

What to expect as a Donor Church or Group with the New LWR Tracking system - Lydia.

We are happy to announce that the new tracking application called Lydia is here! We are starting to roll out the use of this new online registration and tracking system. It is a simple and easy way to pre-register your boxes before an Ingathering and then track them to their final destination. Before you get nervous about using a new system, don't worry, if you can send an email on a computer or smart phone you can do the pre-registration! Remember, you can reach out at church for someone to help. They do not need to be part of the quilting or kit making group. And it's a great way to get other people from your church involved in the Q&K ministry. Soon there will be a sheet posted on your Ingathering page on the LWR website Ingathering Map with an overview of what to expect and simple directions to use the link and form.

We first need to know who you and your church are and where you are. It starts by filling out a very basic form online using your laptop or home computer and the link below. It is simpler than filling out the existing paper donation forms you may be using now.

What follows below is a simple look at what you will need to do using the online link and pre-registering boxes. It is simple, easy and with your help will make donating boxes of kits and quilts easier for you and more detailed for us so we can make better decisions on delivery to our neighbors in need. **And remember, if you can send an email or a text, you can use this online registration.**

Quick outline of what you will end up doing:

- First, you'll use the link below to get to the Corus3D site to have access to the form you will use to pre-register your boxes using your laptop/computer.
- On the form find your church from the drop-down menu on the form. Using your church zip code plus the 4 extra digits is the easiest way. You can google this longer zip code for your church.
- Enter information into the form including how many boxes and how many items are in each box using the handy dandy drop down menu. It even asks you how many boxes of the same item there are. 25 boxes of quilts? One entry in the form.
- When you are done you will get a QR code. Before you seal up your boxes, print out the QR code and include one in each box for later use at the warehouse. (The same QR code will be put in each box.)
- Make one extra copy of the QR code to take with you to the Ingathering drop off location. Once there someone scans it and you're done!

Attached are step by step directions to use.

Link to Pre-registration form.

<https://corus3d.com/public/form/670ed6cf2eb085183cb8e26a>

Hints:

You will be using one form to register your boxes before you go to the Ingathering.

You will use the form to register boxes before they are packed or while they are being packed, so you can put a printed QR Code in each box.

If you get more boxes after you have already pre-registered, start a new pre-registration session and create a second QR code. Bring both QR Codes to the Ingathering. You may do this several times, just keep your QR codes together to bring to the Ingathering later.

If for some reason your church is not showing up in the drop-down list, contact Leo, and he will have it added. This will usually take a day to get your church name into the system.

If you are too close to the Ingathering day to send your church details to Leo, then you can just use the Ingathering site as your church, and you should still be able to track your boxes based on the Ingathering site information.

Need help with pre-registration?

Any questions or concerns please contact:

Leo's email: Lverrochi@lwr.org

Leo's Cell for help: 617-308-8880

Donation Pre-registration

Donation pre-registration

- Donation pre-registration takes place at your **congregation/church/group**
- To access the **Donation pre-registration form** paste this link to your browser:
<https://corus3d.com/public/form/670ed6cf2eb085183cb8e26a>

2. Type your **zip-code** in the text box to locate your congregation and select from the drop down

3. Update congregation contact details – Organizer, Quilting Group Leader, etc

Donation Pre-registration Form

Stay Connected!

Complete the form to register your donation and receive updates on the incredible journey of your generous donation.

* Type of registration

Filter by:

* Congregation to associate the donation with Total count of records: 16012

Congregation contact person. (donation organizer, quilting group leader, etc)

Create more:

Name

Address

1. Select **Pre-registration** from the drop-down

Donation Pre-registration

4. Select the Ingathering location you wish to take your donation to after pre-registration

5. Click on the **plus (+)** sign to start recording your boxes

6. Select the type of donation from the drop down menu and quantity of items. Each box should be recorded individually

7. For boxes with the same type and quantity of materials use the duplicate button

8. The **(+)** sign also allows you to add more boxes

The screenshot displays a web interface for donation pre-registration. At the top, there is a section for 'Select Ingathering/warehouse location' with a filter dropdown set to 'First English Lutheran Church 54494' and a '+ Add Cascading Filter' button. Below this is a 'Please record each box' section with a dashed box and a plus sign. The main form area contains fields for '* Type' (set to 'School Kit'), '* How many materials are in the box?' (set to '24'), and a 'Create' dropdown set to '1'. There are 'more' buttons with plus and minus signs. At the bottom, there is a 'Submit' button and a 'Submit and Fill Duplicate Form' button. A success message 'Success' is visible at the bottom left.

Donation pre-registration

- A QR Code will be generated after form submission
- A list of the boxes donated will be listed at the bottom of the QR Code.
(Details of that information are listed to the right.)
- Print out a copy of the QR code to go into each donation box.
- On the outside of the box, either labeled or handwritten, should be: "LWR", the item and quantity.
Example: "LWR Quilts-10"
- Print out one more QR code and give it to the Ingathering Coordinator when dropping off your donation.

The screenshot shows a confirmation page with a green checkmark icon and the text "Successfully sent!". Below this is a large QR code. A blue button labeled "Download Pdf" is positioned below the QR code. The page contains the following text:

Batch
North Park Lutheran Church 14150-8118 Good Shepherd Evangelical Lutheran Church 54601 Pre-registration

Nested submissions: Congregation Contact Details
68f78454d11741f9a8a61d50

Nested submissions: Box
School Kit 12.00 b654
Personal Care Kit 13.00 b653

Annotations on the image include:

- An orange oval around the QR code with the text "Zip code found here" and a green arrow pointing to the "14150-8118" in the batch information.
- An orange oval around the "Personal Care Kit 13.00 b653" line item with the text "Donation type and quantity" and a green arrow pointing to the item name and quantity.
- An orange oval around the "b653" in the "Personal Care Kit" line item with the text "Box index code: B653" and a green arrow pointing to the code.