



# Database Tool

# User Guide

Updated: November 26, 2021

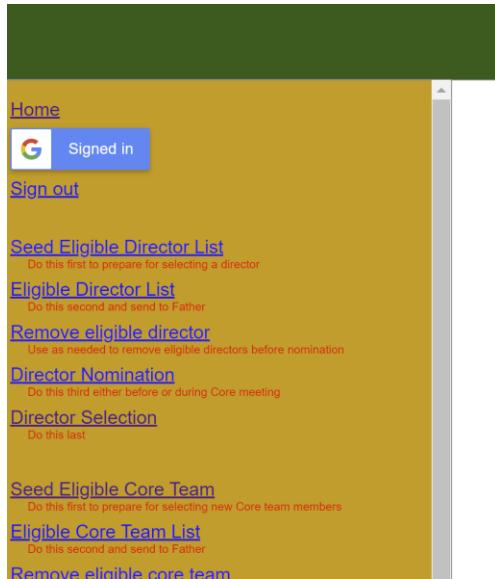
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# Team Director Selection

## Seed Eligible Director List

Select Seed Eligible Director 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

**Remove eligible director**  
Use as needed to remove eligible directors before nomination

**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

**Remove eligible core team**

Select gender and click List:



Home  Signed in

[Sign out](#)

**Seed Eligible Director List**  
Do this first to prepare for selecting a director

Male  Female

[List](#)

Notice of seed list complete:

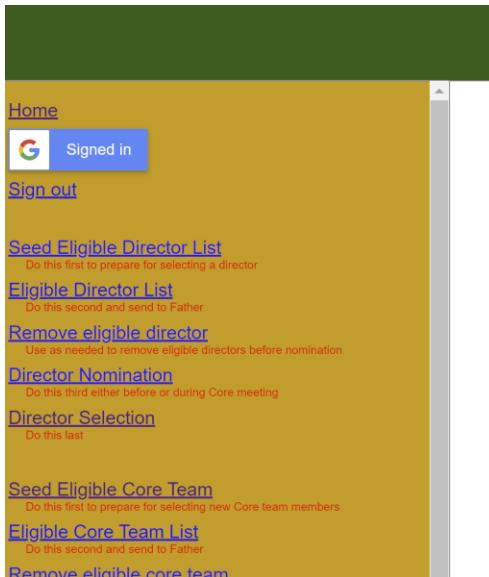


← → ⌂ [acts.sgmparish.org/seedEligibleDir.php](https://acts.sgmparish.org/seedEligibleDir.php)

54 eligible directors seeded for nomination

## Eligible Director List

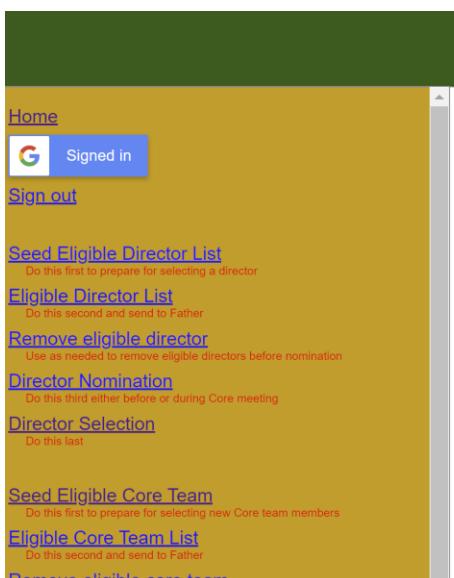
Select Eligible Director List:



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:

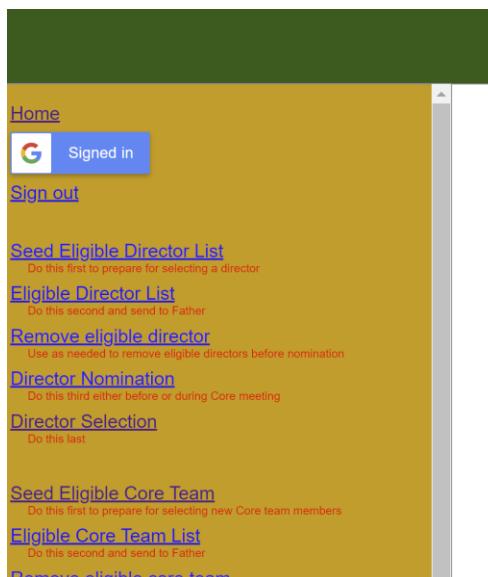


Names	Delete
Andrew, Christa	Delete
Axmacher, Barbara	Delete
Bauman, Gina	Delete
Bisch, Cathe	Delete
Cross, Julie	Delete
Dykas, Kim	Delete
Eiermann, Ann	Delete
Espe, Jessica	Delete
Farroll, Melissa	Delete
Feltz, Alice	Delete
Francis, Katie	Delete
Ghent, Jan	Delete

