

User Instructions for Meet The Need's International Missions Module

All features are located on your dashboard under
International Missions> Add Missionaries>Post Missions Needs

Add and track needs for your missionaries out in the field as they serve in different countries



Add Missionaries

Once you click the add missionaries button, on the next screen you will see a form for you to add the information for the missionary you are wanting to post a need for and their life circumstances. Enter details for the family and click "Insert".

The 'Insert Recipients' form contains the following fields:


- FIRST NAME:*
- LAST NAME:*
- ADDRESS:*
- COUNTRY:*
- CITY:*
- STATE:*
- ZIP:*
- PHONE: * (with example: "000-000-0000" int(0) int(0))
- EMAIL: (with example: "j.doe@email.com" [E-mail])
- LIFE CIRCUMSTANCES:*

Buttons for 'Insert' and 'Cancel' are located at the bottom right of the form.

Post Needs

When you enter a new missionary you are taken to the following screen to quickly be able to enter a need for them. Select what type of need you are wanting to post and click "Submit".

Search Offers and Post Need


DASHBOARD

Before adding a need for someone, you must see if there are any offers available. If not, then you can post a need.
You must fill out all information on the form below down to the Sub-Category level (other than "All") in order to post a need for this recipient.

Search Offers

I WANT TO HELP:

BY PROVIDING:

CATEGORY:

SUB-CATEGORY:

COUNTRY:

ZIP CODE: DISTANCE:

If not offers are found for the type of need just select "Post Need" to continue to the need description screen. Enter the description for the item or materials for that individual and select "insert".

Insert Need for John Smith


DASHBOARD

Category: Missions > Goods > Clothing > Clothing
Location: USA Zip: 33626 (Tampa, FL) [\[Change Zipcode\]](#)

DESCRIPTION:

OF ITEMS NEEDED:

PER USER ITEM LIMIT:

Timing

DATE NEEDED BY: (MM/DD/YYYY) *This need will not appear in Search Results after the date you enter here.

DISPLAY STATUS: Active Inactive

VIEW STATUS: Public - Visible on the websites of other organizations.
 Members Only - Only approved members of your organization may meet this need.
 Semi-Private - Only visible on your website but visitors may meet this need.

See Current Missionaries/Missions

View, track and update all of your current missionaries/missions in the filed. Just select Missionaries & Missions> find the missionary> select details. On this page you can also **Add Missionaries** and **Add Missions Opportunities**.

Need Reports

Missionaries and Missions - list items needed by any of your group missionaries, either for themselves or for those they are going to serve during an upcoming missions trip. **Open Needs** - list all needs your organization has posted which are either “open (those not met at all)” or have been” Partially Filled (those where a portion has been met, but not fully)”.



Individual Reports

Pending Commitments Report - shows all the individuals who have agreed to meet a current need posted by your organization. It provides an easy way to look up each person by name. When an individual agrees to donate items or volunteer time to meet a need, the Key Contact of the organization will see each donor's contact information, and the information for the need they agreed to meet. **Completed Commitments Reports** - shows a history of every individual who has ever met a need your organization posted in the past so you can look them up by name and stay in touch with them.

