

# ***SECOND WIND NETWORK***

*Helping agencies connect with  
Enquirers in their 40s, 50s & 60s*

## ***ASSOCIATE USER MANUAL***

## Introduction

**SWN provides an initial interface between Enquirers and Agencies** where serious Enquirers can easily investigate a wide range of mission opportunities. SWN is a mission “one stop shop” where people who are serious about mission but uncertain about a destination or ministry opportunities can use the website for research because they understand that information from many diverse agencies is available in one place to help them make decisions.

**The website** incorporates:

- **A web link to your site** with a brief description of your agency and contact details.
  
- **A “Top Needs” facility** where you can enter details of up to 5 opportunities suitable for SW people - on-line for regular update and management.

This manual has been designed to help you:

- Login for the first time and enter your agency contact details
- Update the information thereafter
- Enter your Top 5 Needs for personnel

If you have any questions, please contact the Second Wind office on (07) 38436610, or Email [admin@secondwind.net.au](mailto:admin@secondwind.net.au), or Skype second\_wind\_network. If you need help in entering your data we are able to walk you through the process live on Skype, or phone.

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## 1. Getting Ready

As an Associate Partner of SWN, your agency has been allocated a **Username and Password** which will allow you to access the software program for the first time to enter your agency's contact information. You will be able to change these to suit yourself once you have logged into the program. At present your agency is in the system but inactive.

**Before you attempt to login to the system, you will need to have certain information ready for data entry, and your agency activated.** Once your agency has been activated in the SWN database, it is important that your data is all entered as soon as possible; otherwise Enquirers will not be able to obtain any meaningful information about your organisation, and from our perspective, it is not helpful to have an agency listed with no supporting information. Therefore we advise the following process:

1. Collect the necessary data on the blank worksheet supplied in the appendix.
2. Set aside 10 mins to enter the data.
3. Contact SWN to activate your agency your username & password, up to 24 hrs before you intend to enter this data. You will not be able to log in until your agency is activated.

A blank worksheet is attached at the end of this document for collecting this information.

The **Top Needs** section can be completed separately, once your Contact Details are entered into the database. Once your agency is entered, it is in your interests to also list your top needs, if appropriate.

## 2. Getting Started

Go to Second Wind website homepage – [www.secondwind.net.au](http://www.secondwind.net.au)

Press the **Partners** Login button located in the sidebar. The Agency Login page will display.

Enter your Username & Password.

The Agency Main menu for your organisation will then display

Associate Partners only have access to their Contact Details and the Top Needs sections. The Profile Matching Service (Introduction Agency) & Search functions are only available to Full and Limited Partners.

Select the menu item required (either Enter/Edit Top Needs or Enter/Edit Contact Details)

The relevant Entry/Edit page will then be displayed.

### 3. Enter/Edit Contact Information

Once you are activated as an Associate Partner, you will need to initially **enter** your agency contact information and thereafter **edit** it from time to time to keep it updated.

#### 3.1. Enter Contact Details

Starting from the Associate Agencies Data Entry page –

- Select **Enter/Edit Contact Details** ,
- Log in using your Username and Password,
- and the Contact Details Entry/Edit page will display.

Complete the full contact details for your agency. The first time you log on you will see the Username and Password allocated by SWN. You may now change these if you desire.

agency action	
<p>Second Wind Network</p> <p>Welcome Back!</p> <p><a href="#">Agency Main Menu</a></p>	
<p><b>Test Agency Contact Information</b></p> <p>Use this form to edit contact information.</p>	
Agency Name:	Test Agency
Org Abbreviation:(No spaces)	TEST
User Name:	test
Password:	test
Key Contact Name:	Lindsay test
Contact Email:	lindsay@secondwind.net.au
Contact Phone:	07 38436610
Alternate/Admin Contact:	
Alternate/Admin Email:	
Agency Address:	66 Cadogan St Carindale
City or Town:	Brisbane
State:	Queensland
Post code:	4870
Country:	Australia
Agency Phone:	07 38436610
Agency Fax:	0437731820
Main Web Address: Include http://	http://test.com.au
Positions Vacant Web Address: Include http://	http://test2.com.au

