Web Keeper Report to CC   **2020-07-21**

REPORT:

Continued **general support of the npym.org site** and our G-Suite account. All is running smoothly.

Assisted with **preparation for and support of Virtual Annual Session and pre-session**, including surveys, mailings, registration system changes, and smoke and mirrors for registrant access to secure links for zoom sessions. This included a stand-in for the welcome packet assignments information called "Your Links" to give folks ready access to the sections of interest groups, worship groups, children's programs and Junior Friends that applied to their family.

Created a **mini event registration system** for the Lew Frederick & related interest groups registration, including donation capture. This can be easily modified for future ad hoc event registration. The system is comprised on an online registration and donation page, plus two online reports; one to view the list of registrants and contact information and the other to review donations.

Created a set of **programs to support worship group coordination** for annual session. The system determines how many sections are required for each worship group type and automatically assigns people to sections based upon their registration choices. It makes it easy to identify, contact and assign leaders and online hosts. It makes it easy to manage online links or physical location associated with each section and generates assignment listings and welcome emails. It also sends the welcome emails. It took about a day of time spread over a couple days to perform the functions of WG coordinator, including getting confirmations from leaders and hosts and communicating assignments to leaders and participants. It was all painless. Lew Scholl reviewed the system after its debut and said it seemed straight forward and easy to understand. I will introduce it to our next WG coordinator to make their life easier.

NEED:

I will prepare an **online exit survey for Annual Session**, but need content. We will use the same survey program as we've used for the past two years.

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