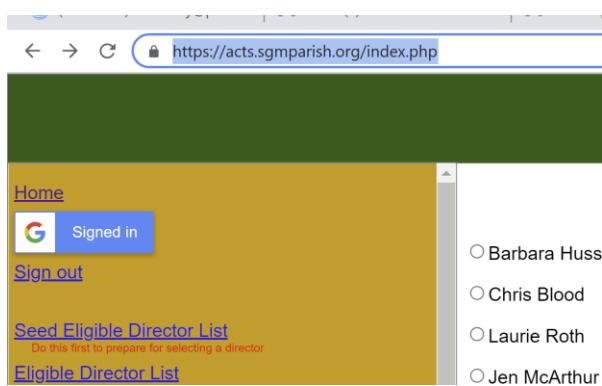
Anyone that needs to be marked as permanently inactive needs to be done through the Manipulate Database option explained in the Misc Reporting and Updates section.

## 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:



○ Barbara Huss  
○ Chris Blood  
○ Laurie Roth  
○ Jen McArthur

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

SGMAC

Select yourself

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

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:

Andrew, Christa
Axmacher, Barbara
Bauman, Gina
Bisch, Cathe
Cross, Julie
<b>Dykas, Kim</b>
Eilermann, Ann
Espe, Jessica
Carroll, Melissa

A nomination confirmation will be displayed:

Thank you for nominating the following individuals:

Eilermann, Ann

Dykas, Kim

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

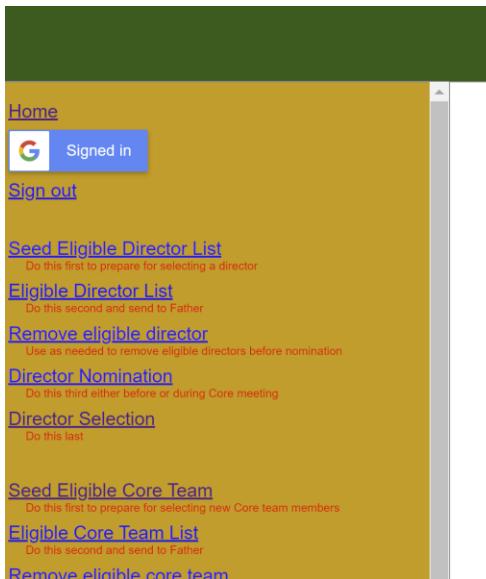
SGMAC

Select yourself

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

## 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:

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:

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- SGM ACTS Retreat Director Call List

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

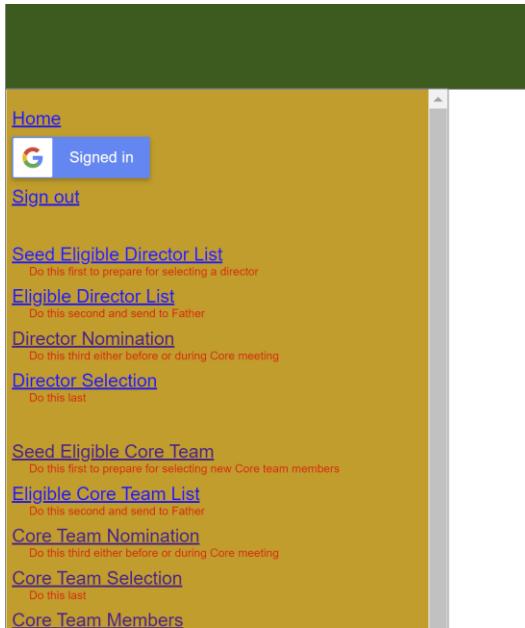
Lebeda, Laura	314-402-5688(c)
Haywood, Susie	314-330-8415(c)
Glunt, Jan	314-966-6629(h) 314-303-4644(c)
Hebrank, Jessie	314-608-2901(c)
Huber, Denise	314-909-5603(h) 314-302-8397(c)
Hedrick, Eileen	314-966-8208(h) 314-239-2506(c)
Scott, Janet	314-909-7705(h) 314-276-6919(c)
Lebeda, Laura	314-402-5688(c)
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)

