

RADAR Training

(RMHC Automated Data Access and Reporting)

Registration and Information

RADAR will “Go Live” and become a worldwide reality the fourth quarter 2010!

Join your RMHC colleagues in a training workshop at the RMHC 2010 APMEA Conference on 19th October to learn more about its functionality and benefits. It is recommended that a minimum of one representative from each RMHC and House Chapter participate in this critical RADAR training workshop. Participants should include the organizational leader as well as staff members that are responsible for financial, development/fundraising and program data management.

RADAR Benefits

- Ensure **streamlined** and **more efficient** business processes
- **Improve data integrity** and quality
- **Gather** and **manage** Chapter data in one centralized repository
 - Does not replace existing Exceed! or other CRM (customer relationship management) system
 - Summary data will be entered into RADAR
 - Data from RADAR can be exported into Word, Excel or CSV
- **Easily track** local program development processes
- **Increase ability** to provide timely, accurate & up-to-date information to key stakeholders
 - Global and Chapter management
 - Donors
 - Media
 - Other community partners
- **Increase ability** to capture and report more detail for benchmarking within the system
- **Customize** dashboards for each Chapter geographic region and program

RADAR Training

Training on the RADAR system will be provided on Tuesday 19th October 2010 at the Grand Chancellor Hotel. This training is (immediately prior to) and at the same venue as the RMHC 2010 APMEA Conference. There are 2 training sessions available:

Session 1 – 7.30am – 12.00midday (morning tea provided)

Session 2 – 12.30pm – 5.00pm (afternoon tea provided)

Participants will be asked for their session preference, however this may not be achieved as sessions may fill up quickly or distribution of participants may be required based on laptop access.

It is strongly advised that each participant should bring their own laptop that has wireless capability. If participants do not bring a laptop they will need to share with another participant and will not receive the full benefit of the RADAR training as ‘hands on’ training for the system is ideal.

Registration for **RADAR** Training

Chapter / Program Name _____

Number of people attending _____

Contact Name _____

Email _____

Phone _____

Please complete the following table:

Name of each participant attending RADAR Training	Can the participant bring a laptop?	Does the laptop have wireless internet access	What session do you prefer to attend? (Morning / Afternoon)
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Each participant should bring their OWN LAPTOP that has wireless capability.

Laptop information: To access RADAR, individuals will need access to a web browser. RADAR prefers Internet Explorer, Version 6 and higher. It is also possible to use Mozilla's Firefox.

Wireless information: How do you know your laptop can connect to the Internet via a wireless network?
Option 1 - do you have a wireless switch or button somewhere on the body of the laptop? Does the LED by the switch or button light up if you turn it on? If it does, you have an internal wireless card installed. Option 2 - take a look at the device manager. Right click on My Computer, click on Manage, click on Device Manager. Click on the "+" sign by the Network adapters. Do you see an entry related to the wireless card adapter in there? If you do, you have an internal wireless card installed.

Language information: In regards to language setting, for computers/laptops being used at Conference for training, Internet Explorer's Browser should be set with their local language and United States English. To accomplish this conduct the following steps:

1. Open Internet Explorer
2. Select Tools/Internet Options (this opens Internet Options window to change browser settings)
3. Select 'Languages' at bottom of screen. (this opens the language preference setting window, user will see their countries default language setting)
4. Select 'Add' (to add United States English as a secondary language)
5. Scroll to find 'English (United States) [en-US], click to highlight the record.
6. Select 'OK'
7. Check to make sure the default language setting is listed first and United State English is listed as secondary.
8. To change the order of the two language preferences, highlight the record, Click 'Move up' or 'Move down' whichever is appropriate to ensure required language preferences.

Return the form before 10th September to:

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