephanie		314-440-4156(c)
Tighe, Laurie		314-488-3899(c)
Levine, Alison	314-822-1554(h)	314-616-7715(c)
Farroll, Melissa	636-386-8353(h)	314-580-1233(c)
Gummersheimer, Stephanie		314-440-4156(c)
Lebeda, Laura		314-402-5688(c)

Core Team Selection

Seed Eligible Core Team

Select Seed Eligible Core Team:
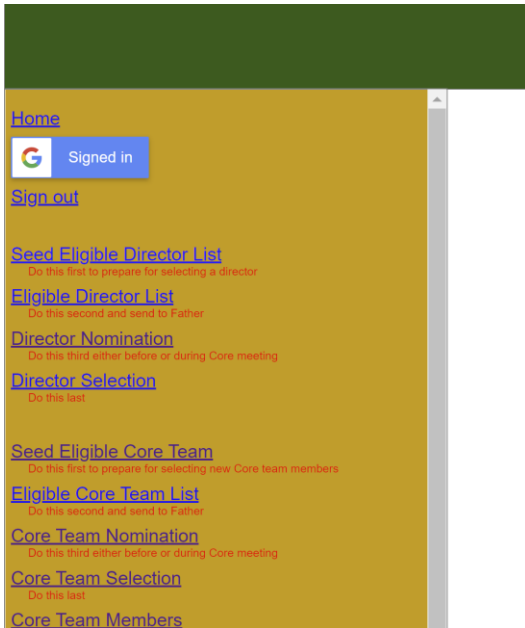
System will display a message that the eligible core team has been seeded:

150 eligible core team seeded for nomination

Eligible Core Team List

Select Eligible Core Team list to send to Father to verify the eligibility of everyone on the list:
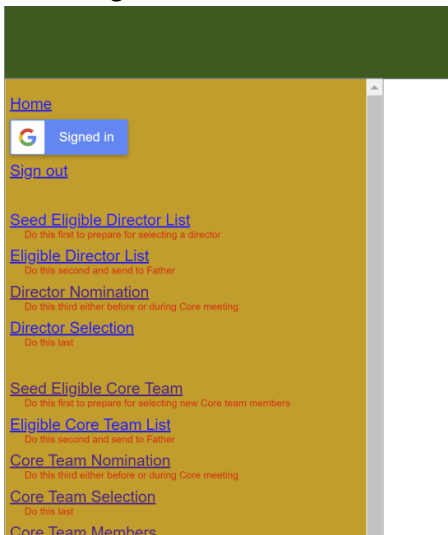
Remove Eligible Core Team

Delete any member that needs to be removed by clicking the Delete button next to their name:

Anyone that needs to be marked as permanently inactive needs to be done through the Manipulate Database option explained in the Misc Reporting and Updates section.

Core Team Nomination

Select Core Team Nomination:

Share the link with the current core team members so they can each make their nominations:

Each core team member will go in, select their name and click Continue:

The Core Team member will then select 1-3 nominations and click Save Nominations. When a nomination is selected it will turn from green to yellow:

Each core member will select their nominations and click Save:

Thank you for nominating the following individuals:

Barringhaus, Dave

Bisch, Cathe

Cavage, Cheri

Cross, Julie

Cusumano, Sal

After a Core Team member has completed their nomination, they will no longer be listed on the initial screen:
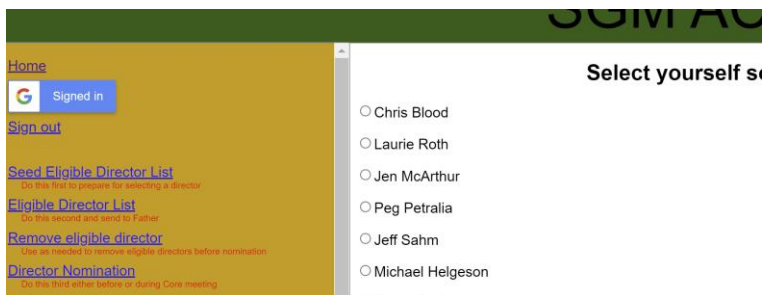
Core Team Selection
Select Core Team Selection:
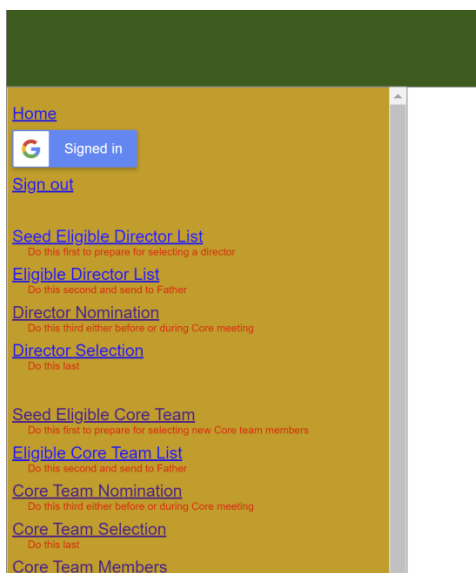
Select from the nominees:

