



Database Tool User Guide

Updated: November 26, 2021

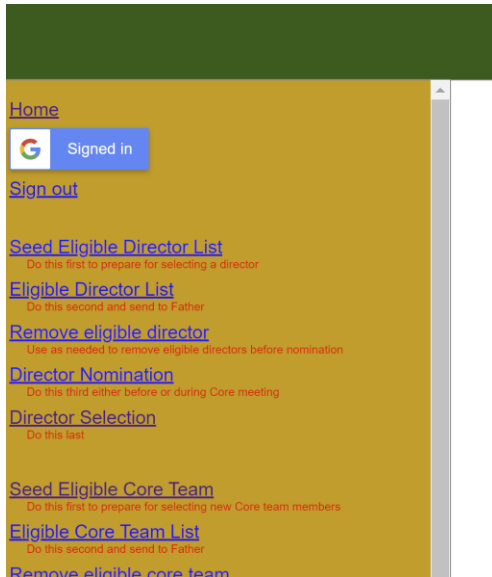
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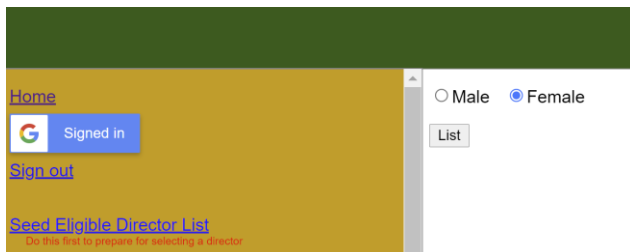
Team Director Selection

Seed Eligible Director List

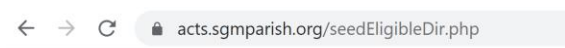
Select Seed Eligible Director List:



Select gender and click List:



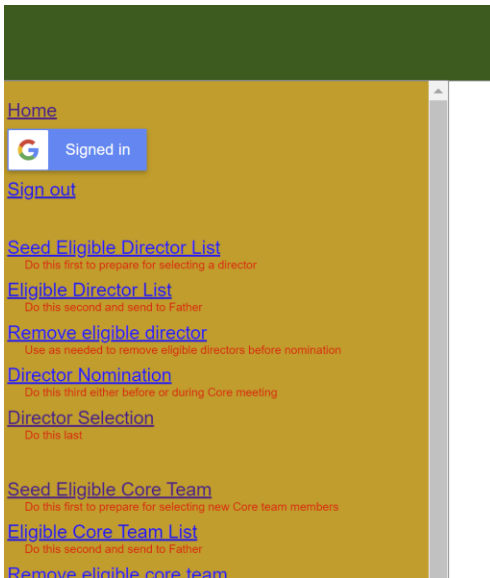
Notice of seed list complete:



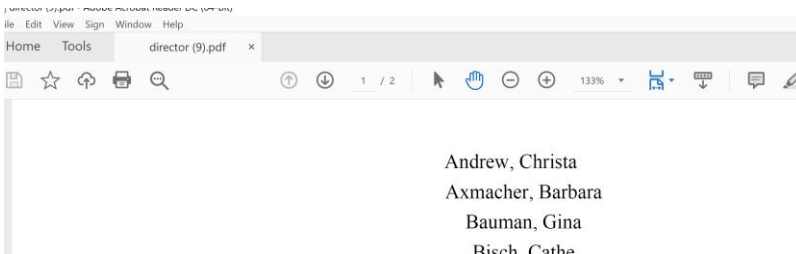
54 eligible directors seeded for nomination

Eligible Director List

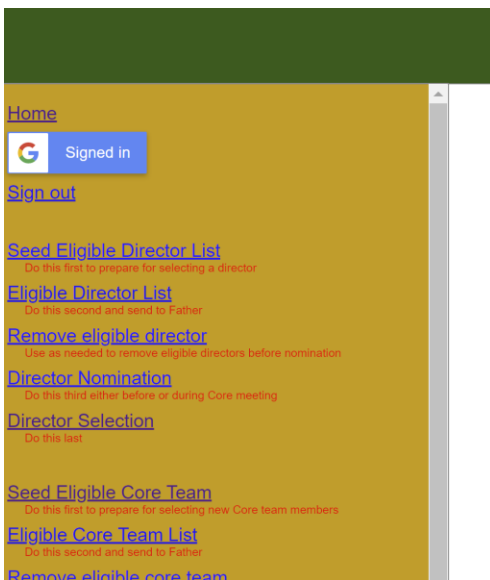
Select Eligible Director List:



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

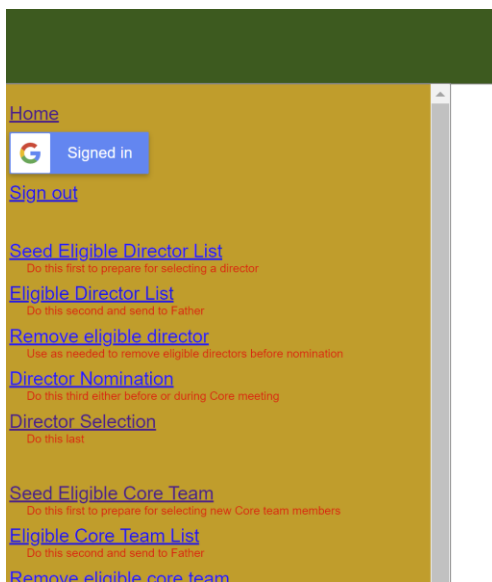
Delete any member that needs to be removed by clicking the Delete button next to their name:



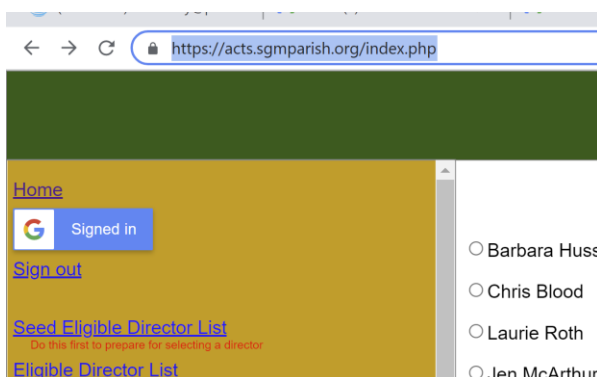
Anyone that needs to be marked as permanently inactive needs to be done through the Manipulate Database option explained in the Misc Reporting and Updates section.

Director Nomination

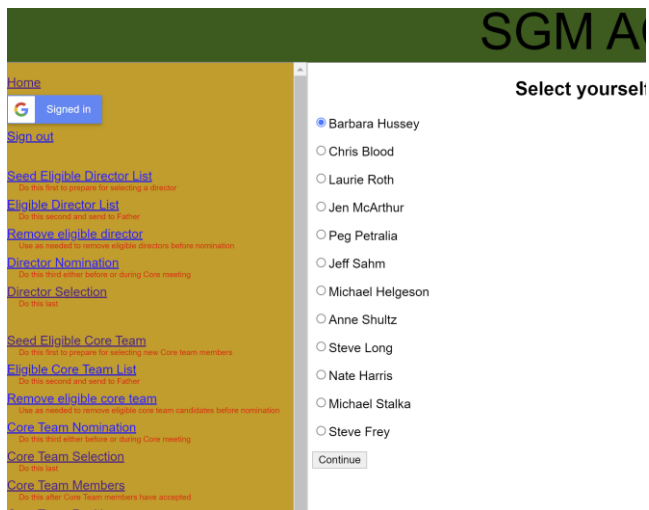
Once you have removed anyone identified by the pastor select Director Nomination:



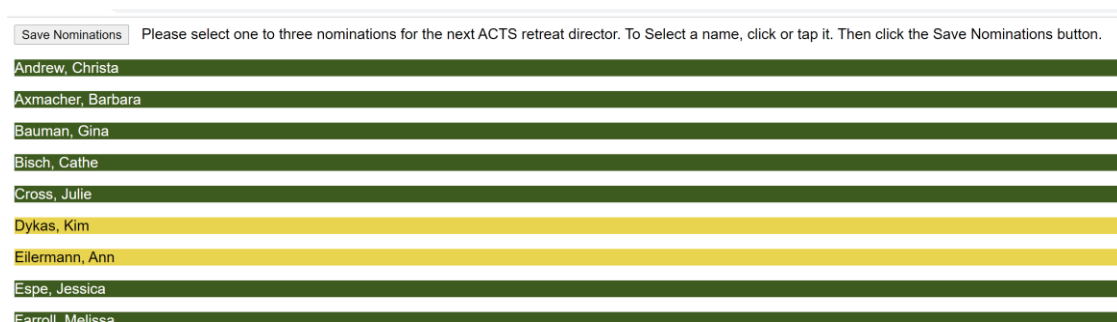
Copy the link for the nomination and provide to Core Team:



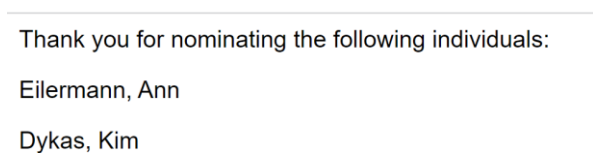
Each core team member will go in, select their name and click Continue:



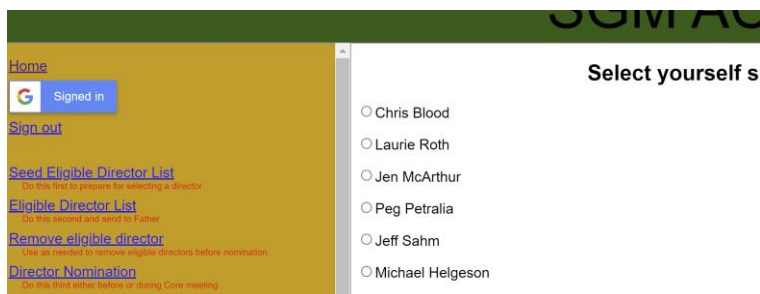
The Core Team member will then select 1-3 nominations and click Save Nominations. When a nomination is selected it will turn from green to yellow:



A nomination confirmation will be displayed:

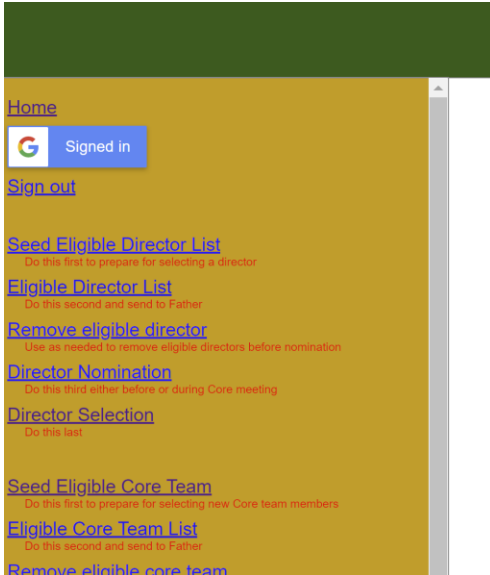


After a Core Team member has completed their nomination, they will no longer be listed on the initial screen:



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:

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	
Lebeda, Laura	

The list will be emailed to the address provided:

- SGM ACTS Retreat Director Call List



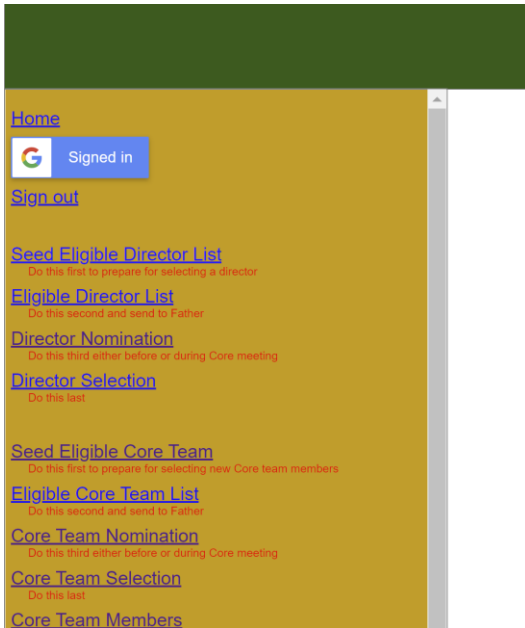
• **ACTS Missions-SGM** <sgmacts@gmail.com> [Unsubscribe](#)
To: bhussey@prodigy.net

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)
Glunt, Jan	314-966-6629(h) 314-303-4644(c)

Core Team Selection

Seed Eligible Core Team

Select Seed Eligible Core Team:

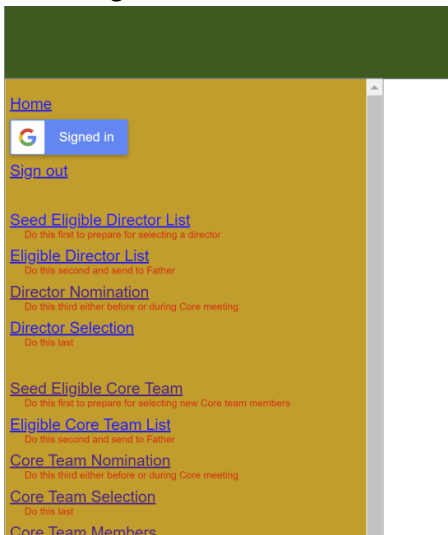


System will display a message that the eligible core team has been seeded:

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:

Do this first

[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

[Remove eligible core team](#)
Use as needed to remove eligible core team candidates before nomination