#### Notes:

##### Key Contact Name and Email:-

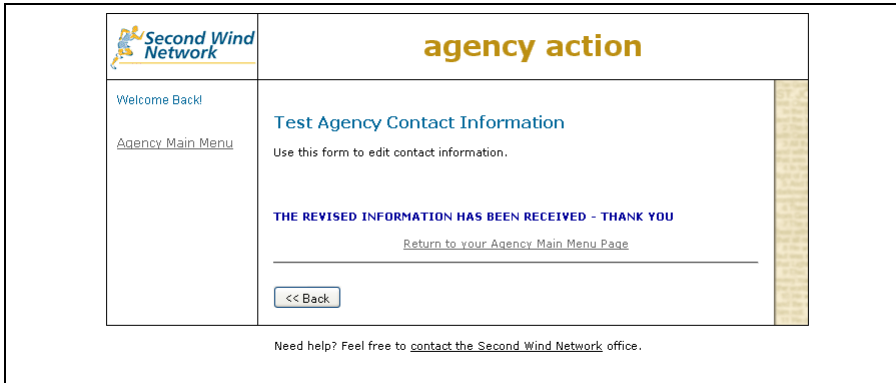
As it should appear for all contact purposes on the website, so that any phone or email enquiries are directed to the appropriate person.

**Web addresses** – There is provision for three web addresses. The first is mandatory for your organisation's website. The other two are optional, and can be used as desired. Eg a direct link to your Opportunities/Employment page, or an organisation closely related to your main organisation

**Description:-** This should be brief, succinct and compelling, and provide sufficient information to encourage viewers to want to access your website for more. This description will appear in on the Partner Agencies page where all partner agencies are listed - *Opportunities/Partner Agencies* Recommended length is 200 words maximum.

When completed, press the **Submit** button at bottom of screen.

An Advisory screen will be displayed confirming that the information has been received. This appears every time you click the **Submit** button.



The screenshot shows a web interface for the Second Wind Network. The page title is "agency action". On the left, there is a sidebar with the logo and "Welcome Back!" and "Agency Main Menu" links. The main content area displays "Test Agency Contact Information" with instructions to use the form to edit contact information. A confirmation message states: "THE REVISED INFORMATION HAS BEEN RECEIVED - THANK YOU". Below this message is a link: "Return to your Agency Main Menu Page" and a button labeled "<< Back". At the bottom of the page, there is a footer: "Need help? Feel free to contact the Second Wind Network office."

Then select the link to take you back to the **Main menu page**.

### 3.2. View your Agency Entry

You should now check the entry as it appears in the List of Partners, by selecting the **Partner Agencies** link from the **Opportunities** and **Partners** drop-down menus in the main SWN home page, which will still be available on another tab.

Check the entry, to ensure it provides a correct description of your agency and make any corrections. You may edit it at any time from your Data Entry Page.

### 3.3. Edit your Contact Details

To edit your information subsequently, follow the same procedure as Section 3.1

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## 4. Top Needs Section

Partner agencies can enter up to 5 Top Needs for personnel or opportunities, either as generic positions or specific positions.

Select **Enter/Edit Top Needs**, and the Top Needs entry page will display. If you have any Top Needs already entered they will be displayed in a List, otherwise this section will be blank.(next page).

Either select an existing Top Need to edit or delete. If no selection is made, a blank entry screen will appear for you to enter a new Top Need.

**agency action**

Welcome Back

Agency Main Menu

**Top Five Personnel Needs**

Second Wind Network provides information and challenge for people to enter missions after a time in another career.

This is an opportunity to list the top five needs in your organization. People will have the option of responding to these directly without submitting a profile.

Organization:	Test Agency
Contact Person (Default):	Lindsay test
Email Address (Default):	lindsay@secondwind.net.au
Contact Phone (Default):	07 38436610
Organisational Web Address:	http://test.com.au
Vacancies Web Address:	http://test2.com.au

One (1) record was found. Up to 4 more can be entered.

Del	Edit	Item#	Job Title	Region	Date Entered	Exp*
<input type="radio"/>	<input type="radio"/>	1	Test position	No Preference - Any Region	2012-04-26	180
<input type="radio"/>	Delete All (Start Over)					

\* Exp = Days to Expiration. This indicates the number of days until an entry will stop being displayed in the list of Top Needs. All entries will only be displayed for 6 mths to ensure they are current.

Personnel need number 2 is not filled. Click the button below to enter a new item or select an item in the table above to edit or delete.

Return to the [Agency Main Menu](#) page.

Need help? Feel free to [contact the Second Wind Network office](#).