Submit email: [   ]

Enter the email address of the person that will be calling the potential cor

After everyone has been selected, put in an email address for the list to be sent to to make calls. Verify that this person has received the list before exiting:

Submit email: [test@sgmparish.org]

Enter the email address of the person that will be calling the potential core team members.

Blood, Chris

Long, Steve

Stalka, Michael

Anderson, David

Petralia, Peg

Confirmation screen:

The following list was emailed to

Anderson, David

Long, Steve

Blood, Chris

Petralia, Peg

Stalka, Michael

Core Team Members

After new core team members have accepted, go to Core Team Members to select new members:

Signed in

Sign out

Seed Eligible Director List
Do this first to prepare for selecting a director
Eligible Director List
Do this second and send to Father
Director Nomination
Do this third either before or during Core meeting
Director Selection
Do this last

Seed Eligible Core Team
Do this first to prepare for selecting new Core team members
Eligible Core Team List
Do this second and send to Father
Core Team Nomination
Do this third either before or during Core meeting
Core Team Selection
Do this last
Core Team Members

Select new members and click Save New Members:

☑ Blood, Chris   11/03/2021
☑ Stalka, Michael   11/03/2021
☑ Petralia, Peg   11/03/2021
☑ Long, Steve   11/03/2021
☐ Anderson, David   11/03/2021
[Save New Members]

Core Team Positions

Select Core Team Positions to set new positions for the year:

Home

Signed in

Sign out

Seed Eligible Director List
Do this first to prepare for selecting a director
Eligible Director List
Do this second and send to Father
Director Nomination
Do this third either before or during Core meeting
Director Selection
Do this last

Seed Eligible Core Team
Do this first to prepare for selecting new Core team members
Eligible Core Team List
Do this second and send to Father
Core Team Nomination
Do this third either before or during Core meeting
Core Team Selection
Do this last
Core Team Members
Do this after Core Team members have accepted
Core Team Positions
Use as needed to maintain core position assignments

To end the positions for the members who have rolled off of core, set the end date and click the save icon:

| Andrew, Paul | Core Team:Spiritual/Activity Coord ∨ | 02/07/2018 📅 | 10/01/2021 📅 | 💾 |
| Blood, Chris | Unassigned ∨ | 11/03/2021 📅 | 11/03/2021 📅 | 💾 |

Update each person with their new role, start date and click the save icon:

Blood, Chris	Core Team:Spiritual Coord ∨	10/01/2021 📅	11/03/2021 📅	💾
Frey, Steve	Core Team:Retreat Supply ∨	02/01/2020 📅	11/03/2021 📅	💾
Harris, Nate	Core Team:Retreat Support ∨	02/01/2020 📅	11/03/2021 📅	💾
Helgeson, Michael	Core Team:Co-Facilitator ∨	02/01/2020 📅	11/03/2021 📅	💾
Hussey, Barbara	Core Team:Digital Librarian ∨	02/01/2020 📅	11/03/2021 📅	💾
Long, Steve	Unassigned ∨	11/03/2021 📅	11/03/2021 📅	💾
McArthur, Jen	Core Team:Communications ∨	02/01/2020 📅	11/03/2021 📅	💾
Petralia, Peg	Unassigned ∨	11/03/2021 📅	11/03/2021 📅	💾
Roth, Laurie	Core Team:Retreat Supply ∨	02/01/2020 📅	11/03/2021 📅	💾
Sahm, Jeff	Core Team:Music Coord ∨	02/01/2020 📅	11/03/2021 📅	💾
Shultz, Anne	Core Team:Spiritual Coord ∨	02/01/2020 📅	11/03/2021 📅	💾
Stalka, Michael	Unassigned ∨	11/03/2021 📅	11/03/2021 📅	💾

