Process Flow

HOME	**SPEAKING PLAN**	VIEW PLAN	VIEW CONTACTS

Start

The plan process commences in April or October where all Ecclesias will initially update their Speaker additions and Speaker availabilities. **This is prior to entering the planning requirements.** This initial step is intended to allow everyone to see who is really available for selection for the current planning period. Please note that temporary Speaker removals can be achieved by a zero (0) availability. Speaker transfers or permanent Speaker removals must be arranged through the Plan Administrator.

Access

The link to the online system is:

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

Please contact the Plan Administrator if you do not know your Username (generally your email address) or your Password.

To allow each of your Speakers to complete their own planning requirements you must create a logon Username and Password for each Speaker on the "Speaker Details" page. This is achieved by updating each Speaker's **Logon Name** (with their Email address) and a **Password**. They would use the same link above to access the online system.

Click on SAVE after any changes

HOME **SPEAKING PLAN** VIEW PLAN VIEW CONTACTS

SAVE

Click on the SAVE button after any changes

Save Speakers Selections

To review ecclesial selections

HOME	SPEAKING PLAN	VIEW PLAN	VIEW CONTACTS

Step 1 Setting Up	Step 2 Incoming	Step 3 Outgoing	Step 4 Limits	Step 5 End
Set Up	Incoming Speakers	Speaker Dates	**Ecclesial Selections for Speakers**	Indicate Ready for Plan Run
Dates for Ecclesial Activities	Setting Dates for Incoming speakers		Speaker Availability	
Speaker Details	Set No. Incoming Appoints Requested		Appointment Limits	

Click on "Ecclesial selections for Speakers""

To alter the ecclesias that a Speaker is available to speak at, select this function, then select the Speaker's name and then tick the ecclesias that the Speaker is available for. Once complete click on "Save Speakers Selections".

To review Speaker availabilities

HOME	SPEAKING PLAN	VIEW PLAN	VIEW CONTACTS	
Step 1 Setting Up	Step 2 Incoming	Step 3 Outgoing	Step 4 Limits	Step 5 End
Set Up	Incoming Speakers	Speaker Dates	Ecclesial Selections for Speakers	Indicate Ready for Plan Run
Dates for Ecclesial Activities	Setting Dates for Incoming speakers		Speaker Availability	
Speaker Details	Set No. Incoming Appoints Requested		Appointment Limits	

Click on "Speakers Availabilities"

To alter a Speaker's maximum available appointments, select this function. A Speakers availabilities are based on which ecclesias the Speaker has selected (and the resulting geographic groups those ecclesias are in). Enter the maximum appointments available for each Speaker for each geographic group. Once complete click on "Save".

To review Speaker availabilities

HOME	SPEAKING PLAN	VIEW PLAN	VIEW CONTACTS

Step 1 Setting Up	Step 2 Incoming	Step 3 Outgoing	Step 4 Limits	Step 5 End
Set Up	Incoming Speakers	Speaker Dates	Ecclesial Selections for Speakers	Indicate Ready for Plan Run
Dates for Ecclesial Activities	Setting Dates for Incoming speakers		Speaker Availability	

Current ecclesial Group designations:
SYDNEY: Blue Mountains, Boolaroo, Cabramatta, Camden, Campsie, Castle Hill, Chatswood, Doonside, Gosford, Hunter Valley, Hurstville, Kemps Creek, Moorebank, Punchbowl, Riverwood, Shaftesbury Road, Southlakes, Southern Highlands, Sutherland, The Watagans, West Ryde, Wollongong, Yagoona
NEWCASTLE: Charlestown and Toronto

Speaker Dates

HOME	SPEAKING PLAN	VIEW PLAN	VIEW CONTACTS

Step 1 Setting Up	Step 2 Incoming	Step 3 Outgoing	Step 4 Limits	Step 5 End
Set Up	Incoming Speakers	Speaker Dates	Ecclesial Selections for Speakers	Indicate Ready for Plan Run
Dates for Ecclesial Activities	Setting Dates for Incoming speakers		Speaker Availability	
Speaker Details	Set No. Incoming Appoints Requested		Appointment Limits	

If they are known, update each Speaker's dates (by ticking the dates that they are __NOT__ available for and reviewing the calendar on the pages right hand side as well as dates of known ecclesial events).

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To add or modify a Speaker

HOME	SPEAKING PLAN	VIEW PLAN	VIEW CONTACTS	
Step 1 Setting Up	Step 2 Incoming	Step 3 Outgoing	Step 4 Limits	Step 5 End
Set Up	Incoming Speakers	Speaker Dates	Ecclesial Selections for Speakers	Indicate Ready for Plan Run
Dates for Ecclesial Activities	Setting Dates for Incoming speakers		Speaker Availability	
Speaker Details	Set No. Incoming Appoints Requested		Appointment Limits	

Click on "Speaker Details"

To add a Speaker

HOME   SPEAKING PLAN   VIEW PLAN   VIEW CONTACTS

Step 1 Setting Up

Set Up

Dates for Ecclesial Activities

Speaker Details

Add a Speaker

To add a new Speaker click on "Add a Speaker" and complete their details

Click on SAVE when complete

SAVE

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To modify a Speaker

HOME SPEAKING PLAN VIEW PLAN VIEW CONTACTS

Step 1 Setting Up

Set Up

Dates for Ecclesial Activities

Speaker Details

To modify an existing Speaker, click on their name and then update their details.

