

# Access

The link to the online system is:

[www.christadelphiansaustralia.org.au/nccplan/index.php](http://www.christadelphiansaustralia.org.au/nccplan/index.php)

Please contact your Secretary /Recorder if you do not know your **Username** or **Password**. They can set up your login access. Your Username is usually your email address. You can change this (if you wish), as well as your Password, at any time, after you have logged in. For your password, there are a number of special characters that should be avoided. You can however use the following ~ . ! @ # \$ % ^ \* - + =

# Menu

Quick - in 4 Steps

## Speaker Plan Options

Name (Ecclesia)

My Contact  
Details

Ecclesias I  
can Attend

Dates I am  
Unavailable

Notes for  
Ecclesias

My  
Appointments

Exit

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1

4

### Update:

- Your maximum N° of appointments for the next planning period (0 = none) based on your ecclesial group selections
- 2 main ecclesial groups (see list below and the button "Ecclesias I can Attend")
- You can also change your access logon Password if you wish

### Select:

- Tick all the dates that you are **unavailable** for whilst you also review the Ecclesial & Common dates listings (on the right hand side of the page)

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For each screen, after any changes, click on the Save button.

Exit

**Group 1:** Blue Mountains, Boolaroo, Cabramatta, Camden, Campsie, Castle Hill, Charlestown, Doonside, Gosford, Hunter Valley, Hurstville District, Moorebank, Punchbowl, Riverwood, Shaftesbury Road, Southlakes, Sutherland, The Watagans, West Ryde, Yagoona

**Group 2:** Toronto

**Group 3:** Regional

# Menu

## Speaking Plan

My Appointments:  
• After the plan is generated you can view your bookings

### Speaker Plan Options

Name (Ecclesia)

My Contact  
Details

Ecclesias I  
can Attend

Dates I am  
Unavailable

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Ecclesias

My  
Appointments

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Exit

#### Update:

- Your contact details
- **Your maximum N° of appointments for the planning period (0 = none) across groups**
- Your access logon (email address) & your password

#### Select:

- Tick all the Ecclesias that you are willing to Speak at
- This adjusts your group availability
- If you are unsure of this selection please discuss it with your Secretary / Recorder

#### Select:

- Tick all the dates that you are **unavailable** for appointments
- Please review the Ecclesial & Common dates listings (on the right hand side of the page)
- You can maintain dates for future years

#### Update:

- Special topics
- Other services
- Requirements
- Conditions: **for example add "By ZOOM only" or "By ZOOM and by Visits" or "Can play a piano"**

For each screen, after any changes, click on the Save button

# Number of Appointments

## Update My Contact Details

Name (Ecclesia)

My Contact Details | Ecclesias I can Attend | Dates I am Unavailable | Notes for Ecclesias | My Appointments | Exit

Speaker

Contact Details

**Services**

- Exhortation
- Lecture (only)
- Double = Exhort + Seminar or Lecture \*
- Seminar (only)
- Study Weekend (indicate your willingness)
- Bible Class (indicate your willingness)

Firstname: \_\_\_\_\_  
 Surname: \_\_\_\_\_  
 Ecclesia: **Sutherland**  
 Phone: 9599 9999  
 Mobile: 0404 999 999  
 Email: name@gmail.com  
 SMS: 0404 999 999  
 Fax: \_\_\_\_\_  
 Services I can provided:  
 Exhortation    Lecture    Double - Exhort & Lect  
 Seminar    Study Weeken    Bible Class  
 Address: 1 First Street  
 Suburb: Sydney  
 State: NSW  
 Post Code: 2000  
 Password: 2018  
 Ecclesial Group: Group 1 (19)   Group 2 (1)   Group 3 (0)  
 No. of Appointments (max.): 6   1

Your Logon Account

Your Password

Maximum number of appointments by Group (0=none)

- Goup 1:**
- Blue Mountains
  - Boolaroo
  - Cabramatta
  - Camden
  - Campsie
  - Castle Hill
  - Charlestown
  - Doonside
  - Gosford
  - Hunter Valley
  - Hurstville District
  - Moorebank
  - Punchbowl
  - Riverwood
  - Shaftesbury Road
  - Southlakes
  - Sutherland
  - The Watagans
  - West Ryde
  - Yagoona
- Group 2:**
- Toronto
- Group 3:**
- Regional

Group 1 (19) means nineteen Group 2 ecclesias are ticked as available to attend with a max of 6 appointments  
 Group 2 (1) means one Group 2 ecclesia is ticked as available to attend with max of 1 appointment

Save My Changes

Click to SAVE your changes

\* **Double** indicates that you are willing to have 2 activities on the same day for all of your available appointments. **This is at the booking Ecclesia's discretion.** Similarly for a Lecture or Seminar. Please bear this in mind when you set your maximum number of appointments.

# Menu

View your plan

Speaking Plan

## Speaker Plan Options

Name (Ecclesia)

My Contact  
Details

Ecclesias I  
can Attend

Dates I am  
Unavailable

Notes for  
Ecclesias

My  
Appointments

Exit

Click  
here

View your plan once you have been informed that the plan has been completed (usually late April or late October)

# Support Contacts

Speaker Plan Options				Name (Ecclesia)	
My Contact Details	Ecclesias I can Attend	Dates I am Unavailable	Notes for Ecclesias	My Appointments	Exit