© 2014 SGM ACTS

# Core Team Selection

## Seed Eligible Core Team

Select Seed Eligible Core Team:



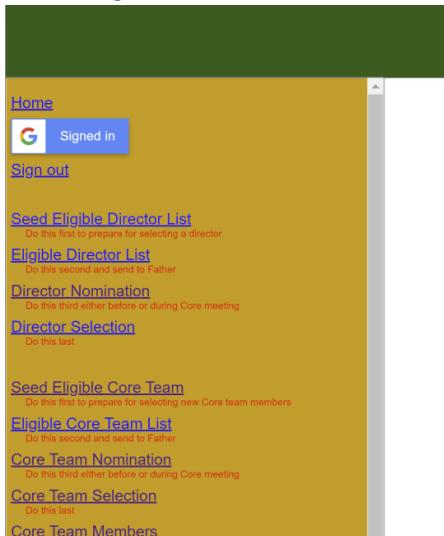
The screenshot shows a yellow-themed interface with a sidebar on the left. The sidebar contains links for 'Home', 'Signed in' (with a Google icon), 'Sign out', 'Seed Eligible Director List' (with a note 'Do this first to prepare for selecting a director'), 'Eligible Director List' (with a note 'Do this second and send to Father'), 'Director Nomination' (with a note 'Do this third either before or during Core meeting'), 'Director Selection' (with a note 'Do this last'), 'Seed Eligible Core Team' (with a note 'Do this first to prepare for selecting new Core team members'), 'Eligible Core Team List' (with a note 'Do this second and send to Father'), 'Core Team Nomination' (with a note 'Do this third either before or during Core meeting'), 'Core Team Selection' (with a note 'Do this last'), and 'Core Team Members'.

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:



The screenshot shows a yellow-themed interface with a sidebar on the left. The sidebar contains links for 'Home', 'Signed in' (with a Google icon), 'Sign out', 'Seed Eligible Director List' (with a note 'Do this first to prepare for selecting a director'), 'Eligible Director List' (with a note 'Do this second and send to Father'), 'Director Nomination' (with a note 'Do this third either before or during Core meeting'), 'Director Selection' (with a note 'Do this last'), 'Seed Eligible Core Team' (with a note 'Do this first to prepare for selecting new Core team members'), 'Eligible Core Team List' (with a note 'Do this second and send to Father'), 'Core Team Nomination' (with a note 'Do this third either before or during Core meeting'), 'Core Team Selection' (with a note 'Do this last'), and 'Core Team Members'.

## Remove Eligible Core Team

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

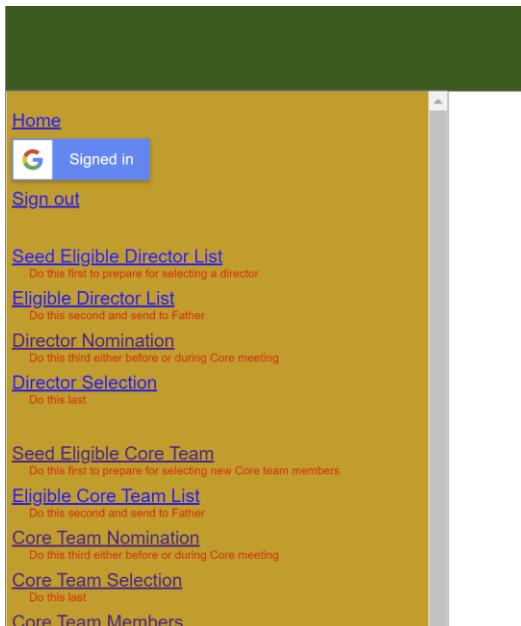
<small>Do this last</small>	
<a href="#">Seed Eligible Core Team</a>	<small>Do this first to prepare for selecting new Core team members</small>
<a href="#">Eligible Core Team List</a>	<small>Do this second and send to Father</small>
<a href="#">Remove eligible core team</a>	<small>Use as needed to remove eligible core team candidates before nomination</small>
<a href="#">Core Team Nomination</a>	<small>Do this third either before or during Core meeting</small>
<a href="#">Core Team Selection</a>	<small>Do this last</small>

