

# Welcome to World Mission's Online Itineration Calendar!

---

In addition to this user guide, there are short videos explaining different steps on the quiet site at <http://www.presbyterianmission.org/ministries/missionpersonnel/interpretation/>.

By way of introducing this tool, let's look at some questions and answers. If after reading this, viewing the videos and exploring the calendar you have additional questions, please contact Rachel Anderson.

## **When should I use and not use this calendar?**

If you are able to access this calendar in your country of service, keep it up-to-date. If you are unable to use it in your country of service, plan to have it up-to-date no later than 14 days after entering the US. This is the only way the Funds Development Ministry Team and World Mission staff will know of your activity, so it is in everyone's benefit for you to enter the events as soon as you are aware of them. It is fine if you do not have all the information in the beginning, just add more later.

It is meant to organize, communicate, record and report on itineration events only. Do not use it for your general work calendar.

## **I don't want to maintain several calendars. Can I sync them?**

Yes. To sync with your Outlook, Google, iCal, etc., use the link [wm.pcusa.org/events/latest/feed/](http://wm.pcusa.org/events/latest/feed/). The IT department has said that syncing calendars is different based on each individual computer's hardware and software; therefore there may be cases in which this is not possible.

You will notice that the synced calendar will not display the full information. Therefore, still use this one to enter or edit events.

## **Who will see my events?**

You will see your events and any events about which the Office of General Assembly is aware, such as presbytery meetings. Other mission co-workers will not see your events.

In addition to you, the Funds Development Team will see your events and notes. They will also check the "FDMT follow up" box if they follow up with a host based particularly on this event, in which case they should also add a note in the "Event Report" section. Otherwise, no one will make changes to your event.

Finally, Louisville-based World Mission staff will have access to view all events. In the future regional liaisons will also be able to see all events, not only their own.

Pastors, presbytery and synod staff, etc. do NOT have access to this tool and will not see any of it.

## We are a couple and are assigned 2 online calendars. How are we to use them?

Please only use one calendar – the one associated with the person whose name is first in the alphabet. Then, if only one of you is attending the event, add that person’s name in the “Event Name” category. Because the calendars are created based on a list of mission personnel pulled from another database there is no way for the calendar to understand to combine calendars.

---

## Note on “Activity” from page #5

There are four types of activities or events listed. The most commonly used one is “IA Event.” Therefore it is shown in detail in this guidebook. Let’s look at the differences between them here.

1. **IA Event** – Any event in which you are meeting with an individual, congregation, presbytery, synod, seminary, etc. for the purpose of interpretation while you are in the US. This does not include your personal or general work calendar.
2. **Enter/Exit USA** – Use this as one event that begins when you enter the US and ends when you exit the US. After creating this event, there should be one green banner across the entire time you are in the US. Mark the days that you are entering and exiting the country. UPDATE  
August  
2013.
3. **Leave** – This covers time in which you are in the US but not available for IA, such as vacation, family-medical leave, etc. Remember to discuss this leave with Ben Albers on the Mission Personnel Team. Entering the dates here is for itineration availability only, not for official notification.
4. **US Based Staff** – This category refers to itineration events made by World Mission and Funds Development US based staff. MCWs should not use this category. UPDATE  
October  
2013.
5. **Other** – This would be rare. But if there is a reason that does not fit into the other categories, use this option. Again, please remember not to use this calendar for your general work/appointment calendar. In other words, “other” does not mean lunch with Uncle Joe or a Skype meeting with the global partner back in your country of service.

# Logging On

---

**Use [wm.pucsa.org](http://wm.pucsa.org). Do NOT use "www".**

PRESBYTERIAN MISSION AGENCY  
WORLD MISSION ITINERATION

Name

Password

[Get help](#)

*Enter your username  
and password.  
Click "Sign In"*

You should have received your username and password in an email from Rachel Anderson on May 31, 2013 or during new mission co-worker orientation. If you cannot remember it, email Rachel at [rachel.anderson@pcusa.org](mailto:rachel.anderson@pcusa.org).

**USERNAME:**

---

**PASSWORD:**

# Home Page

This is your information page. You are not able to change any of this information. If anything is incorrect, let Rachel know at [rachel.anderson@pcusa.org](mailto:rachel.anderson@pcusa.org).

