

# Access

The link to the online system is:

[www.christadelphiansaustralia.org.au/nccplan/index.php](http://www.christadelphiansaustralia.org.au/nccplan/index.php)

Please contact your Secretary /Recorder if you do not know your **Username** or **Password**. They can set up your login access. Your Username is usually your email address. You can change this (if you wish), as well as your Password, at any time, after you have logged in. For your password, there are a number of special characters that should be avoided. You can however use the following ~ . ! @ # \$ % ^ \* - + =

## Menu

Quick - in 4 Steps

### Speaker Plan Options

Name (Ecclesia)

My Contact  
Details

Ecclesias I  
can Attend

Dates I am  
Unavailable

Notes for  
Ecclesias

My  
Appointments

Exit

2

1

4

#### Update:

- Your maximum N° of appointments for the next planning period (0 = none) based on your ecclesial group selections
- 2 main ecclesial groups (see list below and the button “Ecclesias I can Attend”)
- You can also change your access logon Password if you wish

#### Select:

- Tick all the dates that you are **unavailable** for whilst you also review the Ecclesial & Common dates listings (on the right hand side of the page)

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For each screen, after any changes, click on the Save button.

Exit

**Group 1:** Blue Mountains, Boolaroo, Cabramatta, Camden, Campsie, Castle Hill, Doonside, Gosford, Hunter Valley, Hurstville District, Moorebank, Punchbowl, Riverwood, Shaftesbury Road, Southlakes, Southern Highlands, Sutherland, The Watagans, West Ryde, Wollongong, Yagoona

**Group 2:** Charlestown, Toronto

**Group 3:** Regional

# Menu

## My Appointments:

- After the plan is generated you can view your bookings

## Speaking Plan

### Speaker Plan Options

Name (Ecclesia)

My Contact  
Details

Ecclesias I  
can Attend

Dates I am  
Unavailable

Notes for  
Ecclesias

My  
Appointments

Exit

Exit

#### Update:

- Your contact details
- **Your maximum N° of appointments for the planning period (0 = none) across groups**
- Your access logon (email address) & your password

#### Select:

- Tick all the Ecclesias that you are willing to Speak at
- This adjusts your group availability
- If you are unsure of this selection please discuss it with your Secretary / Recorder

#### Select:

- Tick all the dates that you are **unavailable** for appointments
- Please review the Ecclesial & Common dates listings (on the right hand side of the page)
- You can maintain dates for future years

#### Update:

- Special topics
- Other services
- Requirements
- Conditions: **for example add "By ZOOM only" or "By ZOOM and by Visits" or "Can play a piano"**

For each screen, after any changes, click on the Save button

# Number of Appointments

## Update My Contact Details

Name (Ecclesia)

My Contact  
Details

Ecclesias I  
can Attend

Dates I am  
Unavailable

Notes for  
Ecclesias

My  
Appointments

Exit

Speaker

Contact Details

Firstname

Surname

Ecclesia

Phone

Mobile

Email

SMS

Fax

Services I can provided

Address

Suburb

State

Post Code

Password

Ecclesial Group

No. of Appointments (max.)

Firstname

Surname

**Sutherland**

9599 9999

0404 999 999

name@gmail.com

0404 999 999

☒ Exhortation ☐ Lecture ☐ Double - Exhort & Lect

☐ Seminar ☐ Study Week ☐ Bible Class

1 First Street

Sydney

NSW

2000

2018

Group 1 (19)

6

Group 2 (1)

1

Group 3 (0)

Save My Changes

Your Logon Account

Your Password

Maximum number of appointments by Group (0=none)

Click to SAVE your changes

**Goup 1:**

Blue Mountains  
Boolaroo  
Cabramatta  
Camden  
Campsie  
Castle Hill  
Doonside  
Gosford  
Hunter Valley  
Hurstville District  
Moorebank  
Punchbowl  
Riverwood  
Shaftesbury Road  
Southlakes  
Southern Highlands  
Sutherland  
The Watagans  
West Ryde  
Wollongong  
Yagoona

**Group 2:**

Charlestown  
Toronto

**Group 3:**

Regional

**Services**

- Exhortation
- Lecture (only)
- Double = Exhort + Seminar or Lecture \*
- Seminar (only)
- Study Weekend (indicate your willingness)
- Bible Class (indicate your willingness)

Group 1 (19) means nineteen Group 2 ecclesias are ticked as available to attend with a max of 6 appointments  
Group 2 (1) means one Group 2 ecclesia is ticked as available to attend with max of 1 appointment

**\* Double indicates that you are willing to have 2 activities on the same day for all of your available appointments. This is at the booking Ecclesia's discretion. Similarly for a Lecture or Seminar. Please bear this in mind when you set your maximum number of appointments.**

# Menu

View your plan

Speaking Plan

Speaker Plan Options					Name (Ecclesia)
My Contact Details	Ecclesias I can Attend	Dates I am Unavailable	Notes for Ecclesias	My Appointments	Exit

Click here

View your plan once you have been informed that the plan has been completed (usually late April or late October)

# Support Contacts

Speaker Plan Options					Name (Ecclesia)
My Contact Details	Ecclesias I can Attend	Dates I am Unavailable	Notes for Ecclesias	My Appointments	Exit

Enquiries

• [enquiry@christadelphiansaustralia.org.au](mailto:enquiry@christadelphiansaustralia.org.au)

Coordinator

• [speakingplan@gmail.com](mailto:speakingplan@gmail.com)