

HOW TO SET UP A NEEDS LIST

1. Sign in to CCB.
 2. Under my groups on the right side of the screen click on the group you want to make the needs list in.
 3. Once on the group page, click on needs on the menu bar across the top of the screen.
 4. Click on new need button at the top right of screen.
 5. Fill in the following blanks:
 - Need Title: Snack List for 2015-1016
 - Description: Optional - Here would be a great place to write a memo for parents. Maybe a reminder of how many kids and healthy snacks?
 - Requested Items: Snack
 - Date: List date for each KSG meeting
- * If you need more lines (and you will) just click on the add more lines tab at the bottom of the boxes and it will give you more.
6. Once you have that information completed click on the save button at the bottom right of the screen.
 7. It will take you back to the needs page for your group. Click on the title of your needs list.
 8. It will show you what your need list will look like when your parents see it. You will need to click on the Inform People button on the top right of the screen.
 9. You will be able to send a short message along with the link to your needs list to all your parents in the group. (Each child has the parents

email address attached to their name. The child's name should be the one that shows up when the parents sign up for snacks.)

10. Once you send the needs list out to the parents they can access it through the link on the email without signing into CCB. Then CCB will send them a reminder a week before it's time for them to bring snacks.

11. Once the email you sent is deleted the parents can not get back in to see the list. So it is very important for you to re-inform people each month so they can view the list often.

* The way to re-inform people is to click on the needs list and then click the inform button again. This will just send out the list again.

12. Editing the list -

* You can go in and make changes to the list as you need to. All you do is click on the snack list. Then click on the assign/un-assign items tab at the top right of the page.

* This allows you to un-assign snacks and sign up families for snacks. So in case a family should delete the email but inform you of snack date changes you can make those changes to the needs list and then re-inform parents of changes.

13. You can go ahead and make the needs list before the parent night and after we have all the kids in the groups I will make sure they have a parent email attached to it. I will then send out an email giving you a thumbs up to send out your needs list.

Notes/Questions: