

We are happy to announce that our new tracking application named 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!

Keep in mind 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.

It's simple, easy and with your help will make donating boxes of kits and quilts easier for you and more detailed for us. **If you can send an email or a text, you'll feel right at home using this online registration.**

-Quick Outline Of What You Will Do

Using the link below go to the Corus3D site to use the Pre- Registration form. Use your laptop or desk top computer to pre-register. (It's easier than using your phone)

There's a quick series of questions and then you enter how many boxes you have.

When you are done with the form you will get a QR code. 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!

Link to Pre-registration form.

qktracker.org

Helpful Hints:

-When searching for your church or the Ingathering in the form, use the zipcode+4.

-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.

-If your church is not showing up in the drop-down list, contact Leo, and he will have it added. You can use the Ingathering site as your church also and still be able to track your boxes based on the Ingathering site information.

Need help with pre-registration? 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 **church/group**.
- To access the **Donation pre-registration form** paste this link to your browser: qktracker.org

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: Add filter

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

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

Create 1 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

This screenshot shows the initial form for selecting an ingathering location. At the top, there is a section titled "Select Ingathering/warehouse location Filters" with a blue button labeled "+ Add Cascading Filter". Below this, a "Filter by:" dropdown menu is set to "Add filter". A required field, marked with an asterisk, is labeled "Select Ingathering/warehouse location" and contains the text "First English Lutheran Church 54494". To the right of this field, it says "Total count of records: 155". Below the location field is a section titled "Please record each box" with a dashed-line input area and a small plus sign icon in the top right corner. At the bottom right of the form, there is a "CLOUDFLARE" logo and links for "Privacy" and "Terms".

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

This screenshot shows the "Please record each box" section of the form. It features a "Create" dropdown menu set to "1" and a "more:" button with a plus sign icon. Below this, there are two required fields: "* Type" with a dropdown menu showing "School Kit", and "* How many materials are in the box?" with a text input field containing "24". To the right of the "more:" button, there are two icons: a blue square with a plus sign and a red square with a minus sign. Below the input fields is another dashed-line input area with a plus sign icon in the top right corner. At the bottom of the form, there is a green checkmark icon followed by the word "Success", and two buttons: "Submit" and "Submit and Fill Duplicate Form". The "CLOUDFLARE" logo and "Privacy" and "Terms" links are also visible at the bottom right.

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

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 and place 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 several sections of text, each annotated with a callout box:

- Zip code found here:** A callout box points to the zip code "14150-8118" in the "Batch" section.
- Donation type and quantity:** A callout box points to the "Nested submissions: Box" section, which lists "School Kit 12.00 b654" and "Personal Care Kit 13.00 b653".
- Box index code: B653:** A callout box points to the "b653" value associated with the "Personal Care Kit" in the nested submissions.

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