

# Outreach Tracker User's Guide

Intro...

## Step 1: Enter Base Information

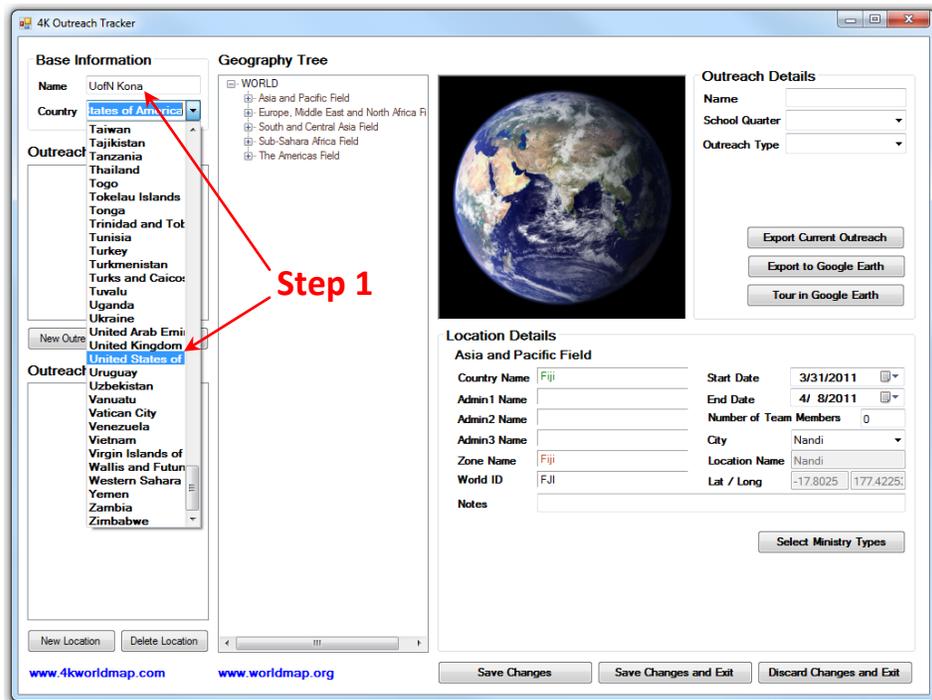
Enter your Base Name and select your Country from the dropdown list

## Step 2: Create a New Outreach

Select the New Outreach Button

## Step 3: Enter Outreach Details

Enter a Name for your outreach  
Select the School Quarter your outreach is associated with. For example, if your outreach is for a school taken during the Fall Quarter, select 'Quarter 1'. For Winter: 'Quarter 2', Spring: 'Quarter 3', Summer: 'Quarter 4'.  
Finally select the appropriate Outreach Type from the dropdown list.