Cavage, Cheri	<input type="button" value="Delete"/>
Collins, Angie	<input type="button" value="Delete"/>
Court, Bruce	<input type="button" value="Delete"/>
Cross, Bart	<input type="button" value="Delete"/>
Cross, Julie	<input type="button" value="Delete"/>
Cross, Susan	<input type="button" value="Delete"/>
Cusumano, Erin	<input type="button" value="Delete"/>
Cusumano, Sal	<input type="button" value="Delete"/>
Desits, Jeff	<input type="button" value="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:



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:

The screenshot shows a web application for SGM ACTS Core Team nominations. On the left, there is a sidebar with various links: Home, Signed in, Sign out, Seed Eligible Director List, Eligible Director List, Remove eligible director, Director Nomination, Director Selection, Seed Eligible Core Team, Eligible Core Team List, Remove eligible core team, Core Team Nomination, Core Team Selection, Core Team Members, and Core Team Reactions. The main content area is titled 'Select yourself' and contains a list of names with radio buttons next to them. The names listed are: Barbara Hussey (selected), Chris Blood, Laurie Roth, Jen McArthur, Peg Petralia, Jeff Sahm, Michael Helgeson, Anne Shultz, Steve Long, Nate Harris, Michael Stalka, and Steve Frey. A 'Continue' button is at the bottom of the list.

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

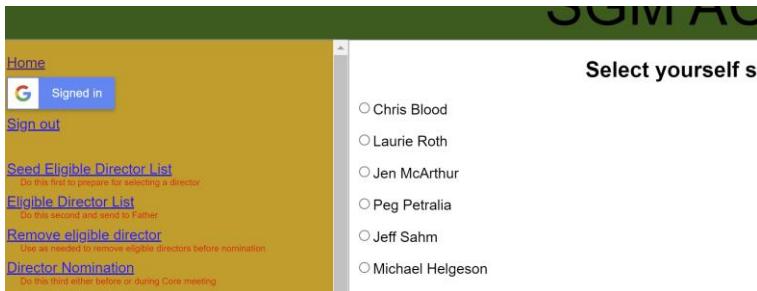
Bisch, Cathe

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:

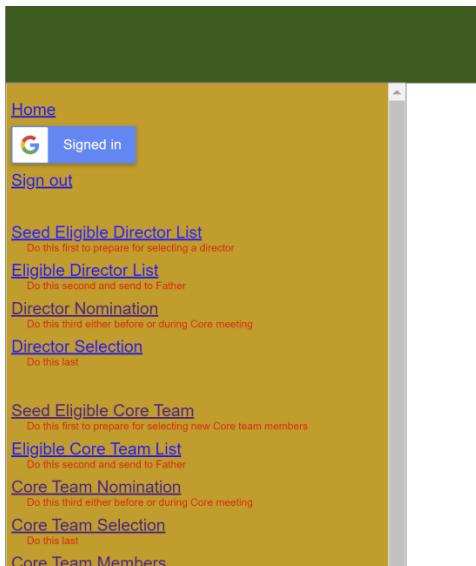


The screenshot shows a list of nominees on the right side of the screen. The nominees are:

- Chris Blood
- Laurie Roth
- Jen McArthur
- Peg Petralia
- Jeff Sahm
- Michael Helgeson

## Core Team Selection

Select Core Team Selection:



The screenshot shows a list of steps on the left side of the screen:

- 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 from the nominees:

email:

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

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:

email:

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

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:

[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**

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:

[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	<input type="button" value=""/>	10/01/2021	<input type="button" value=""/>	
Blood, Chris	Unassigned	11/03/2021	<input type="button" value=""/>	11/03/2021	<input type="button" value=""/>	

