Training Tips For

PDS Formation

As we begin to wrap up this series of training tips, here are a few tidbits:

Sacramental Information:

Trying to input information from previous years may turn out to be very tedious. We would recommend you begin putting in sacramental information this year with all new students. If/ when times permits, you can update prior students.

Catechist Certification Information:

Our suggestion for you right now is to not do anything with this information. We have all the ministry training records here at the diocese, and the certification process may be changing soon. Please, however, do enter your catechist **CHILD PROTECTION** information.

Download patch:

One of the reasons to have Formation Office is so the religious education programs in our diocese can send us the information we need in the easiest way possible. The information we will be gathering is catechists and their contact information, the number of students in each grade and child protection information. Click on the following link and follow the instructions to download this patch: http://www.eriercd.org/pds3.htm If the link does not work, try pressing the **CONTROL** button as you click on the link. If that does not work just cut and paste or type the link into your web browser.

Diocesan Export::

Once you have installed the patch above, you will now be able to send your parish information to the religious education office. Attached are the instructions for the export you will be using. Please print these instructions and have them ready. We will send you an email when we are ready for you to send us this information.

Data Backup: *Urgent!*

It is very important that you backup the information on your computer. If your computer crashes, and chances are it will, you will need to have a current backup of information so you will not have to start at the very beginning to input data. You should keep a backup at work, on-site, and also have a backup off-site. This is the only way you are completely protected. An ideal way for you to keep your data off-site is with the **DATA DEPOSIT BOX** which is an online backup service which enables you to backup, restore and share files online for as low as $2.00 a month. This service is automatic. Once you have set it up - you don't have to think about it. For more information visit their website:

http://www.datadepositbox.com or email questions to info@datadeposit.com.

The End