The Contact Information is pre-filled from your profile, but can be edited in the next screen for each position if desired. Each position is displayed for 6 months, after which it will automatically expire. Check this list regularly, and if you want to renew a position, just open it in the edit screen and save it again. If a position has expired, the Exp\* column data will be in **red print** to alert you.

Second Wind Network Key Contact Data:

Contact Person: Lindsay Fell  
 Email Address: info@secondwind.net.au  
 Contact Phone: 07 38436610  
 Web Address: http://www.secondwind.net.au

Below list or edit one of your top five personnel requirements:  
 (Use proper capitalization and punctuation for a professional appearance.)

Need Number: 3      3 of a maximum of 5

Contact Name: Lindsay Fell (Optional: )

Email Address: info@secondwind.net.au (Contact info)

Contact Phone: 07 38436610 (can be edited)

Web Address: http://www.secondwind.net.au  
 (The web address can direct inquirer to a specific page relevant to the opportunity.)

Job Title: Public Relations Coordi

Region of World: Australia

Country: Australia

If Au, Select State: Queensland

Approx Time Commitment: -- Must Select One --

Support Type: Raise/provide support

General Category: SUPPORT ROLE

Description: (brief and compelling) Please check spelling and punctuation.  
 SWN needs a volunteer Public Relations

The labels “Regions of the World” & “General Category” are links to HELP pages which describe in more detail what countries or job types these relate to.

Ensure that the **Brief Description** is succinct but compelling so that, together with the other fields, it will provide sufficient information for an Enquirer.

After entering the information, a review screen will be displayed for you to check your entry before finally accepting it.

### Top Five Personnel Needs

The following information is now proposed for top need ID = 3  
 One more click is needed below to accept the "top needs" entry or edit.

Organization Key Contact Data (for this need):  
 Organization: [Second Wind Network](#)  
 Contact Person: [Lindsay Fell](#)  
 Email Address: [info@secondwind.net.au](mailto:info@secondwind.net.au)  
 Contact Phone: [07 38436610](tel:0738436610)  
 Contact State: [QLD](#)  
 Web Address: <http://www.secondwind.net.au>

Below is information entered for one of your top five personnel requirements:

Job Title: [Public Relations Coordinator](#)  
 Region of World: [Australia](#)  
 Country: [Australia](#)  
 If Australia, Select State: [QLD](#)  
 Approx Initial Time Commitment: [Part time \(locally in Australia\)](#)  
 Position Support Type: [Raise/provide support](#)  
 General Category: [SUPPORT ROLE](#)  
 Description:

[SWN needs a volunteer Public Relations Coordinator to coordinate promotion of the Network and its services through Christian publications, denominational and mission agency magazines, radio, and other appropriate means. The aim is to publicise the network nationally to encourage](#)

"Accept" if the information is correct. If not, click the back button to edit.  
 (You can always return and edit or delete this item at any time.)

[Click here](#) to start over. No data will be saved.

A Confirmatory message will then be displayed –

Organization Key Contact Data (for this need):  
 Organization: [Second Wind Network](#)  
 Contact Person: [Lindsay Fell](#)  
 Email Address: [info@secondwind.net.au](mailto:info@secondwind.net.au)  
 Contact Phone: [07 38436610](tel:0738436610)  
 Contact State: [QLD](#)  
 Web Address: <http://www.secondwind.net.au>

Below is information entered for one of your top five personnel requirements:

Job Title: [Public Relations Coordinator](#)  
 Region of World: [Australia](#)  
 Country: [Australia](#)  
 If Australia, Select State: [QLD](#)  
 Approx Initial Time Commitment: [Part time](#)  
 Position Support Type: [Raise/provide support](#)  
 General Category: [SUPPORT ROLE](#)  
 Line 296 Description:

[SWN needs a volunteer Public Relations Coordinator to coordinate promotion of the Network and its services through Christian publications, denominational and mission agency magazines, radio, and other appropriate means. The aim is to publicise the network nationally to encourage](#)

**YOUR \*REVISED\* JOB REQUIREMENT HAS BEEN RECEIVED - THANK YOU**

[Return to the Associate Partner Data Entry Page.](#)

[View the Top Needs output page.](#)

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Need help? Feel free to [contact the Second Wind Network office.](#)

Click on **View the Top Needs Output page** to see how the list of Opportunities is initially displayed. All web viewers can access this section, without first entering a profile. They can then send you an Enquiry email, relating to the specific position advertised.