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

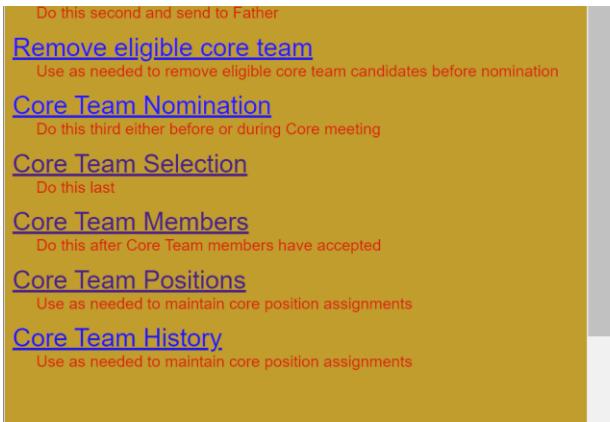
Blood, Chris	Core Team:Spiritual Coord	10/01/2021	<input type="button" value=""/>	11/03/2021	<input type="button" value=""/>	
Frey, Steve	Core Team:Retreat Supply	02/01/2020	<input type="button" value=""/>	11/03/2021	<input type="button" value=""/>	
Harris, Nate	Core Team:Retreat Support	02/01/2020	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

Refresh to verify everything is set correctly:

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

## 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:

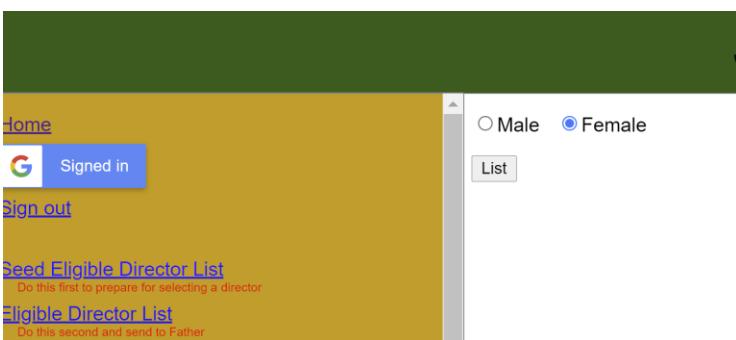
A	B	C	D	
1	Name	Role	Start Date	End Date
2	Andrew, Paul	Core Team:Spiritual/Activity Coord	2018-02-07	2021-10-01
3	Bisch, Mike	Core Team:Music Coord	2017-02-01	2019-02-01
4	Bisch, Mike	Core Team:Communications	2020-02-01	2020-02-01
5	Blood, Chris	Core Team:Spiritual/Activity Coord	2021-10-01	
6	Costello, 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:

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:

email: [bhussey@prodigy.net](mailto: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](mailto:bhussey@prodigy.net)

Kathy Court  
 Peg Kramer  
 Karen Stoeckel  
 Lisa Vorwerk  
 Susan Becker  
 Erin Cusumano  
 Marie McGeehan  
 Peggy Scott  
 Mary Ellen Shepard  
 Jeanne Sandheimrich  
 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 Foxleight 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	j pam1312@swbell.net	1312 Lidgate Drive Kirkwood, MO 63122
6 Mary Ellen Shepard		314-749-1393	meshepard26@gmail.com	1717 Derrymane Dr. Ballwin, MO 63021
7 Jeanne Sandheimrich		314-602-8627	jeanne.engert@gmail.com	406 George Avenue Kirkwood, MO 63122
8 Katie Dothage		314-393-6906	katidothage@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	Mm McGrath@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 Sunnystre 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

« »

## 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

Confirmation:

← → ↺ 🔒 acts.sgmpar

Retreat created

## Import Retreatants

After the retreat has completed, select Import Retreatants:

[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](#)

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

Men's retreat held on 2022-01-20 at St Louis, MO

Women's retreat held on 2021-11-18 at St Louis, MO

Men's retreat held on 2019-11-21 at Mercy

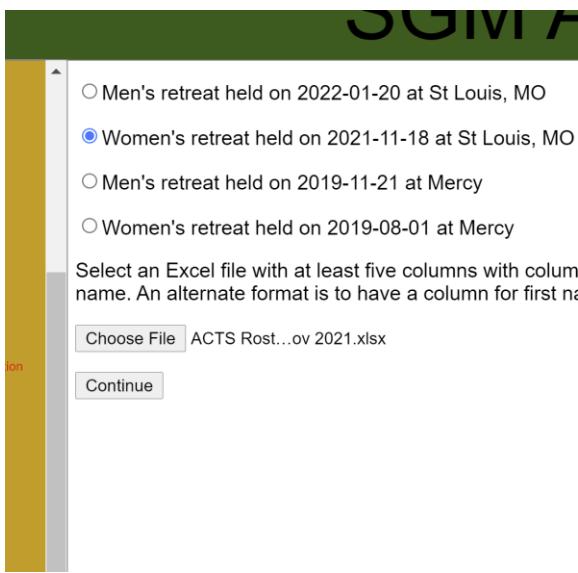
Women's retreat held on 2019-08-01 at Mercy

Select an Excel file with at least five columns with column name. An alternate format is to have a column for first name.