The screenshot shows a user profile for Rev Ho Ban. The page includes a header with 'Home' and 'Mission Coworker' tabs. The profile section contains contact information, status (MCW), and a '+ CONTACT' button. Below this is the 'Upcoming events' section, which currently shows 'No Events Scheduled' and a 'See Rev Ho Ban calendar' button. The 'Service' section lists details like 'Area: Asia and Pacific', 'Country of Service: China', and 'Global Partner: HI Tech Vocational School'. There is also a 'Service History' table with columns for 'Country' and 'Years', showing 'China'. The 'Additional Information' section includes a link to the PCUSA webpage. At the bottom, there are links for 'Logout', 'Search', and 'Get help'. Four callout boxes provide instructions: one points to the '+ EVENT' button, another to the 'Generate events report' button, a third to the 'See Rev Ho Ban calendar' button, and a fourth to the 'Search' link.

Home » Mission Coworker

## Rev Ho Ban

+ EVENT

Lalimelan Gong Yu 102-2-12-1  
San Yi Jie 8 hao, Hunnan Xin Qu  
Shenyang 110168 PRC (CN)  
Mobile: ☎ 847/271-0889  
Email: ho.ban@pcusa.org

Status  
MCW

+ CONTACT

### Upcoming events

Generate events report

No Events Scheduled

See Rev Ho Ban calendar

### Service

Area  
Asia and Pacific

Country of Service  
China

Global Partner  
HI Tech Vocational School

Service History

Country	Years
China	

### Additional Information

PCUSA webpage  
<http://www.presbyterianmission.org/ministries/m>

Logout | Search | Get help

You can click "+ Event" from several screens to add something to your calendar. However, it is faster to do so after searching for the host.

Click "Generate Events Report" create an printable spreadsheet of your events.

Click "See (your name) calendar" to view your calendar plus PCUSA events.

**SHORTCUT:** Search for your congregation or presbytery, then click "+Event". The congregation or presbytery will automatically be attached to that event, saving you from scrolling through all 10,000 congregations.

# Searching

After you are logged in, this menu will be at the bottom of every screen.

A horizontal navigation bar with a light blue background. It contains three links: "Logout", "Search", and "Get help", separated by vertical bars. Below the bar, two callout boxes with dark red borders and white backgrounds point to the "Search" link. The first callout box contains the text: "Click 'Search' to look up a congregation, presbytery, seminary, or synod". The second callout box contains the text: "Creates an email to Rachel Anderson".

A screenshot of the Presbyterian Mission Agency website's search interface. At the top left is a logo of three leaves. To its right, the text "PRESBYTERIAN MISSION AGENCY" and "WORLD MISSION ITINERATION" is displayed. Below this is a navigation bar with "Home »" and a "Search" button. The main search area contains three input fields: "Search by name", "by city", and "by state". Below the "Search by name" field are two buttons: "Search" and "View the calendar". At the bottom of the page is a navigation bar with "Logout | Search | Get help". Below the screenshot, three callout boxes with dark red borders and white backgrounds point to the search fields. The first callout box points to the "Search by name" field and contains the text: "Search by congregation, presbytery, synod or seminary." The second callout box points to the "by city" field and contains the text: "Search by city". The third callout box points to the "by state" field and contains the text: "Search by State". Below these three callout boxes is a larger callout box with a dark red border and white background containing the text: "If the search does not produce the desired result, try searching by just the first few letters only."

Home » **Search**

Search by name

**Search** **View the calendar**

### Congregations

Name	Location
<a href="#">Adirondack</a>	Lake Clear, NY 12945-0178
<a href="#">Western Adirondack</a>	Star Lake, NY 13690-

Logout | Search | Get help

*The search will provide a list of all possibilities. Click the one related to the event you are creating.*

Once you have selected the host, their information screen will appear.

Home » **Adirondack**

## Adirondack Congregation

PO Box 178  
Lake Clear, NY 12945-0178  
518-891-5638  
Presbytery: Northern New York  
Synod: The Northeast

**Contacts**

Logout | Search | Get help

*Click "+ Event" and your event will automatically be linked to this congregation as the host.*

**+ event**

# Adding an IA Event (top of screen)

**PRESBYTERIAN MISSION AGENCY**  
**WORLD MISSION ITINERATION**

Home » **Add Event**

**Add an event**

Activity

- IA Event
- Enter/Exit USA
- Leave
- US-based Staff
- Other

Host \*

Congregation  
Please Specify \*

-----

Order resources package from World Mission (2 weeks lead time required)

Event name \*

Address

City

State

Postal code

Start date \*

MM/DD/YYYY

HH:mm

End date

MM/DD/YYYY

HH:mm

Type of event (Check all that apply)

- Pre-Presbytery Event
- Presbytery Meeting
- Preaching
- Minute for Mission
- Sunday School - Adult
- Sunday School - Youth
- Sunday School - Children
- Mission Committee Meeting
- Prayer Meeting
- Meal and Presentation
- Presbyterian Women
- Skype
- Other

Follow up (Check all that apply)

Thank You Card

Select event types (See page 2 for details)

Enter date and time. (A start date is required.)