[Return to Top Needs Entry Page](#)

**Second Wind Mission Matching**

**RANGE OF TOP IMMEDIATE NEEDS IN MISSIONS — ORDERED BY ORGANISATION**

In this area you can view the five top urgent and immediate needs of each Second Wind Network partner organisation ordered by Organisation.

Select the positions you are interested in, then click the **Display Summary of Selections** button at the bottom of this page, to view details of each position.

Order by Job Title	Ordered by Organisation	Order by Region	Order by Time Commitment
<input type="checkbox"/> Australian Director	Chinese Church Support Ministries	Australia	Part time
<input type="checkbox"/> Short-term Team members	Chinese Church Support Ministries	Central Asia	Less than a month
<input type="checkbox"/> Barista/Cafe manager	Church Missionary Society - Australia	East Africa	Short 1 - 6 months
<input type="checkbox"/> Clergy - International Churches	Church Missionary Society - Australia	East Africa	Short 6 mo - 2 yrs
<input type="checkbox"/> English Teacher	Church Missionary Society - Australia	South East Asia	Various assignment lengths
<input type="checkbox"/> Home schooler	Church Missionary Society - Australia	East Africa	Short 6 mo - 2 yrs
<input type="checkbox"/> University Lecturer	Church Missionary Society - Australia	East Africa	Short 6 mo - 2 yrs
<input type="checkbox"/> Administrator	European Christian Mission	Australia	Part time
<input type="checkbox"/> Church Planter	European Christian Mission	Eastern Europe	Full Time
<input type="checkbox"/> Church Planter	European Christian Mission	Western Europe	Medium 1-3yr
<input type="checkbox"/> Drug Centre Monitor	European Christian Mission	Western Europe	Medium 1-3yr
<input type="checkbox"/> Member Care Co-Ordinator	European Christian Mission	Australia	Part time
<input type="checkbox"/> IT support	Far East Broadcasting Company	South East Asia	Short 1 - 3 months
<input type="checkbox"/> Accommodation Hosts	HCJB Australia	Australia	Full Time
<input type="checkbox"/> Skilled Tradesman (relief)	HCJB Australia	Australia	Short 1 - 3 months
<input type="checkbox"/> STUDIO MANAGER	HCJB Australia	Australia	Full Time
<input type="checkbox"/> TRADESMAN (various backgrounds)	HCJB Australia	Australia	Medium 1-3yr
<input type="checkbox"/> Funding/Donor Relations Manager	International Nepal Fellowship	Indian Sub-Continent	Full Time
<input type="checkbox"/> Occupational Therapist - Community	International Nepal Fellowship	Indian Sub-Continent	Medium 1-3yr

**Enter/Edit Another Top Need or Return to Main Menu.**

## 5. Other Information

If too much time elapses after login without any activity, the session may time out, and you will have to log back on again before performing any other functions.

Each partner agency is set to be active until 30 June the following year. This expiry date will be reset administratively by SWN upon renewal of partnership for a new year.

**Please give us feedback.** We welcome all feedback both on contents and on processes. We are particularly interested to know if there are any other Ministry Opportunities, Languages, Time Periods or World Regions, and are planning to adjust it according to agency feedback.

### Contact Details

Email: [admin@secondwind.net.au](mailto:admin@secondwind.net.au)  
 Phone: (07) 38436610 or 0409 498 449  
 Skype: second\_wind\_network

**Data Entry Worksheet**

The table below lists the main information required to set up your Agency Information in the SWN database. This information can all be edited as needed.

**Contact Information**

The Contact Information is ALL required immediately, so that Enquirers may contact you, and view your website. Organisation name, Username & Password are already supplied by SWN to open the agency entry in the database.

Key Contact Name: (see below)	
Contact Email (for Enquirers):	
Alternate Contact (Person):	
Alternate Email:	
Postal Address:	
City or Town:	
State:	
Post code:	
Country:	
Agency Phone:	
Contact Phone (for Enquirers)	
Agency Fax:	
Main Web Address: Include http://	
Second Web Address: Include http://	
Third web address	
Agency Description: (Max 200 words, see below)	

**Key Contact Name and Email:-**

As it should appear for all contact purposes on the website, so that any enquiries are directed to the appropriate person.

**Description:-** This should be brief, succinct and compelling, and provide sufficient information to encourage viewers to want to access your website for more. This description will appear in your Agency Profile, and also on the Partner Agencies page where all partner agencies are listed - *Opportunities/Partner Agencies* Recommended length is 200 words