Refresh to verify everything is set correctly:

Blood, Chris	Core Team:Spiritual/Activity Coord ∨	10/01/2021 📅	11/03/2021 📅	💾
Frey, Steve	Core Team:Retreat Supply ∨	02/01/2020 📅	11/03/2021 📅	💾
Harris, Nate	Core Team:Financial Coord ∨	10/01/2021 📅	11/03/2021 📅	💾
Helgeson, Michael	Core Team:Facilitator ∨	10/01/2021 📅	11/03/2021 📅	💾
Hussey, Barbara	Core Team:Digital Librarian ∨	02/01/2020 📅	11/03/2021 📅	💾
Long, Steve	Core Team:Spiritual/Activity Coord ∨	10/01/2021 📅	11/03/2021 📅	💾
McArthur, Jen	Core Team:Communications ∨	02/01/2020 📅	11/03/2021 📅	💾
Petralia, Peg	Core Team:Retreat Supply ∨	10/01/2021 📅	11/03/2021 📅	💾
Roth, Laurie	Core Team:Co-Facilitator ∨	10/01/2021 📅	11/03/2021 📅	💾
Sahm, Jeff	Core Team:Music Coord ∨	02/01/2020 📅	11/03/2021 📅	💾
Shultz, Anne	Core Team:Retreat Support ∨	10/01/2021 📅	11/03/2021 📅	💾
Stalka, Michael	Core Team:Retreat Support ∨	10/01/2021 📅	11/03/2021 📅	💾

Core Team History

To display a list of all Core Team Members and their roles since the beginning of our Core Team, select Core Team History:

A spreadsheet will be downloaded listing all historical Core Team information:

	A	B	C	D
1	Name	Role	Start Date	End Date
2	Andrew, Paul	Core Team:Spiritual/Activity Coord	2018-02-07	2021-10-01
3	Bisch, Mike	Core Team:Music Coord	2017-02-01	2019-02-01
4	Bisch, Mike	Core Team:Communications	2020-02-01	2020-02-01
5	Blood, Chris	Core Team:Spiritual/Activity Coord	2021-10-01	
6	Costello, Steve	Core Team:Music Coord	2019-02-01	2020-02-01
7	Costello, Steve	Core Team:Retreat Supply	2018-02-07	2019-02-01
8	Costello, Steve	Core Team:Financial Coord	2020-02-01	2021-10-01
9	Cross, Bart	Core Team:Retreat Supply	2015-01-25	2016-03-06
10	Cross, Bart	Core Team:Facilitator	2016-03-06	2017-02-01
11	Daly, Joy	Core Team:Facilitator	2015-01-25	2016-03-06
12	Daly, Mike	Core Team:Spiritual/Activity Coord	2016-03-06	2017-02-01
13	Daly, Mike	Core Team:Facilitator	2017-02-01	2017-07-01
14	Dolan, Tim	Core Team:Facilitator	2019-02-01	2020-02-01
15	Dolan, Tim	Core Team:Co-Facilitator	2017-07-12	2019-02-01
16	Dolan, Tim	Core Team:Spiritual/Activity Coord	2017-02-01	2017-07-12
17	Feltz, Alice	Core Team:Communications	2015-01-25	2017-02-01
18	Feltz, Alice	Core Team:Spiritual/Activity Coord	2017-02-01	2018-02-07
19	Frey, Steve	Core Team:Retreat Support	2019-02-01	2020-02-01
20	Frey, Steve	Core Team:Retreat Supply	2020-02-01	
21	Gummersheimer, Michael	Core Team:Music Coord	2015-01-25	2016-03-06
22	Harris, Nate	Core Team:Financial Coord	2021-10-01	
23	Harris, Nate	Core Team:Retreat Support	2020-02-01	2021-10-01
24	Harris, Nate	Core Team:Retreat Supply	2019-02-01	2020-02-01
25	Heck, John	Core Team:Co-Facilitator	2015-01-25	2016-03-06
26	Hedrick, John	Core Team:Financial Coord	2015-01-25	2017-02-01
27	Helgeson, Michael	Core Team:Co-Facilitator	2020-02-01	2021-10-01
28	Helgeson, Michael	Core Team:Facilitator	2021-10-01	
29	Huber, Andrew	Core Team:Retreat Support	2018-02-07	2019-02-01
30	Huber, Andrew	Core Team:Spiritual/Activity Coord	2017-07-01	2018-02-07
31	Hussey, Barbara	Core Team:Digital Librarian	2020-02-01	