Select all events related to this host and day.

If you have not already connected this event with a host by beginning on the host's information page, you will need to name the host here. Select host type and name. (The address for congregations, presbyteries, etc. will register automatically but will NOT show on this screen.)

Check this box to have resources (your prayer cards, profiles and more) sent automatically to the host. If you need the resources sent to another location, do not check this box but instead email Nicole at [nicole.gerkins@pcusa.org](mailto:nicole.gerkins@pcusa.org). 2 weeks advances notice is required!

# Adding an IA Event (bottom of screen)

The screenshot shows a web form for adding an IA Event. On the left, there are input fields for 'Web site', 'Contact Name', 'Phone', 'Mobile', 'Email', and 'Alternate Email'. Below these is a 'Purpose of event' text area. On the right, there is an 'MCW Notes' text area, a section for 'Should a FDMT member follow up?' with three radio button options, and an 'Event Report' text area. A 'Save' button is located at the bottom left. Several callout boxes with red borders provide instructions: one for 'MCW Notes', one for 'Purpose of event', one for the 'yes' options in the follow-up section, one for the 'Event Report', and one pointing to the 'Save' button.

Web site

Contact Name

Phone

Mobile

Email

Alternate Email

Purpose of event

MCW Notes (These are your own notes; however, they can be seen by other World Mission & Funds Development staff.)

Should a FDMT member follow up? \*

- No need to follow up at this time
- Yes, contact ASAP (within 2 weeks)
- Yes, contact when time permits (within 3 months)

If yes, who should be contacted and why? Include any details that could help Funds Development follow up appropriately.

Event Report (These notes will be added to the main PCUSA database, Raiser's Edge.)

Save

***"MCW Notes" are for your own notes. They can be seen by others in WM, but will not be part of a report.***

***"Purpose of event" area is for your own notes. They can be seen by others in WM, but will not be part of a report.***

***If you checked one of the "yes" options above, note here who to contact, how to reach the person, and why you feel follow up in needed.***

***The "Event Report" is to record out of the ordinary aspect of the event that would be good to note for the future. This will be part of an official record within the center.***

***If you mark one of the "yes" options, an auto email is sent to FDMT informing them of your requested follow up.***

***DON'T FORGET TO SAVE!***

# Viewing Your Calendar

From the home page, click “See (your name) calendar” at the bottom of the “Upcoming Events” section.

Your IA events are in dark blue. Click it to see your event details, make changes or delete the event.

PCUSA events are in light blue

This is a key to all the colors on the calendar. (They are not links.)

PRESBYTERIAN MISSION AGENCY  
WORLD MISSION ITINERATION

Home > Event Calendar

Rev Ho Ban

today January 2014 month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Legend: IA (Dark Blue), Green/US (Light Green), LA (Orange), UG (Purple), Other (Pink), PC (USA) (Light Blue)

# View an I.A. Event

From your calendar view, click on the dark blue box that is the event you want to view, change, update or delete.

**PRESBYTERIAN MISSION AGENCY**  
**WORLD MISSION ITINERATION**

Home » Adirondack Congregation » **Event detail**

**mission committee** Edit

**Mission Coworker**  
Rev Ho Ban

**Associated with**  
[Adirondack Presbyterian Church \(Lake Clear, NY\)](#)

**Date**  
Jan. 8, 2014

**Location**  
PO Box 178  
Lake Clear, NY 12945-0178

**Description**  
discuss short term mission opportunities.

**Host**  
Congregation

**Type of event**  
Mission Committee Meeting, Meal And Presentation

**MCW Notes**  
3 miles past the firehouse.  
When there last year, preached the "Water and Wine" sermon.  
Pastor's 2 kids: Mary and Peter.

**Event Report**  
The pastor is struggling with a small group of elders who want to leave the PCUSA. However, they are committed to WM and want to know more about how to stay in relationship with WM if the church does leave.

Logout | Search | Get help

*Click "Edit" to **change** or **delete** the event. (The delete button is in the bottom right corner of that screen.)*

*Click to see information on the host.*

*Will be added to the agency wide database (Raiser's Edge).*