[Core Team Nomination](#)
Do this third either before or during Core meeting

[Core Team Selection](#)
Do this last

Cavage, Cheri

Delete

Collins, Angie

Delete

Court, Bruce

Delete

Cross, Bart

Delete

Cross, Julie

Delete

Cross, Susan

Delete

Cusumano, Erin

Delete

Cusumano, Sal

Delete

Desits, Jeff


Delete

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:

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](#)

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

Save Nominations

Please select one to five nominations for the SGM ACTS Core Team. To

- Anderson, David
- Anderson, Karen
- Andrew, Christa
- Auberry, Barbara
- Axmacher, Barbara

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

SGM A

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 third to Filter

[Remove eligible director](#)
Use as needed to remove eligible directors before nomination

[Director Nomination](#)
Do this third select names 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 third to Filter

[Remove eligible core team](#)
Use as needed to remove eligible core team candidates before nomination

[Core Team Nomination](#)
Do this third select names or during Core meeting

[Core Team Selection](#)
Do this last

[Core Team Members](#)
Do this after Core Team members have accepted

Please Review Candidates

Select yourself

☒ Barbara Hussey
 ☐ Chris Blood
 ☐ Laurie Roth
 ☐ Jen McArthur
 ☐ Peg Petralia
 ☐ Jeff Sahm
 ☐ Michael Helgeson
 ☐ Anne Shultz
 ☐ Steve Long
 ☐ Nate Harris
 ☐ Michael Stalka
 ☐ Steve Frey

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:

Save Nominations

Please select one to five nominations for the SGM ACTS Core Team. To Select a name, click or tap it. When

- Anderson, David
- Anderson, Karen
- Andrew, Christa
- Auberry, Barbara
- Axmacher, Barbara
- Axmacher, Steve
- Barringhaus, Dave
- Barry, Patrick
- Bauman, Gina
- Bisch, Cathe
- Blood, Tom
- Bucher, Chris
- Cavage, Cheri
- Collins, Angie

Each core member will select their nominations and click Save:

Thank you for nominating the following individuals:

Barringhaus, Dave

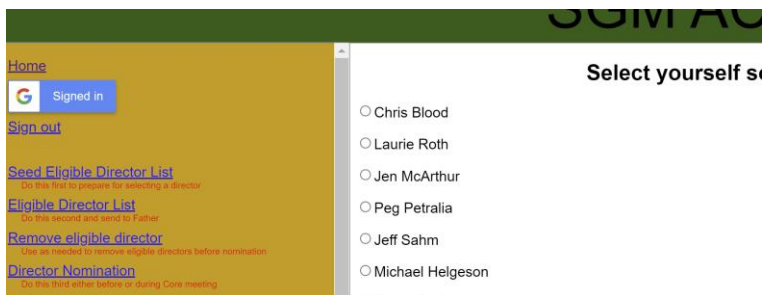
Bisch, Cathe

Cavage, Cheri

Cross, Julie

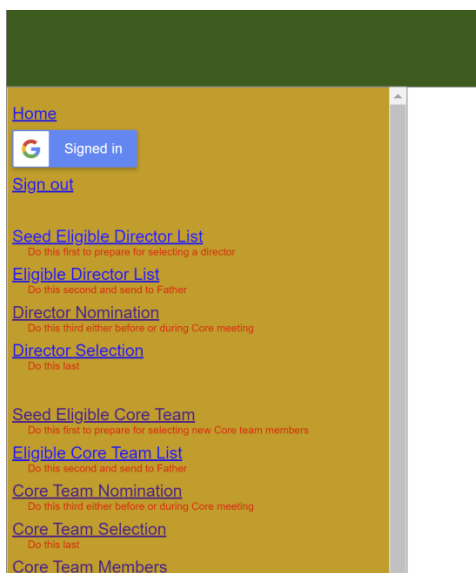
Cusumano, Sal

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 core

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:

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

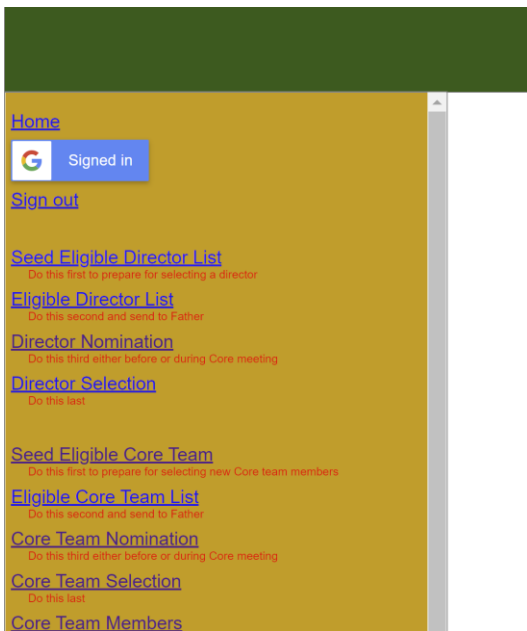
Blood, Chris

Petralia, Peg

Stalka, Michael

Core Team Members

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

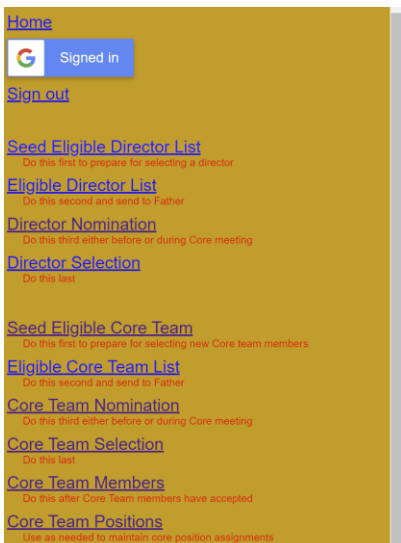


Select new members and click Save New Members:

<input checked="" type="checkbox"/> Blood, Chris	11/03/2021
<input checked="" type="checkbox"/> Stalka, Michael	11/03/2021
<input checked="" type="checkbox"/> Petralia, Peg	11/03/2021
<input checked="" type="checkbox"/> Long, Steve	11/03/2021
<input type="checkbox"/> Anderson, David	11/03/2021
Save New Members	

Core Team Positions

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



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:

Do this second and send to Father

[Remove eligible core team](#)
Use as needed to remove eligible core team candidates before nomination

[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

[Core Team History](#)
Use as needed to maintain core position assignments

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:

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

[Core Team History](#)

Use as needed to maintain core position assignments


[Retreat Team Selection](#)

To be done by Retreat Team Leadership

Define retreat

Select Gender and click List:

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

☐ Male

☒ Female

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:

Never been on team	One or two teams	Three or more teams
Kathy Court		Marie McGeehan
	Erin Cusumano	
		Lisa Vorwerk
Peg Kramer		
Susan Becker		
	Karen Stoeckel	

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 team members. Then select each name (hidden) below in random order 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	jkramer5@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 Fairroyal 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 Sunnyside 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 C Valley Park, MO 63088
					12140 Tabernash Dr

Backup

Update Retreat Team Information

Update retreat team, roles and retreatants following the retreat.

Define Retreat

Select Define Retreat:



A screenshot of a web application menu titled "Retreat Team Selection" in blue text. Below the title is a red instruction: "To be done by Retreat Team Leadership". The menu contains several blue links: "Define retreat" (with red text "Must be done before importing retreatants" below it), "Import Retreatants" (with red text "To be done immediately after retreat." below it), "Assign Team Members to Role" (with red text "To be done immediately after retreat." below it), "Active Member Report", and "Active Member Report with Roles". The menu has a gold background and a grey border on the right.

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



A screenshot of a web form titled "SGM ACTS" in large white letters on a dark green background. The form has a gold sidebar on the left. The form fields include: "Retreat Start Date" with a date picker set to "01 / 20 / 2022"; "Gender" with radio buttons for "Male" (selected) and "Female"; "Location" with a dropdown menu showing "St Louis, MO"; "Theme" with a text input field containing "Rejoice and Rebuild His Church"; "Theme Song" with a text input field containing "Word of God Speak (Mercy Me)" and a placeholder "title (artist)"; and "Notable Item" with a text input field. A "Create" button is at the bottom left of the form.

Confirmation:



A screenshot of a browser address bar showing navigation icons (back, forward, refresh) and a lock icon. The address is "acts.sgmpar".

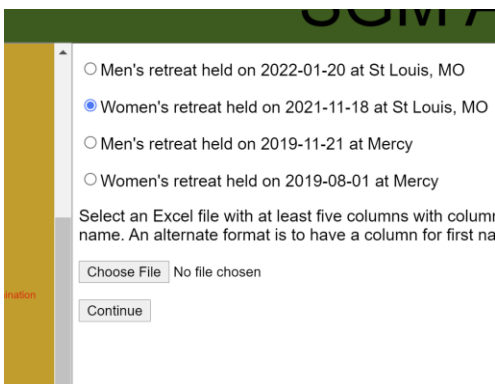
Retreat created

Import Retreatants

After the retreat has completed, select Import Retreatants:

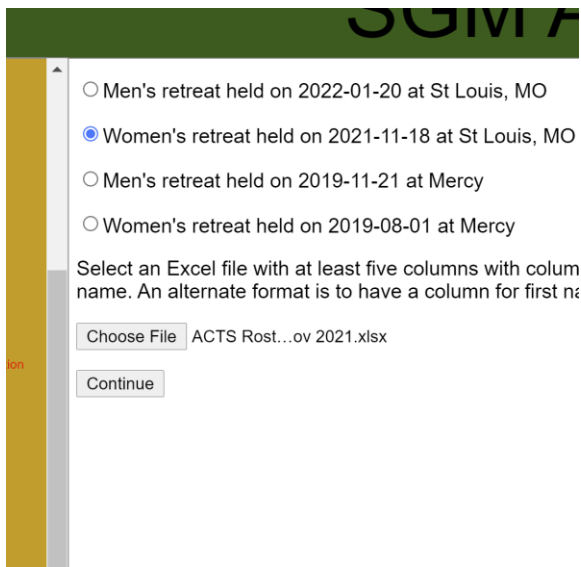


Select the retreat you are importing for and click Chose File:

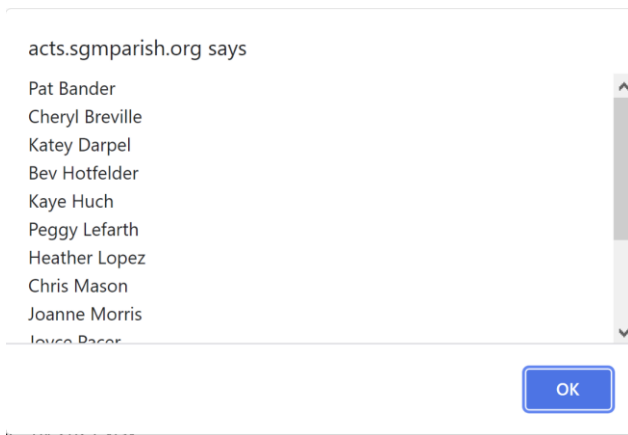


Chose the file to import from your computer and click Continue:

*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.



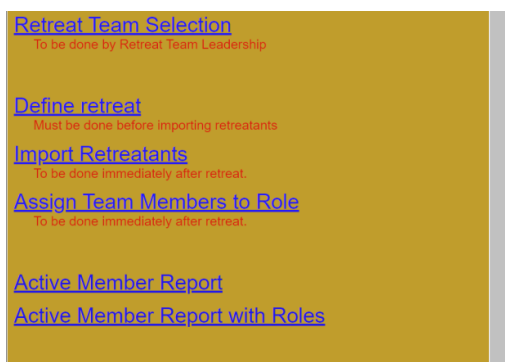
A confirmation will be displayed showing the names that were imported. Review and click OK:



*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:

SGM AC

☒ Women's retreat held on 2021-11-18 at St Louis, MO
☐ Men's retreat held on 2019-11-21 at Mercy
☐ Women's retreat held on 2019-08-01 at Mercy
☐ Men's retreat held on 2019-01-17 at Mercy

Paste ALL email addresses for team members in the text box below

joella@charter.net
 chericavage@gmail.com
 skcross9211@gmail.com
 Judi.Smith@sbcglobal.net
 allzaks@yahoo.com
 pegpetralia@icloud.com
 katiefrancis77@gmail.com
 marjonc324@gmail.com
 laurieroth@sbcglobal.net
 b.frein@sbcglobal.net
 dar3452@att.net
 krstnbert14@gmail.com
 pamela_renschen@yahoo.com
 jmarkowski67@gmail.com
 ringwald393@sbcglobal.net
 christaandrew85@gmail.com
 taranooan@yahoo.com
 ganwerk@hotmail.com
 Christine@charlesmeyerins.com
 treknmartins@sbcglobal.net
 bhussey@prodigy.net
 kjdykas@sbcglobal.net
 karalydon@att.net

[Continue](#)