Retreat Team Selection

Select Retreat Team Selection:

Select Gender and click List:

A prayer is said over the list and then Retreat Leadership team will randomly select the green tiles (don't forget to scroll down to make sure everyone is selected). When one is selected it will turn yellow and a name will be displayed:

Once all of the tiles have been selected provide an email address and click Submit:

Never been on team	One or two teams	Three or more teams
Sarah Harris	Barbara Schrock	Kelly Loretta
Marge Rich	Rossana Sullivan	Chris Blood
Kathy Court	Sharon Schulze	Marie McGeehan
Mary McGrath	Terri Harrell	Jen McArthur
Cassie Marsh	Erin Cusumano	Laurie Tighe
Anne Weissler	Sharon Neuner	Lisa Vorwerk
Kelly Molaskey	Anne Shultz	Sarah Veninga
Jackie Karsten	Angie Collins	Bobbie Von Ritter
Abby Bitney	Katie Stalka	Alison Levine
Catherine Pierson	Karen Anderson	Barbara Axmacher
Peg Kramer	Pam Moore	Tara Scherer

A confirmation will be displayed:

The following list was emailed to bhussey@prodigy.net

Kathy Court

Peg Kramer

Karen Stoeckel

Lisa Vorwerk

Susan Becker

Erin Cusumano

Marie McGeehan

Peggy Scott

Mary Ellen Shepard

Jeanne Sandheinrich

Katie Dothage

Catherine Pierson

Mary McGrath

Katie Stalka

Ann Young

Stephanie Gummersheimer

A spreadsheet will be emailed to the address provided. It will have 3 tabs and each tab will list the names and contact information in the order the names were selected on the Selection Screen:

	A	B	C	D	E
1	Name	Home Phone	Cell Phone	email	Postal Address
2	Kathy Court	636-230-9858	314-223-3960	kpcstl@charter.net	1822 Waterford Ridge Dr. Ballwin, MO 63021
3	Peg Kramer		314-330-3983	jpkramer5@gmail.com	1562 Foxleigh Ct. St. Louis, MO 63131
4	Susan Becker		314-566-2819	skcross9211@gmail.com	625 Wyndham Crossings St. Louis, MO 63131
5	Peggy Scott	314-822-1600	314-630-9587	jpam1312@swbell.net	1312 Lidgate Drive Kirkwood, MO 63122
6	Mary Ellen Shepard		314-749-1393	meshepard26@gmail.com	1717 Derrynane Dr. Ballwin, MO 63021
7	Jeanne Sandheinrich		314-602-8627	jeanne.engert@gmail.com	406 George Avenue Kirkwood, MO 63122
8	Katie Dothage		314-393-6906	katiedothage@gmail.com	1709 Blakefield Terrace Ballwin, MO 63021
9	Catherine Pierson		573-233-4577	stallingscath@gmail.com	2309 Fairoyal Dr St. Louis, MO 63131
10	Mary McGrath		314-328-8824	Mmemcgrath@sbcglobal.net	869 Plymouth Rock Dr St. Louis, MO 63131
11	Ann Young	636-207-8502	314-221-2434	annbarrecayoung@gmail.com	622 Dougherty Terrace Ballwin, MO 63021
12	Sarah Harris		314-308-1815	Sarah.e.harris@live.com	731 Carman Meadows Dr Ballwin, MO 63021
13	Kelly Molaskey	314-965-5862	314-494-9107	kjburch@aol.com	2336 East Royal St. Louis, MO 63131
14	Marge Rich		314-471-4542	mmrich1976@gmail.com	1940 Grassy Ridge Rd Kirkwood, MO 63122
15	Anne Weissler		314-221-8797	anneweissler@gmail.com	1504 Sunnytree Ln. Ballwin, MO 63021
16	Cassie Marsh	636-391-5648	314-308-0980	syd1msh@gmail.com	1742 Blakefield TRC Ballwin, MO 63021
17	Cheri Cavage		314-910-2239	chericavage@gmail.com	3500 Georgetowne Village D Valley Park, MO 63088