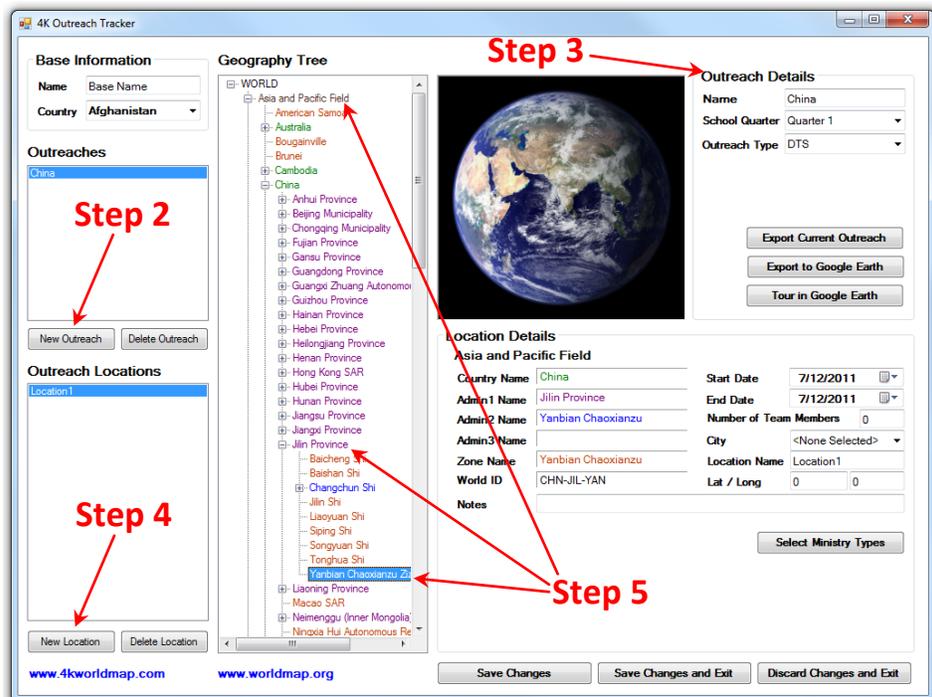


## Step 4: Create a New Location

Select the 'New Location' Button

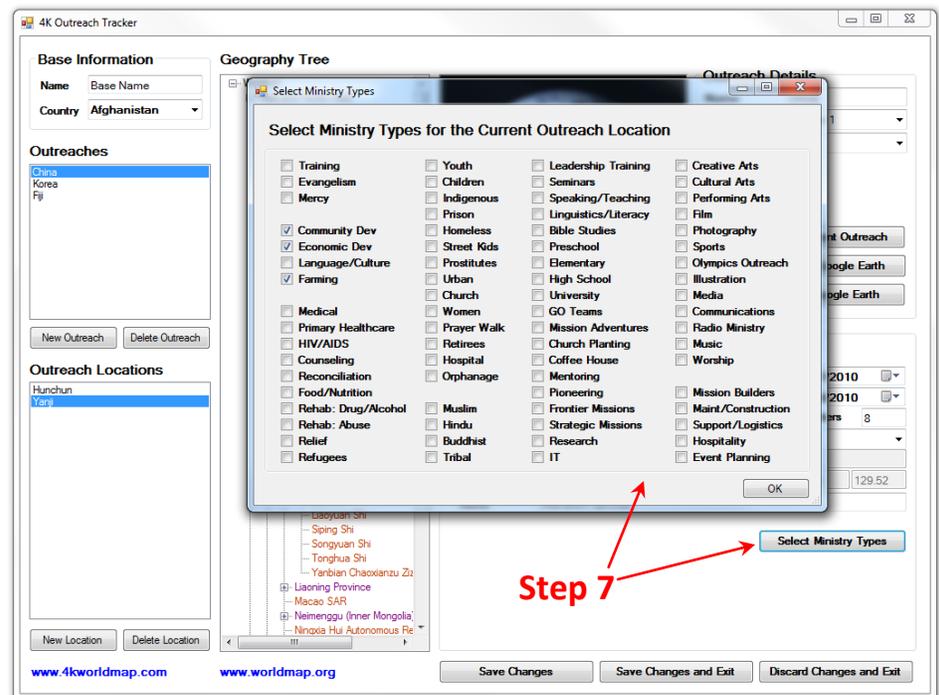
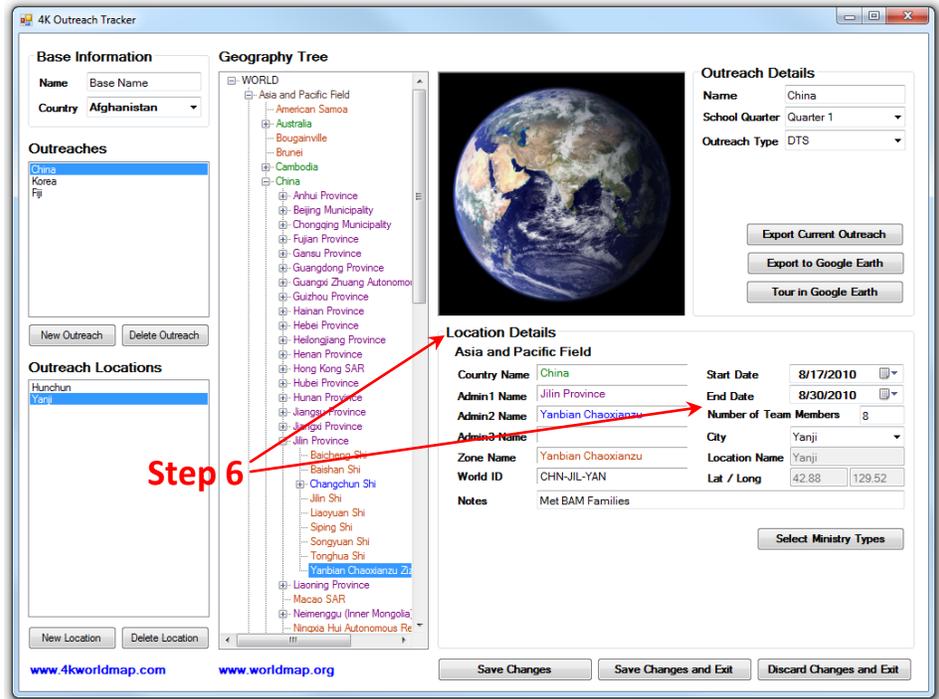
## Step 5: Select your Omega Zone

From the Geography Tree select the + next to the YWAM Field your outreach will be visiting to expand it into a list of countries. Next select or expand the **Country**, then the **First Admin Division** and so on until an **Omega Zone** is reached. Here we have expanded 'Asia and Pacific Field', followed by 'China' and then 'Jilin Province'. Finally we selected Yanbian which is an **Omega Zone**.



