CHRESTOS ELECTRONIC PLANNING
FOR LOCAL PREACHERS & SUPERNUMERARIES IN ECCC CIRCUIT

➢ Chrestos is an on-line system – there is no need therefore to install anything. An internet connection is needed – the speed of Chrestos depends on the wifi being used. As there is no need to download anything it can be accessed by any machine.

➢ Preachers and LP's can access the system.   They will require permission to access Chrestos and the Circuit Administrator will authorise the access. Anyone can access the system as long as they have a browser (one of the main ones) and reasonable wifi.

➢ The 'Cloud' is used. To access Chrestos put in the address bar at the top of your internet page
http://exeter.chrestos.co.uk/cloud

➢ A page comes up with two boxes under the words Username and Password:

➢ **Username** – the system generates this and you should have received an email with your username. The Username: is made up of the first letter of your first name followed by the first 4 letters of your surname followed by a number created by the system. The Circuit Administrator (Pauline) and Rev Steve Santry as Plan Admins can see the usernames.

   In the box under the word Username type in the Username you have been sent via email.

➢ **Password** –

   In the box under the word Password type in the password you were sent.

   The password you have been emailed is a temporary password but once in the system you must straight away change your password to something else that you can remember. You choose this – these are stored in an encrypted fashion.

   The password cannot be viewed by the help folk at Chrestos but can be reset through the usual type of "forgotten password" process for websites.

   The administrators cannot see any individual's password but can see whether it has been changed!

   Now you have logged in you will be on the 'Home' page. This contains a grid of items some of which will be faded which you don't have access to.

   To Change the password:

   1) on the Home page grid – click on the **Account** box near the bottom of the grid.

   2) On the new page that comes up under your Username in the **Enter password** box type in your new chosen password and repeat in the **Re-enter password** box.

   3) Click on the **green tick 'Done'** icon on the right of the page near the top and the password will have changed.

   Alternatively you can click on the words "**Set Password**" on the top right corner of your screen and you will get a new box appear. Again fill in the box with a password you can remember – you fill in twice as with any website and then click on "**change**", the password will be saved and you will be into the system.

➢ **Home Page** – there is a link to the home page (the one with the grid) on every screen on the left at the top. Click on the word "**home**" to get back to the Home page.

➢ **Availability**

1) To enter your available dates/times click on the **Availability** box on the grid on the Home page.

2) A new page appears with a list of plans (these have the plan dates on). Click on the relevant plan which should be the top one.

3) A new small box appears

   Click on the box with the green tick which has **Available** written underneath. (If you are not available for the quarter click on the box with the orange cross which says **Unavailable.)**

4) You get a new page appear with two tabs and the **Availability** tab is already selected.

   Fill in the boxes starting with the two boxes at the top of the page with the amount of appointments you are prepared to do for the quarter (period) and for each Sunday.

   Click in the box (grey area) under the words **Maximum appointments this period** and type in the number of appointments you are prepared to do.

   Click in the box (grey area) under the words **Maximum appointments per Sunday** and type in the number of appointments you are prepared to do on each Sunday you preach.

Maximum appointments this period	Maximum appointments per Sunday
39	3

5) Available dates

   Now you can select the dates you are available to preach and also the times of services you are willing to preach on those dates.

   On the screen each column is filled with orange icons with X's on.

   If you have just a few dates you can do each quarter click on the particular orange X and it will change to green with a white tick showing that you are available at that time.

   If you are available for a lot of dates click on the word at the top of the column i.e. "Early" and the whole column beneath will turn green. If there are one or two dates in the quarter you are not available then you can click on the individual date on the now green icon and it will turn back to orange with the X showing that particular date is blocked.

Available dates

Date	Early	Morning	Afternoon	Evening
4th March - 3rd of Lent	✗	✗	✗	✓
11th March - 4th of Lent	✗	✓	✗	✗
18th March - 5th of Lent	✗	✗	✗	✗
25th March - Palm Sunday	✗	✗	✗	✗
1st April - Easter Day	✗	✗	✗	✓
8th April - 2nd of Easter	✗	✗	✗	✗
15th April - 3rd of Easter	✗	✓	✗	✗
22nd April - 4th of Easter	✗	✗	✗	✗
29th April - 5th of Easter	✗	✗	✗	✗
6th May - 6th of Easter	✗	✗	✗	✗
13th May - 7th of Easter	✗	✓	✗	✗
20th May - Pentecost	✗	✗	✗	✗
27th May - Trinity Sunday	✗	✗	✗	✗

If you have been invited to speak at a particular church or you are affiliated to a particular church you will be slotted in to those appointments by the Minister of that church or by the Circuit Administrator (Pauline).

If you have other dates/times available for appointments besides the ones you have been invited to please enter the total amount of appointments you are prepared to do **including** those where you have been specifically invited. When the Minister or Pauline slot you into the agreed dates to particular churches this will be accounted for in the system and you will only be slotted in to other churches on the remaining spare dates. The system does not allow you to be slotted in for more than your maximum dates/times available.

i.e. you may be prepared to do 5 appointments and 2 of those you have agreed to do at specific churches already. So enter 5 in the **Maximum appointments this period** box.

6) Now you can indicate which churches you are prepared to travel to.

- The churches are listed in a box and are highlighted in grey with black writing.

- If you are happy to go to all the churches click on the words **Circuit Churches** and they will all become black boxes with white writing indicating where you are prepared to go.

- You can of course change this list on each plan.

- If you are happy to go to most churches click on the words **Circuit Churches** so they all highlight and then click on any individual churches you are not able to travel to.

- If you are only able to get to a few churches then click on each church you are happy to travel to.

Preferred locations

Circuit churches

Alphington   Axminster   Cheriton Fitzpaine   Colyton   Crediton   Crockernwell   Dalwood
Exminster   Farway   **Honiton**   Littlemead   Lympstone   **Mint**   Korean Church at The Mint
Ottery St Mary   St Thomas   Seaton   Sidford   Sidmouth   Sidwell Street   Silverton
Tedburn St Mary   Temple   Topsham   **Tower Street**   Whiddon Down   **Withycombe**   Wonford

- You can also put comments in the box which we can see when planning i.e.

Comments

> I have agreed to do two services at Sidmouth but will do 5 services altogether including those two.
>
> or
>
> I would prefer to do a service near to home on 18th March as I am expecting visitors for lunch.

7) When you have finished filling in the boxes then click on the **Done** button on the top right of the page under "Actions" to save what you have done.

   If you exit this screen without saving it (clicking on the Done button) then the system will put up a huge notice saying: "Message from Webpage   Are you sure?" etc. so you can then click on **OK** on that notice to ensure you have saved it.

actions

✔ Done ✖ Delete

8) Now you have finished entering your availability you can click on the word **Home** on the top left of your page to get back to the grid.

9) Now you can exit the website by clicking on **Sign Out** in the top right hand corner of the screen to the right of your name.

Notes prepared by Pauline Ellis, PA to Superintendent/Circuit Administrator