

CHURCH OF THE NAZARENE DEPUTATION SCHEDULING

Missions Services

Website Address: https://depsched.nazarene.org/nazlogin



The site will ask for your NAZ Account Email and Password. If you do not already have an account, or if you are having trouble logging in, send an email to: scheduling@nazarene.org This is the homepage, where all of the missionaries are displayed. You can sort them alphabetically, but they are automatically set to randomly display. In the left panel you can find the <u>Announcements</u> button. This is the place to go for general information and updates.



You can search for missionaries by using the <u>search bars</u> in the left panel. Clicking on the <u>search button</u> will bring you back to display all missionaries. You can also check your inbox to see your communication with missionaries.



If you are not sure who you want to schedule you can send an open <u>Speaking Opportunity</u>. To do this, you will fill out a form about the event which will be open to all Global missionaries. They can then apply to speak at the event. You will receive an email saying this has been done and you can either accept or deny the application. The form is covered in detail later.



Using the Search bar for All Scheduled Dates can be especially helpful if you are looking for missionaries that have already accepted a request to speak or have events on their calendar. From here you can download all of the possible missionary speakers, or add a speaking opportunity.

Search All Scheduled Dates



Search All

Search

Scheduled Dates DOWNLOAD SEARCH (XLSX) ADD A SPEAKING OPPORTUNITY FILTER BY STATE x Đ Select state Q download all (.xslx) search speakers reset and see all Date & Location 1 Requested By Status Speaker Tier Edit/Delete September 5, 2021 - September 5, 2021 GARY & PENNEY SIDLE SIDLE accepted GLOBAL HILLIARD, OHIO, US GARY AND PENNEY SIDLE September 12, 2021 - September 12, 2021 accepted STEPHEN & REBECCA BARBER ☑ BARBER GLOBAL SOUTH BEND, IND, US STEPHEN AND REBECCA BARBER September 1, 2021 - September 15, 2021 accepted 🛛 CAMILO GONZALEZ GONZALEZ GLOBAL -. OR. US CAMILO AND SARA GONZALEZ September 12, 2021 - September 19, 2021 accepted GARY & PENNEY SIDLE SIDLE SIDLE GLOBAL FLINT, MICHIGAN, US GARY AND PENNEY SIDLE September 7, 2021 - September 19, 2021 accepted I TIM BERTRAND ☑ MCKELLIPS GLOBAL VARIOUS, KANSAS, US BRUCE AND CINDA MCKELLIPS

Previous



The other tool you may find helpful is the option to search by State. You can search for missionaries travelling through the area or speaking nearby. You could even connect with a church on your district and join together for a missions services – there are many possibilities!

Search All Scheduled Dates

September 1, 2021 to September 3						
<	September v 2021 >					
Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9
3	4	5	6	7	8	9

Image: Scheduled Dates DOWNLOAD SEARCH (.XLSX) ADD A SPEAKING OPPORTUNITY Image: Scheduled Dates <

			•	
September 5, 2021 - September 5, 2021 HILLIARD, OHIO, US	accepted	GARY & PENNEY SIDLE	GARY AND PENNEY SIDLE	GLOBAL
September 25, 2021 - September 26, 2021 GROVE CITY, OHIO, US	accepted	GARY & PENNEY SIDLE	GARY AND PENNEY SIDLE	GLOBAL

0

Edit/Delete

Once you find a missionary you are interested in scheduling, you can click on their picture or name. You can view their schedule information three different ways. <u>All Requests</u>, <u>Home Assignment Dates</u>, and <u>All Scheduled Dates</u>. You can also see the beginning of their online profile and can click on the hyperlink to visit their full <u>profile page</u>. To request a speaking event, you will click on the <u>Request to Speak</u> button above their picture.

Scheduled Dates

- <u>All Requests</u> will display all of their scheduled Home Assignments dates and all requests, whether or not they have been accepted by the missionary.
- <u>Home Assignment Dates</u> will display the dates scheduled for their nearest upcoming Home Assignment that have been accepted by the missionary and is on their calendar.
- <u>All Scheduled Dates</u> will display all of the events the missionary has accepted and is on their calendar.



Monte and Bethany Cyr

Serving in North Central | Mesoamerica Monte & Bethany Cyr (pronounced 'Sear') are Global Missionaries for the Church of the Nazarene on the Mesoamerica Region (formerly the Caribbean and M... see full profile

🛱 All Requests 🖾 Home Assignment Dates 💆 All Scheduled Dates

🔳 Schedule List	🕅 Schedu	ile Map 🛛 🛱 Schedule Ca	alendar			
Date 🗸		Home Assignment Date	Status	Reason	Requested By	Edit/Delet
July 14, 2021 - July 23,	2021	1	accepted	KENTUCKY, KENTUCKY, US	CYR MONTE & BETHANY	

This is the top section of the Request Form.

You will select the service type from the drop down menu (Faith Promise, District Convention, etc.) and your name will appear in the <u>Requester</u> <u>Name</u> box.

If you are not the host of the event, you will uncheck the circled check box, which will allow you to enter in the correct host. The <u>Host</u> is who the post-event survey should be sent to.

In the <u>Details</u> portion, you may include any additional details you think may be helpful for the missionary to know.

Types	Zone Rally ×				
Requester Name	💄 Amanda North				
Requester Email					
	□ The requester and host of this event has the same name and email.				
Host Name	First Church of the Nazarene				
	Name of person or organization.				
Host Email	@ example@email.com				
	By entering this email, the host will receive a schedule confirmation and a post-event survey.				
Name if Applicable	Name of Church				
Details	Church/host phone number (555) 123-4567				
	Potluck following service.				
Date	January 1, 2030				
	< January v 2030 >				
	Sun Mon Tue Wed Thu Fri Sat				

This is the middle section of the Request Form.

Next, you will fill in the calendar portion by either: clicking one day twice, to create a circle, or, by clicking on the beginning and ending date of your event.

You can specify below the calendar the time the event will begin and end or you can check the All Day box if you are having an event over multiple days.







This is the last section of the Request Form.

Location

Finally, you will enter in the event's physical address and click the submit button.

This will send the request to the missionary and they will either accept the event or deny the request.

If you have not heard back from a missionary after two weeks from when you submitted an event, let us know by sending an email to: <u>scheduling@nazarene.org</u>.



If you would like to send the missionary a message in the Deputation Scheduling site, you may do so by clicking on the <u>envelope button</u> on their profile picture. They will receive an email letting them know a message has been sent. You can access your requests and messages through the <u>Inbox</u> button at the upper left.

Inbox	Q Search Speaking Opportun	ities Help requester AMANDA NORTH	Contact Us
	CHURCH OF THE NAZAREN DEPUTATION SCHEDU Children Camp Children/Youth/f Conference/Workshop/Seminar De District Convention District Tour Fa	E LING ts Important aith Promise Requests : all Request to Speak I Serving in North Centr Sear') are Global Missi Mesoamerica Region (I Marce All Requests I' Home	thany Cyr I Mesoamerica Monte & Bethany Cyr (pronounced onaries for the Church of the Nazarene on the ormerly the Caribbean and M see full profile Assignment Dates All Scheduled Dates
	Family Camp Local Church Missi Small Group Teen Camp Zor	In Service July 14, 2021 - September 26, 2021 Home Assignment in United States August 17, 2022 - October 2, 2022 Home Assignment in United States	Add Schedule See Schedule Add Schedule See Schedule

