

A “How To” Guide for posting and retrieving online information for Parents Association Leaders (PALs)

Note: For questions or help, contact Mary Holliday at mkholliday@att.net or 546-0772.

To Sign In and Update Your Position Page

1. To Sign In

- Go to www.missionprep.org
- From the side bar click on **Parent**
- Click on **Parents Association Page**
- Click on **Job Records**
- Log into Job Records Front Page by filling in the following email and password

Email : parents.mcp@gmail.com
Password : 682parents

2. On side bar scroll, find and click on your position

- This brings you to your position page
- Click the Edit tab at the top of the page.

1d

Log in to
mcp parents.pbwiki.com

2



2a

2b

3. To Fill in and update your page

- Fill in your information: Coordinator, Email and Phone. (If you are replacing information with your own save your predecessors information to add to the honorarium section below.)
- After clicking on and reading the *Team Leader Responsibilities, Philosophy and Policies*, type your name in below the pledge.
- In the Honorarium section, right click on the table, select insert row above, in this box you have created add in name and year of your predecessor if more than one name fill in descending order, add as many rows as necessary to fill in the information.
- When done, click the Save button at the bottom

3d



To Create and File Your Report

1. Download and fill out the report form

- Go to www.missionprep.org
- From the side bar click on **Parent**
- Click on **Parents Association Page**
- Click on the **Report Form**

2. Save the blank form to a folder on your computer.

- From the file menu click on **save as** (The name you use to save this form is VERY important for maintaining the organization of our website.)
- Use the following format to name/save your form: (Use the Year and Month of your activity. If your position is year long, use 05 [May] for the report month). Save as pdf if you can; otherwise save as xls.

Year-Month-Position.pdf

Example: 2009-05-Secretary.pdf

3. Fill out the report with the details of event or activity by using the short or long form and save.

4. Upload the file and link it to your role page.

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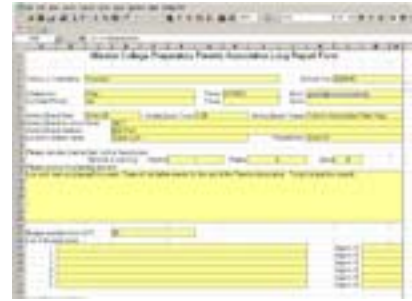
- On the side bar find and click on **your position**
- On your position page click on the **edit** button at the top of your position page.
- On the right under Insert Links click on **Images and Files**
- Click **upload files** button and find your report in your computer files. Click on **your report** then click **open**. (you should now see your report in the Images and Files list)
- Click **inside the box in the Reports & Documents** table where the report is to go.
- Then Click on **your report** from the Images and Files list.
- Click **Save**.

The finished table :

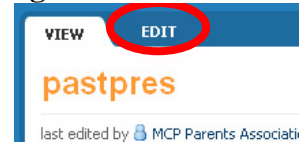
Reports & Documents

Year	Report	Notes
2008-2009	 Report 2008-12 - President - Web Page.pdf	
2007-2008		

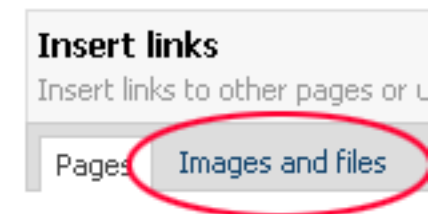
1d



4g



4h



4j

I have read the team leaders responsibilities, and parents association philosophy and policies and I pledge to uphold them.
-- your name here

Reports & Documents

Year	Report	Notes
2007-2008		

4l