Never | One & two | Three Plus | ⊕

Ready

Update Retreat Team Information

Update retreat team, roles and retreatants following the retreat.

Define Retreat

Select Define Retreat:

Retreat Team Selection
To be done by Retreat Team Leadership

Define retreat
Must be done before importing retreatants

Import Retreatants
To be done immediately after retreat.

Assign Team Members to Role
To be done immediately after retreat.

Active Member Report

Active Member Report with Roles

Put in retreat date, gender, theme and theme song (including artist) and click Create:

SGM ACTS

Retreat Start Date 01/20/2022

● Male ○ Female

Location St Louis, MO

Theme Rejoice and Rebuild His Church

Theme Song Word of God Speak (Mercy Me) title (artist)

Notable Item

Create

Confirmation:

acts.sgmpar

Retreat created

Import Retreatants

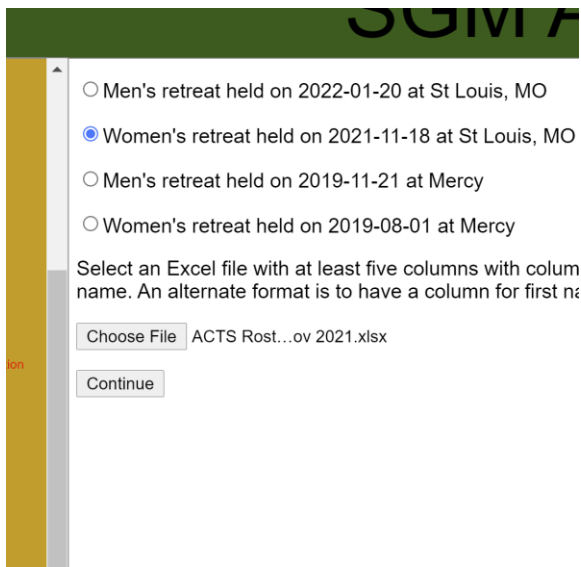After the retreat has completed, select Import Retreatants:

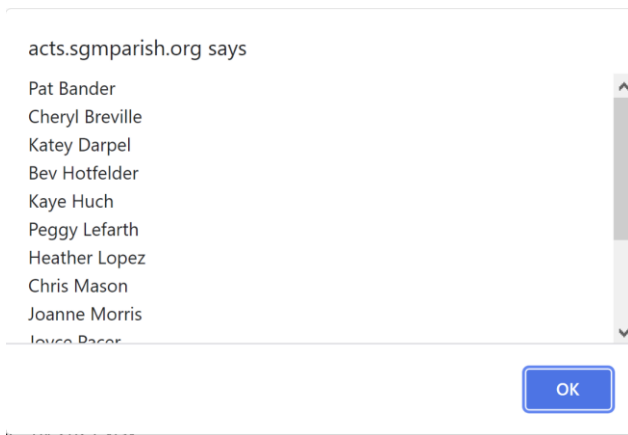Select the retreat you are importing for and click Chose File:
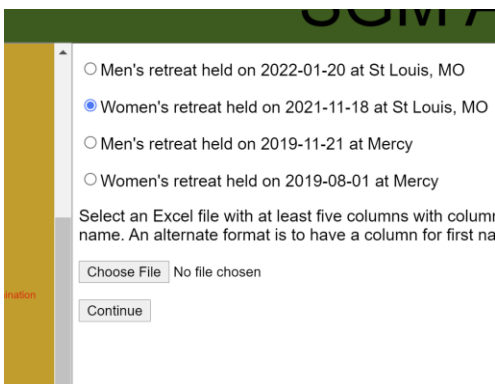
Chose the file to import from your computer and click Continue:

*Note that the retreatant list must be the first tab in the file and the heading must be the first line on that tab. Also, the headings must be in the format listed on the Import Retreatant screen.
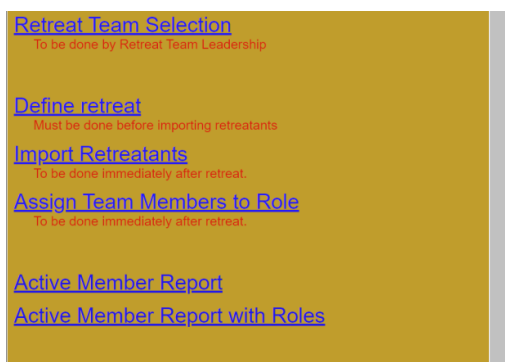

A confirmation will be displayed showing the names that were imported. Review and click OK:

*Be sure to add these retreatants into the gmail account so that they get the ACTS emails.

Assign Team Members to Role

After the retreat has completed, select Assign Team Members to Role:

Select the retreat you are updating for. Paste in all of the email addresses for the team members:

Updated Services and Ministries for each person (the update is automatically done as you make the selection):

If anyone a team member's name is not displayed, correct their email address in the database (see Manipulate Database under Misc Reporting and Updates) and repeat the above steps for this email address.

Misc Reporting and Updates

Active Member Report

To get a listing of all active ACTS members of our parish, click Active Member Report:

Assign Team Members to Role
To be done immediately after retreat.

Active Member Report
Active Member Report with Roles

Manipulate Database

A spreadsheet will be downloaded listing all of the active ACTS members:

	A	B	C	D	E	F
1	Name	Gender	Home Phone	Cell Phone	email	
2	Aboytes, Kathryn	F	314-909-0806	314-943-0754	katyab33@yahoo.com	
3	Alcott, Thetis	F		314-378-5024	thetis@luluthia.com	968 Burgundy Lane Ellisville, MO 63011
4	Amann, Michael	M		314-276-2336	amannholdings@gmail.com	1957 Karlin Dr St. Louis, MO 63131
5	Anderson, David	M	314-394-1017	314-346-2080	dmandrsn@hotmail.com	521 Taylor Young Dr. Kirkwood, MO 63122
6	Anderson, Karen	F		314-280-2306	klfree618@gmail.com	12836 Stump St. Louis, MO 63131
7	Andrew, Christa	F	314-821-2182	314-603-7986	christaandrew85@gmail.com	13108 Dougherty Ridge Ct. St. Louis, MO 63131
8	Andrew, Paul	M	314-821-2182		pcspandrew@sbcglobal.net	13108 Dougherty Ridge Ct St. Louis, MO 63131

Active Member Report with Roles

To get a listing of all active ACTS members of our parish with all of their various retreat roles, click Active Member Report with Roles:

Assign Team Members to Role
To be done immediately after retreat.

Active Member Report
Active Member Report with Roles

Manipulate Database

A spreadsheet will be downloaded listing all of the active ACTS members with their retreat roles:

	A	B	C	D	E
1	Name	Gender	Retreat Date	Role	Leadership?
2	Anderson, David	M	2017-10-05	Stations/Mem Walk-Assist	No
3	Anderson, David	M	2017-10-05	Liturgy-Assist	No
4	Anderson, David	M	2019-11-21	Stations/Mem Walk-Assist	No
5	Anderson, David	M	2019-11-21	Table Facilitator-Lead	Yes
6	Anderson, Karen	F	2018-03-22	Stations/Mem Walk-Assist	No
7	Anderson, Karen	F	2018-03-22	Table Facilitator-Assist	No
8	Andrew, Christa	F	2015-01-01	Footwashing-Assist	No
9	Andrew, Christa	F	2015-01-01	Liturgy-Assist	No
10	Andrew, Christa	F	2016-01-21	Agape-Assist	No
11	Andrew, Christa	F	2016-01-21	Table Facilitator-Assist	No
12	Andrew, Christa	F	2018-11-15	Stations/Mem Walk-Assist	No
13	Andrew, Christa	F	2018-11-15	Table Facilitator-Assist	No
14	Andrew, Christa	F	2021-11-18	Agape-Lead	Yes
15	Andrew, Christa	F	2021-11-18	Table Facilitator-Assist	No
16	Andrew, Paul	M	2014-09-11	Stations/Mem Walk-Assist	No
17	Andrew, Paul	M	2014-09-11	Liturgy-Assist	No
18	Andrew, Paul	M	2014-09-11	Steward-Assist	No
19	Andrew, Paul	M	2015-04-01	Stations/Mem Walk-Lead	Yes
20	Andrew, Paul	M	2015-04-01	Table Facilitator-Assist	No
21	Andrew, Paul	M	2016-04-07	Steward-Lead	Yes
22	Andrew, Paul	M	2017-01-19	Spiritual Companion	Yes
23	Andrew, Paul	M	2019-01-17	Music-Assist	No
24	Andrew, Paul	M	2019-01-17	Footwashing-Assist	No
25	Andrew, Paul	M	2019-01-17	Agape-Assist	No
26	Auberry, Barbara	F	2018-03-22	Footwashing-Assist	No
27	Auberry, Barbara	F	2018-03-22	Table Facilitator-Assist	No
28	Aumacher, Barbara	F	2015-01-01	Reconciliation-Assist	No

Manipuate Database

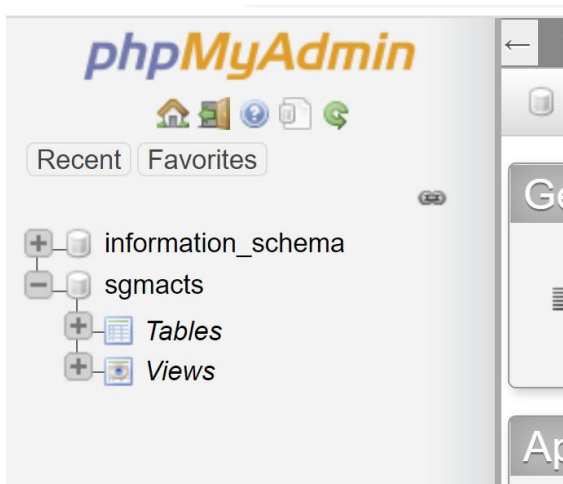To make updates to the information within the database click Manipulate Database:

Assign Team Members to Role
To be done immediately after retreat.

Active Member Report
Active Member Report with Roles

Manipulate Database

Enter login information and click Go:

phpMyAdmin

Welcome to phpMyAdmin

Language

English

Log in

MySQL Hostname: zingg.iad1-mysql-e2-3a.drean
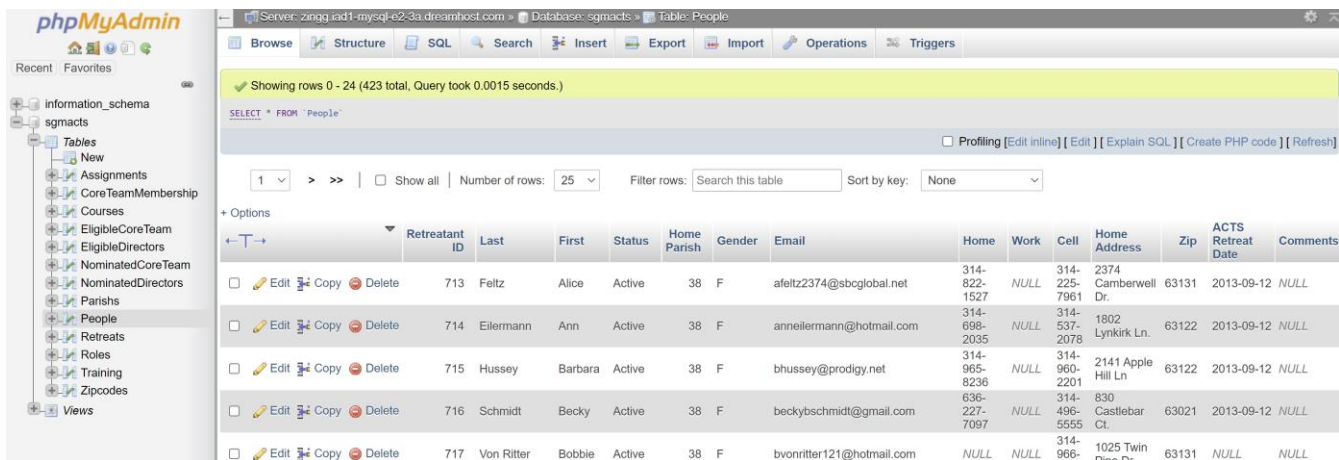Username: sgmacts
Password: •••••••••••
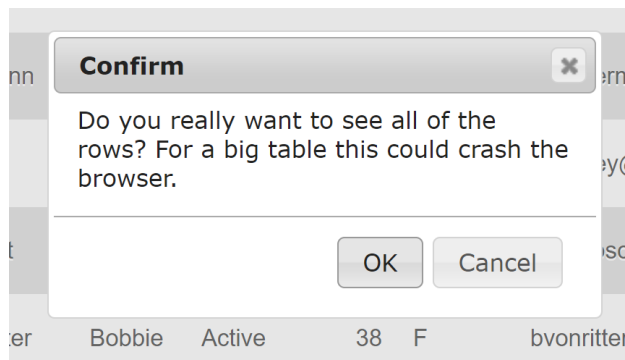
Go