Click on SAVE after each change

SAVE

Speaker conditions

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Step 1 Setting Up

Set Up

Dates for Ecclesial Activities

Speaker Details

In "Other options" add conditions, requirements or other services. For example "By ZOOM only", "By ZOOM and by Visit", "Plays a piano", "Requires a data projector", "Prophecy focused". For Passwords, avoid using special characters.

Click on SAVE after each change

SAVE

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That's all at this stage

HOME	SPEAKING PLAN	VIEW PLAN	VIEW CONTACTS	
Step 1 Setting Up	Step 2 Incoming	Step 3 Outgoing	Step 4 Limits	Step 5 End
Set Up	Incoming Speakers	Speaker Dates	Ecclesial Selections for Speakers	Indicate Ready for Plan Run
Dates for Ecclesial Activities	Setting Dates for Incoming speakers		Speaker Availability	
Speaker Details	Set No. Incoming Appoints Requested		Appointment Limits	

If you wish you can continue to do the rest of your planning (Ecclesial Dates, Incoming Speakers selections, Incoming Dates, Speaker Dates etc).

Process Flow

1 In April or October each Ecclesia will advised by the Planning Administrator of the period for updating the planning data.

2 During the planning period you may receive an email advising that one of your Incoming Speaker selections is no longer available. You can add another Incoming Speaker selection if you wish.

3 Once all Ecclesias have completed entering their plan requirements, a Speaking Plan will be generated and made available through the online system.
Time to check all Speaker contact details are current.

Menu Summary

HOME	SPEAKING PLAN All the planning tasks	VIEW PLAN View / download the generated plan	VIEW CONTACTS Listing of contact details

Step 1 Setting Up	Step 2 Incoming **For visiting Speakers**	Step 3 Outgoing **Speaker / ecclesial dates**	Step 4 Limits **Speaker and ecclesial limits**	Step 5 End
Set Up Setup details, logon access, contact, geographic groups	**4** Incoming Speakers Prioritise visiting Speaker proposals (2-3 times more than your total number)	**7** Speaker Dates Select dates Speakers are unavailable for	**9** Ecclesial Selections for Speakers Select ecclesias that Speakers are available for	**8** Indicate Ready for Plan Run Review data report, set finished planning flag (but can continue adjusting)
Dates for Ecclesial Activities **3** Enter special ecclesial dates and activities	**5** Setting Dates for Incoming speakers Prioritise/randomise (not sequential) dates for Speaker proposals **(set as many days as is possible)**		**1** Speaker Availability Speakers total number of appointments	*Number indicates normal sequence*
Speaker Details **2** Add new and update existing Speakers	**6** Set No. Incoming Appoints Requested Total number of Visiting Speakers desired		Appointment Limits Set limits / rules on incoming and outgoing appointments	

Link: https://www.christadelphiansaustralia.org.au/ncc/admin/index.php

Logon Name (generally your email address)

General rule is to select between 2 and up to 3 times the number of incoming Speakers (see 4) than your requirement limit (6) & as many dates randomised (5) as is possible

Plan Steps - overview

Step 1 – Setting Up

* Set up the screen font and font size (to make it easier for you to read).
* Adjust your contact details to make it easier to contact you.
* Record any dates of significance to your ecclesia (camps, study weekends, Bible schools etc)
  that you want to work around.
* Add Speakers or modify your Speakers contact as well as their individual access if desirable.
* Set Geographic Groups accessible by your ecclesia.

Step 2 – Incoming

* Select who you would like to invite to your ecclesia (on the first pass through mark the entry field and on the
  second pass through assign a sequential priority, noting how many appointments they each have available.
* Select what dates you would like to have filled by assigning a priority order. **NB** by spreading the date priority
  randomly throughout the 6 months will generally spread your incoming appointments throughout the 6 months
  as well.

Step 3 – Outgoing

* Select what dates your Speakers are unavailable to speak on.

Step 4 – Limits

* Set which ecclesias your Speakers are available to speak at.
* Enter a maximum number of external appointments each of your Speakers are willing to perform.
* Set limits on same day and consecutive appointments and how many of your Speakers are away at the same time.

Step 5 – The End

* Record when you are happy with the planning entries you have made.
* Review a summary report of your selections.
* Once all Ecclesias have finalised their planning entries then the plan will be generated.

Support Contacts

HOME SPEAKING PLAN VIEW PLAN VIEW CONTACTS

Enquiries
- enquiry@christadelphiansaustralia.org.au

Coordinator
- speakingplan@gmail.com