## Step 6: Enter Location Details

Once an Omega Zone is selected the Location Details will be updated for you. The YWAM Field, Country Name, Admin Names if applicable, Zone Name, and World ID will be filled in and the City dropdown list will be filled with populated places in the Omega Zone you selected. You may add text Notes describing your outreach. Choose a Start Date and End Date. Enter a Number of Team Members - this is the number of people on your team traveling to this location. Next select a specific location from the City dropdown list that is at or near your outreach destination. Here we have chosen 'Yanji' for our outreach destination. Note the Location Name is set to be the same as your city name and Lat/Long is filled in with the Latitude and Longitude of the city selected. Note Location Name and Lat/Long are not editable. If you cannot locate your outreach destination in the City dropdown or wish to enter your own location and Lat/Long info you may choose '<None Selected>' for City - this is the first entry in the City dropdown. In this case the Location Name and Lat/Long fields become editable and you may enter your own information. An easy way to find your latitude and longitude is to launch Google Earth and go to your outreach destination. Hold your mouse over the location - your latitude and longitude will be displayed at the bottom of the map. See the 'Appendix: Using Google Earth' for more information.



## Step 7: Select Ministry Types

The 'Select Ministry Types' button displays many categories of ministries that are commonly pursued during outreaches. Select all of them your team engaged in at this location.

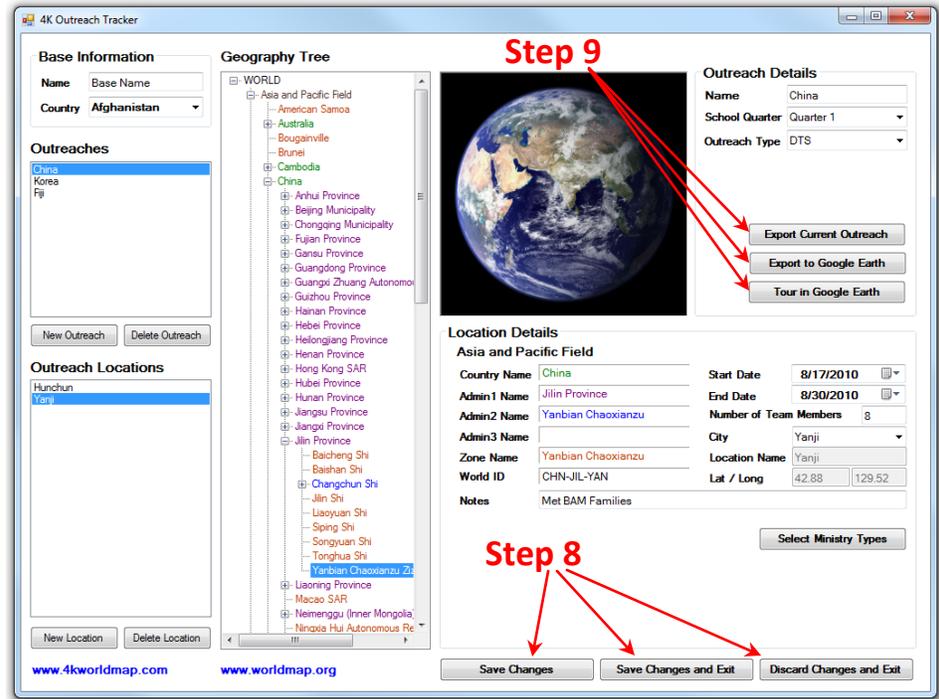
## Step 8: Save Changes

You may select 'Save Changes', 'Save Changes and Exit' or 'Discard Changes and Exit' to perform the corresponding action. You should change changes often to avoid lost work in the event of a program or system crash.

## Repeat Steps 4 - 8 for each Location in the current Outreach

## Step 9: Export your Outreach

Three types of export are provided. 'Export Current Outreach'... 'Export to Google Earth'... 'Tour in Google Earth'...



Repeat Steps 2 - 9 as needed to create additional Outreaches and Locations

# Appendix: Using Google Earth

---

Converting Latitude & Longitude from Degree, Minute, Second to Decimal Format

The best way...is to understand