

## Guidance for those in the ' Plan Contacts' group

The gathering of information regarding the special arrangements that churches have made for special occasions or invited preachers,

is an essential part of the Plan Making process.

It is essential that you use the **Chrestos** tools to put in your church's information as it will help to avoid any data being lost or misunderstood.

If you are unable to do this email the Website editor with your details, but the procedure is simple..

When successfully logged into the **Cloud** select the '**Churches**' Icon.

Scroll down the list and select your church, you will then see a dialogue box; where you can make changes.

This box has **3 selectable tabs at the top:**

**Basics:** This shows service times – **please do not change them-** even if you think they are wrong

**Contacts:** Please ensure that the **Website Contact Details** are adequate and up to date.

**Details:** Please enter the details of Hymn books, Bibles etc that are available.

In '**Plan notes**' add details of special Services\_which deviate from your 'normal' Sunday Service

e.g. time or venue changes and details of Visiting Preachers **not** listed on CHRESTOS.

**Cloud Notes** can be ignored or used as an 'aide memoire' which will not be published in any other location

If you have no information to add please put '**NONE**' in the box.

**DO not forget to 'SAVE' you work.**