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

SGM ACTS

Christa Andrew	Table Facilitator-Assist	Agape-Lead	
Susan Becker			
Chris Blood	Liturgy-Assist	Footwashing-Assist	
Cheri Cavage	Angel-Assist	Reconciliation-Assist	
Susan Cross	Martha-Assist	Reconciliation-Assist	
Kim Dykas	Co-Director		
Katie Francis	Angel-Assist	Stations/Mem Walk-Lead	
Barb Frein	Liturgy-Lead	Footwashing-Assist	
JoElla Hogan	Angel-Assist	Agape-Assist	
Barbara Hussey	Music-Lead		
Kara Lydon	Angel-Lead	Footwashing-Assist	
Joyce Markowski	Martha-Assist	Footwashing-Lead	
Jennifer Martin	Angel-Assist	Reconciliation-Assist	
Mary Jo McLaughlin	Martha-Lead	Stations/Mem Walk-Assist	
Kristin Obert	Co-Director		
Peg Petralia	Table Facilitator-Assist	Agape-Assist	
Debbie Rehm	Music-Assist		
Pamela Renschen	Table Facilitator-Lead	Stations/Mem Walk-Assist	
Juliana Ringwald	Table Facilitator-Assist	Reconciliation-Lead	
Laurie Roth	Table Facilitator-Assist	Agape-Assist	
Tara Scherer	Director		
Judi Smith	Martha-Assist	Reconciliation-Assist	
Lisa Vorwerk	Spiritual Companion		
Karen Zak	Liturgy-Assist	Reconciliation-Assist	

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	Choose the format for your cells, such as percentage, currency, date or time.
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	Auberry, Barbara	F	2015-01-01	Reconciliation-Assist	No

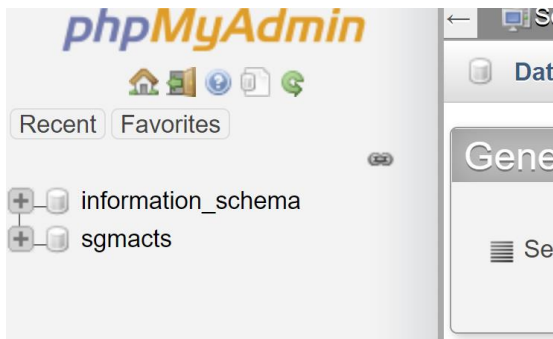
Manipulate Database

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

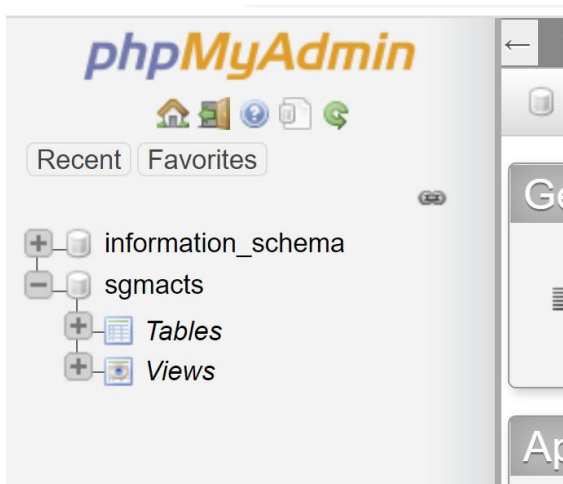


Enter login information and click Go:

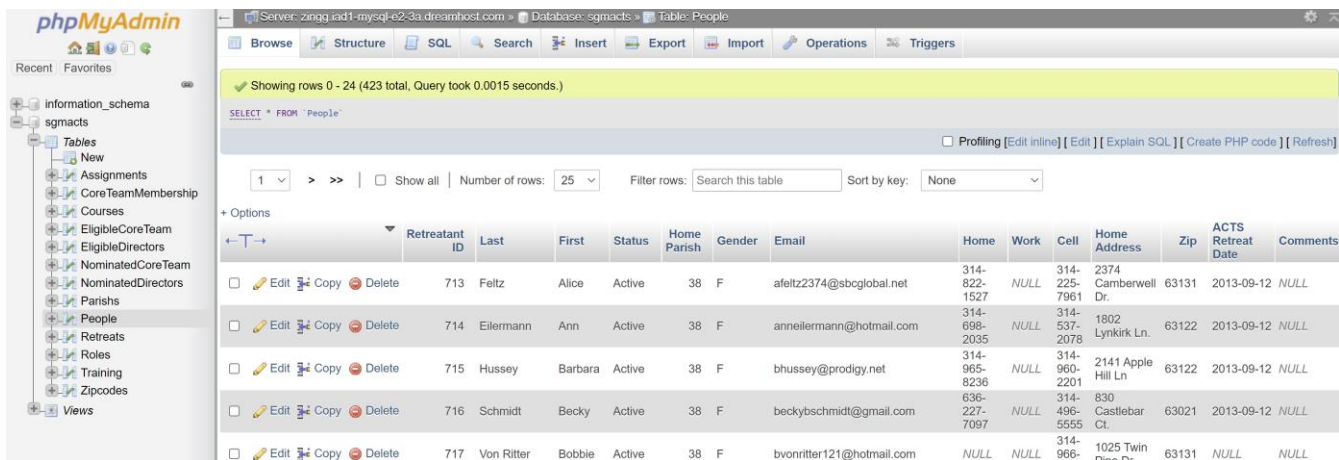
Click the + sign by the sgmacs database:



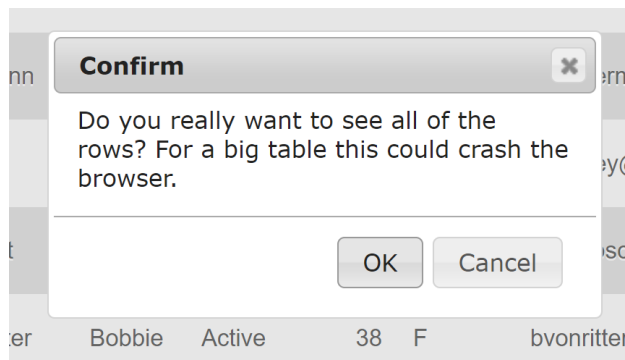
Click the + sign by Tables:



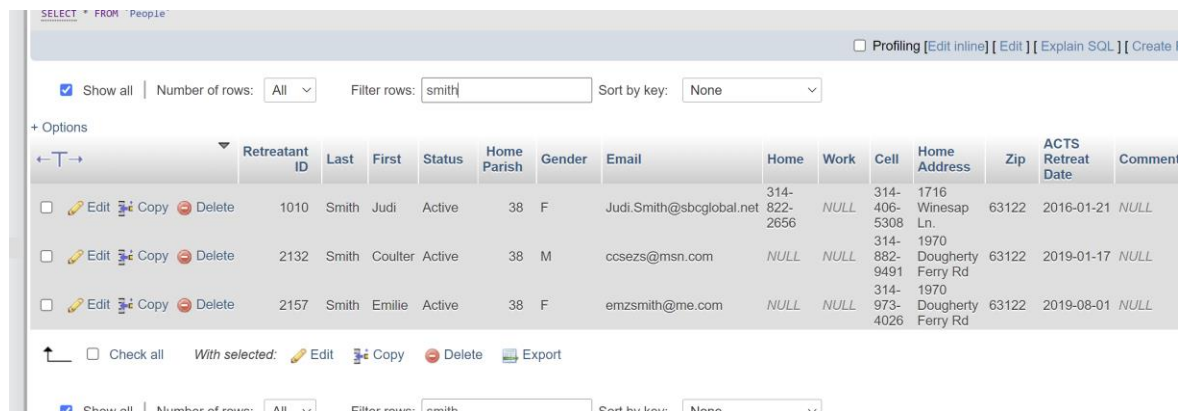
Select the People table (or other table you want to update). Then click the Show all box:



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:

First	varchar(255)	<input type="text" value="Judi"/>	<input type="checkbox"/>	<input type="text" value="Judi"/>
Status	varchar(50)	<input type="text" value="Active"/>	<input type="checkbox"/>	<input type="text" value="Active"/>
Home Parish	int	<input type="text" value="38"/>	<input type="checkbox"/>	<input type="text" value="38"/>
Gender	varchar(1)	<input type="text" value="F"/>	<input type="checkbox"/>	<input type="text" value="F"/>
Email	varchar(255)	<input type="text" value="judismith1716@gmail.com"/>	<input type="checkbox"/>	<input type="text" value="judismith1716@gmail.com"/>
Home	varchar(255)	<input type="text" value="314-822-2656"/>	<input type="checkbox"/>	<input type="text" value="314-822-2656"/>
Work	varchar(255)	<input type="text" value=""/>	<input checked="" type="checkbox"/>	<input type="text" value=""/>
Cell	varchar(255)	<input type="text" value="314-406-5308"/>	<input type="checkbox"/>	<input type="text" value="314-406-5308"/>
Home Address	varchar(255)	<input type="text" value="1716 Winesap Ln."/>	<input type="checkbox"/>	<input type="text" value="1716 Winesap Ln."/>
Zip	int	<input type="text" value="63122"/>	<input type="checkbox"/>	<input type="text" value="63122"/>
CTS Retreat Date	date	<input type="text" value="2016-01-21"/>	<input type="checkbox"/>	<input type="text" value="2016-01-21"/>
Comments	varchar(100)	<input type="text" value=""/>	<input checked="" type="checkbox"/>	<input type="text" value=""/>
Core Team	bit(1)	<input type="text" value="0"/>	<input type="checkbox"/>	<input type="text" value="0"/>
Core Years	varchar(50)	<input type="text" value=""/>	<input checked="" type="checkbox"/>	<input type="text" value=""/>
ProtectingGodsChildren	datetime	<input type="text" value=""/>	<input checked="" type="checkbox"/>	<input type="text" value=""/>

Go

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