


Community Meals Register

Welcome to the Community Meals Register.

Where would you like to go?

(You can come back to this menu by clicking Main Menu above)

- [Participants](#)
- [Letters, Mailing Labels & Envelopes](#)
- [RSVP's](#)
- [Pick Up Lists](#)
- [Field Maintenance](#)

* Wherever you see this symbol  , click it to view the help file

[Exit Database](#)


Participants



Add New Participant




Search for Participant/Amend Participant's Details

* Wherever you see this symbol  , click it to view the help file

[Exit Database](#)

Letters, Mailing Labels & Envelopes

	Step 1 (2 weeks before event)		Step 2 (2 weeks before event)		
	Print Letters		Print Mailing Labels	OR	Print Envelopes
Area 1	<input type="button" value="Letters"/> ?		<input type="button" value="Mailing Labels"/> ?	OR	<input type="button" value="Envelope"/> <input type="button" value="Envelope"/> ?
Area 2	<input type="button" value="Letters"/> ?		<input type="button" value="Mailing Labels"/> ?	OR	<input type="button" value="Envelope"/> <input type="button" value="Envelope"/> ?
Area 3	<input type="button" value="Letters"/> ?		<input type="button" value="Mailing Labels"/> ?	OR	<input type="button" value="Envelope"/> <input type="button" value="Envelope"/> ?

* Wherever you see this symbol  , click it to view the help file

DATES:

RSVP's

	Step 3 (2 weeks before event)	Step 4 (after RSVP date closes)
	Print RSVP's Checklist	Confirm Attendance
Area 1	?	?
Area 2	?	?
Area 3	?	?

* Wherever you see this symbol , click it to view the help file

DATES:

Pick Up Lists

Please note: You must enter the [RSVP's](#) information (above left TAB) BEFORE Printing the appropriate Pick Up List/s below

Step 5
(1 day before event)

Lists [?](#)

Area 1

Community Bus

Home Care

Self/Family

Volunteer Car

Ivy's List

Area 2

Community Bus

Home Care

Self/Family

Volunteer Car

Ivy's List

Area 3

Community Bus

Home Care

Self/Family

Volunteer Car

Ivy's List

* Wherever you see this symbol [?](#) , click it to view the help file

Exit Database

DATES:



Area 1

Area 2

Area 3

Field Maintenance

Use this section to add or delete information from tables that are used to show information in a drop down list.

On the Data Entry Page (the form where you add/amend participants) you will notice that all fields with a drop down list  have a little button to the right of them such as this: 

Alternatively, you can access the tables below by clicking that button when in the Data Entry Page.

- Area Table**
- Salutation Table**
- Suburb & Postcode Table**
- Transport Table**
- Run Table**



DATES


Click the buttons below to change 'send by' dates, 'RSVP by' dates and 'Date of Meal' dates for each area. (usually done at the start of the year for the whole year)

Area 1 Dates

Area 2 Dates

Area 3 Dates



* Wherever you see this symbol , click it to view the help file

Exit Database

[Exit Database](#)[Close Form](#)

Community Meals Register Data Entry Form

[Click for Help](#)

Registration:

Active? Date Registered:
Area:

Name, Phone & DOB:

Salutation:
Name:
Surname:
Phone:
DOB: xx/xx/xxxx

Address:

Address:
Suburb:
Post Code:
Mel Ref: 00 x00

Transport:

Transport:
If Transport is by Volunteer
Car or Home Care, which run?:

Special Needs & Comments:

Special Needs:

Comments:

'Goto' Menu

[Letters, Mailing
Labels & Envelopes](#)[RSVPs](#)[Pick Up Lists](#)[- Print Record](#)[Find Participant](#) [- By First Name](#)[- By Surname](#)[- By Address](#)