No file chosen

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
marjmc324@gmail.com
laurierothe@sbcglobal.net
b.frein@sbcglobal.net
dar3452@att.net
krstnrobert14@gmail.com
pamela_renschen@yahoo.com
jmarkowski167@gmail.com
ringwald393@sbcglobal.net
christaandrew85@gmail.com
taranoonan@yahoo.com
ganwerk@hotmail.com
Christine@charlesmeyerins.com
trekmartins@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

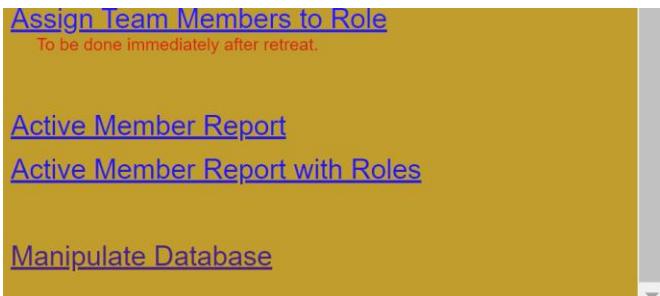
Christa Andrew	Table Facilitator-Assist	Agape-Lead
Susan Becker		
Chris Blood	Liturgy-Assist	Footwashing-Assist
Cheri Savage	Angel-Assist	Reconciliation-Assist
Susan Cross	Martha-Assist	Reconciliation-Assist
Kim Dykas	Co-Director	
Katie Francis	Angel-Assist	Stations/Mem Walk-Lead
Barb Frein	Liturgy-Lead	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:



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	<a href="#">Tell me more</a> 968 Burgundy Lane Ellisville, MO 63011 1957 Karlin Dr St. Louis, MO 63131 521 Taylor Young Dr. Kirkwood, MO 63122 12836 Stump St. Louis, MO 63131 13108 Doughtery Ridge Ct. St. Louis, MO 63131 13108 Doughtery Ridge Ct St. Louis, MO 63131
3	Alcott, Thetis	F		314-378-5024	thetis@luluthia.com	
4	Amann, Michael	M		314-276-2336	amannholdings@gmail.com	
5	Anderson, David	M	314-394-1017	314-346-2080	dmandrsn@hotmail.com	
6	Anderson, Karen	F		314-280-2306	klfree618@gmail.com	
7	Andrew, Christa	F	314-821-2182	314-603-7986	christaandrew85@gmail.com	
8	Andrew, Paul	M	314-821-2182		pcspandrew@sbcglobal.net	

## 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:



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	2018-03-22	Footwashing-Assist	No

## Manipulate Database

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



Enter login information and click Go:

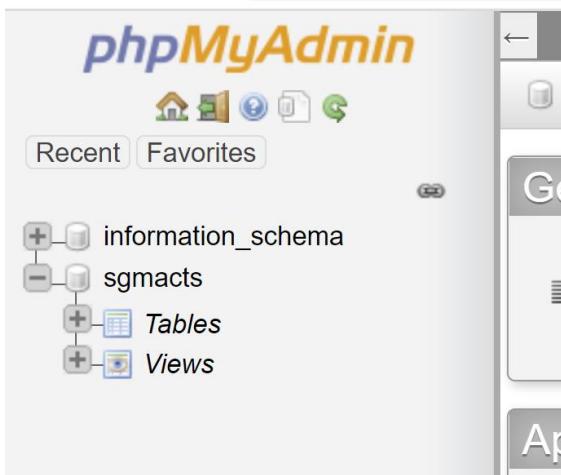
The screenshot shows the phpMyAdmin login page with the following fields:

- Language:** English (selected in a dropdown menu)
- Log in:** (button)
- MySQL Hostname:** zingg.iad1-mysql-e2-3a.dream
- Username:** sgmacts
- Password:** (redacted)
- Go:** (button)

