Logon @ <a href="https://www.christadelphiansaustralia.org.au/ncc/admin/index.php">https://www.christadelphiansaustralia.org.au/ncc/admin/index.php</a>

View @ https://www.christadelphiansaustralia.org.au/ncc/admin/ecclesias.php

https://www.christadelphiansaustralia.org.au/ncc/admin/showforums.php

#### after logging in...

	Ecclesias Home	<b>03:34:42</b> PM Fri, 9 December 2022
HOME ECCLESIA DETAILS	FORUM DETAILS PUBLIC VIEW ECCLESIAL CONTACTS CALENDAR LOGOFF	
	Lastest News - Website developed June 2022 - For access by NZ Christadelphian Recorders • June 2022 - For User Guides and Training resources a link will be provided shortly	

#### 1. click on ECCLESIAL CONTACTS this function is also accessible within the Speaking Plan menu

# 2. add ecclesial members that require update access

Irstname:	Surname:		
none:	Mobile:	Email:	
Isername:	Password: 2022		
ddress:		Suburb:	Post Code:
	n 🗌 Public Talk 🗍 Exhort & Lecture 🗍 Ser	ninar 🔲 Bible Class 📄 Study Weekend 🔲	No. of Appointments:
ecorder Speaker Exhortation			reponitionito.
ecorder Speaker Exhortation			
lotes		Update Access 🗹 Acces	ss Calendar Access Speakers
Notes		Update Access 🗹 Acces	ss Calendar Access Speakers

<b>Ecclesial Role</b>	Roles to tick	Update Access	Access Calendar	Access Speakers	none
Secretary / Recorder	Secretary +	$\checkmark$	$\checkmark$	$\checkmark$	
Speaker	Speaker +	×	×	×	$\checkmark$
Speaking Planner	Assist Secretary	×	×	$\checkmark$	
Calendar	Assist Secretary	×	$\checkmark$	×	
Member	whatever is applicable	×	×	×	$\checkmark$

# 3. with a "Username" and "Password", the contact can log into the app using the same URL link

	Surname:		
no:	Mabila:	Email:	
name:	Password: 2022		
<del>6</del> 55.		Suburb:	Post Code:
North Island	Country: New Zealand		
order 🗌 Speaker 📄 Exhc	ortation Public Talk Exhort & Lecture Seminar	Bible Class Study Weekend	No. of Appointments:
			alendar Access Speakers
S	1.	Update Access 🗹 Access C	

passwords can be made up of letters (both uppercase and lowercase), numbers, and if desired, should be limited to include only the following special characters  $\sim$  . ! @ # \$ % ^ \* - + =

# 4. don't forget to click on "Add Contact" or "Update" (when editing an existing Contact)