Click the + sign by the sgmacts database:
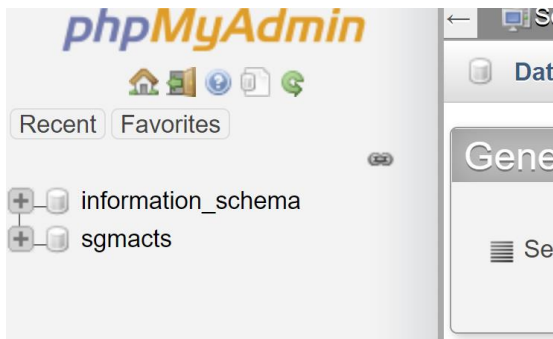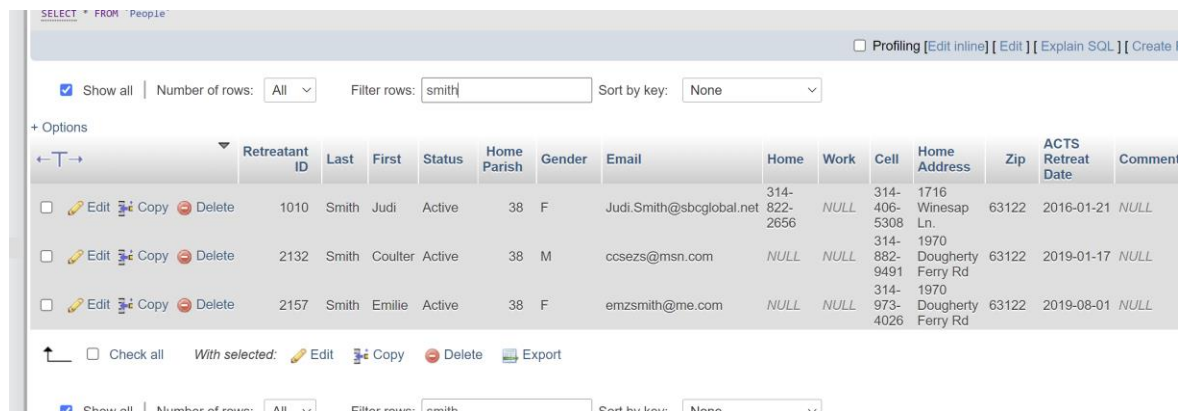

Click the + sign by Tables:

Select the People table (or other table you want to update). Then click the Show all box:

Confirm you want to show all by clicking OK:

Type information in the Filter rows field to find the record you want to update. The rows will be reduced to items that fit your search criteria. Click the Edit button at the beginning of the row:

Update the information you want to change, scroll down and click the Go button:

Be sure to update the gmail distribution list if you are updating an email address.