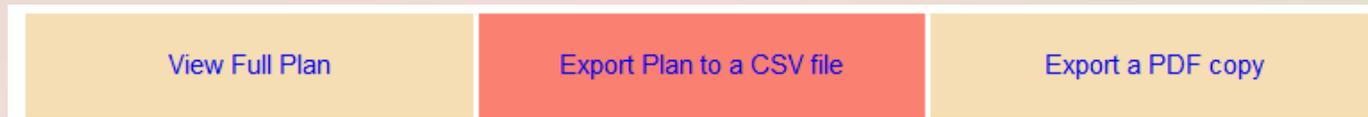


View Plan

Once the Plan Administrator has advised that the Speaking Plan has been run then click on the “View Plan” menu item to view your Speaking Plan.



You can export or download your Speaking Plan as a CSV file (for MS Excel etc) or as a PDF file (portable document format).



There is also an option to view the Full Speaking Plan (for all Ecclesias) or review previous Plans (click on the “← Previous” button).

Additionally there is an **optional** report that will be made available that lists Speakers who have not been fully utilised during the planning process. If you would like to make a manual booking from this report for any of the Speakers listed then please contact the Speakers’ Recorder / Secretary as soon as possible.