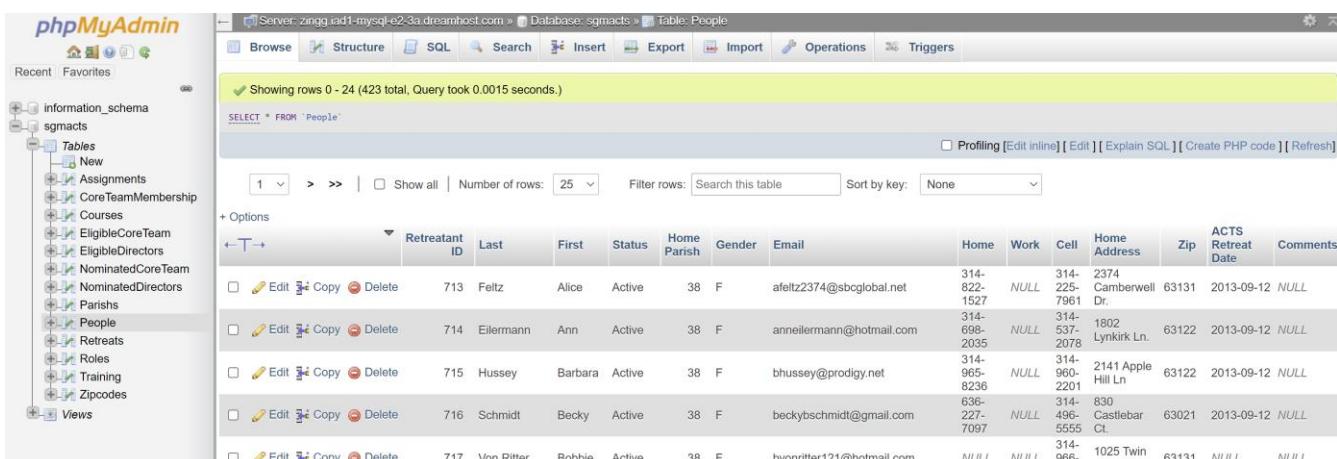
Click the + sign by the sgmacts database:



Click the + sign by Tables:

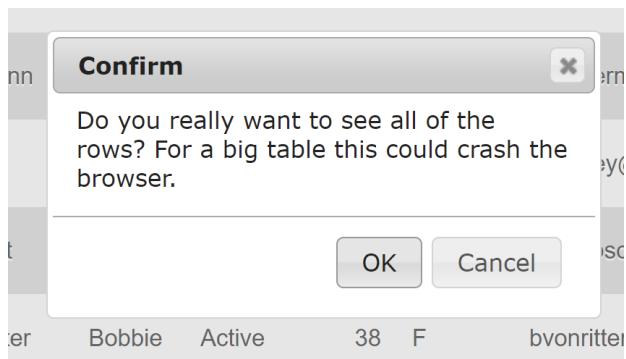


Select the People table (or other table you want to update). Then click the Show all box:

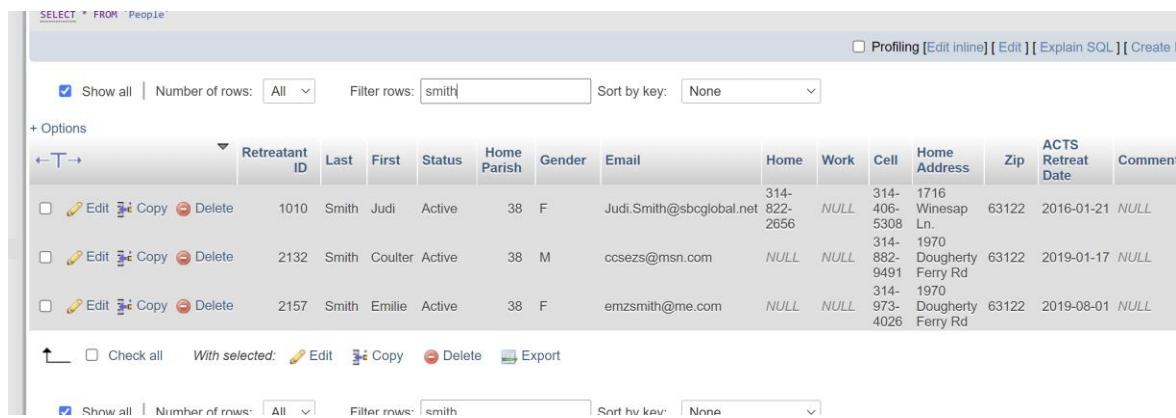


Retreatant ID	Last	First	Status	Home Parish	Gender	Email	Home	Work	Cell	Home Address	Zip	ACTS Retreat Date	Comments
713	Feltz	Alice	Active	38	F	afeltz2374@sbcglobal.net	314-822-1527	NULL	314-225-7961	2374 Camberwell Dr.	63131	2013-09-12	NULL
714	Eilermann	Ann	Active	38	F	anneilermann@hotmail.com	314-698-2035	NULL	314-537-2078	1802 Lynkirk Ln.	63122	2013-09-12	NULL
715	Hussey	Barbara	Active	38	F	bhussey@prodigy.net	314-965-8236	NULL	314-960-2201	2141 Apple Hill Ln	63122	2013-09-12	NULL
716	Schmidt	Becky	Active	38	F	beckybschmidt@gmail.com	314-227-7097	NULL	314-496-5555	830 Castlebar Ct.	63021	2013-09-12	NULL
717	Von Ritter	Bobbie	Active	38	F	bvonritter121@hotmail.com	314-1025 Twin Pine Dr	NULL	314-966-	1025 Twin Pine Dr	63131	NULL	NULL

Confirm you want to show all by clicking OK:

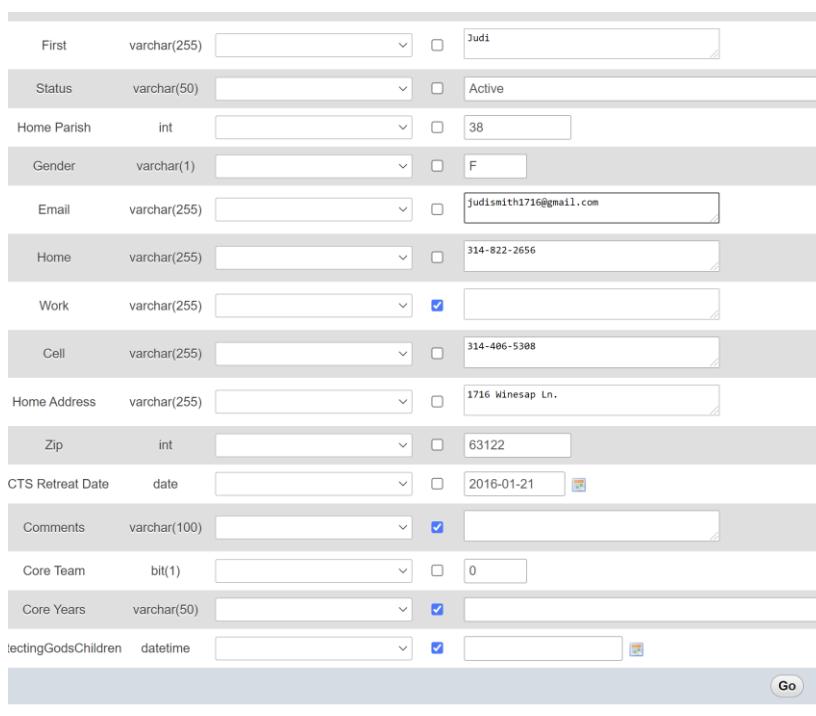


Type information in the Filter rows field to find the record you want to update. The rows will be reduced to items that fit your search criteria. Click the Edit button at the beginning of the row:



Retreatant ID	Last	First	Status	Home Parish	Gender	Email	Home	Work	Cell	Home Address	Zip	ACTS Retreat Date	Comments
1010	Smith	Judi	Active	38	F	Judi.Smith@sbcglobal.net	314-822-2656	NULL	314-406-5308	1716 Winesap Ln.	63122	2016-01-21	NULL
2132	Smith	Coulter	Active	38	M	ccsezs@msn.com	NULL	NULL	314-882-9491	1970 Dougherty Ferry Rd	63122	2019-01-17	NULL
2157	Smith	Emilie	Active	38	F	emzsmith@me.com	NULL	NULL	314-973-4026	1970 Dougherty Ferry Rd	63122	2019-08-01	NULL

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



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

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