

Buddy Break Online Database Training – Coordinators

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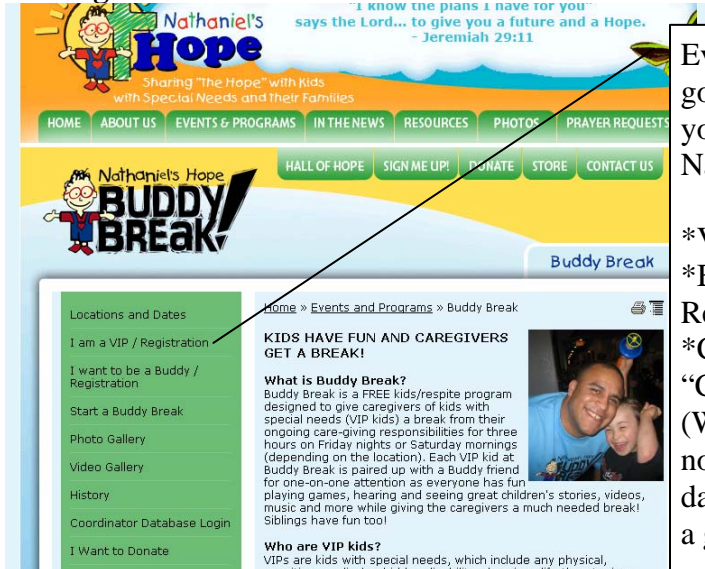
Current Features

- VIPs and Buddies can create and update their Info Forms online and Coordinators will have instant access to them
- Coordinators can also fill out Info Forms, print forms, and leave comments
- Will eliminate need to fax or mail Info Forms to the office and between Buddy Break locations when there is an update

Process: VIPs

- Existing Buddy Break VIPs – received letter asking them to register online
- New Buddy Break VIPs – please ask them to fill out the form online prior to VIP Orientation (if they have no computer access, set up a time with them to get form completed or mail form and enter upon receipt)
- Coordinators print the completed form for VIP Orientation, then the form is kept in the child’s folder for the Buddy to review prior to Buddy Break

Getting to the Online Database: VIPs



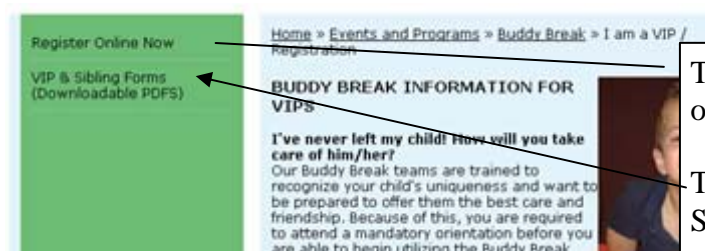
Everyone accesses the Online Database by going to www.BuddyBreak.org, which takes you directly to the Buddy Break pages on the Nathaniel’s Hope website.

*VIP clicks on “I am a VIP / Registration.”

*Buddy clicks on “I want to be a Buddy / Registration.”

*Coordinator scrolls down to click on “Coordinator Database Login.”

(We use the term “Coordinator” even if that’s not your official title. According to the database, you’re a Coordinator-level user not a general user.)



To fill out the Info Form online, VIPs click on “Register Online Now.”

To print out paper forms, click on “VIP & Sibling Forms.”

ONLINE DATABASE SYSTEM

Here are the steps to filling out a VIP Family Info Form

1. Click on the "Register Now" button below. This will open the form you're reading now will stay open in case you lose your internet connection.



If VIPs are registering for an account for the first time, they'll click on the "Register Now" button.

2. Click on the link for New Users to create an online Buddy Break account.
3. Fill in the information – the email address will be what you use to log in and the password that you choose will be what you use to log in. Make sure you type it correctly.
4. Click on the Create User button.
5. It will show you a "success" message, and then you can log in.
6. Fill out your VIP child's form (this one may take you a portion of it, and then save and come back later if you need to).
7. If your VIP child has any siblings that will also be added to the system.

Reminders

- You need to call the Buddy Break locations to register. To see all of our dates and locations, [click here](#).
- This system is in its infancy stage, and we'd like to hear from our users. Please email us at info@NathanielsHope.org with your feedback. Of course improvements and changes to the system will be made. If you have any questions or connections, feel free to email those too! 😊
- What you will complete in the Online Database is the VIP Family Information Form. There are other forms that you will want to complete. Those forms are for download and print. You can find them by [clicking here](#). You need to print and complete #3 and #4.)

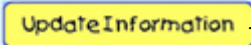
Reminders:

*Still need to call the Buddy Break locations to RSVP for the particular Buddy Break date that they wish to attend.

*Need to complete other VIP forms by printing them and bringing them to VIP Orientation.

Updates

If something changes with your child's needs, please let us know so we can provide your child with the best possible care.



If they are a returning user, they'll click on the "Update Information" button.

VIP & SIBLING FORMS

Click on the picture of the form that you want to open. From there you can print the form and fill it out. All of these forms are provided in a PDF format and may take a couple moments to open.

If you are ready to attend orientation and want to fill out the forms before you go, please complete each of the forms #1-4.

If you simply want to give us new or updated information, please scroll down to find #5 the VIP Information Update Form.



1. VIP Family Information Form: This is the main form that you need to fill out and it includes contact and medical information as well as behavioral, communication, dietary, and hygiene skills so that we can provide the best care possible for your child.



2. Sibling Info Form: Buddy Break is open to siblings of VIPs and we'd love to have them come play with us! This form gives us information that is pertinent to the care of the sibling.



3. Authorization & Release Form: This form gives the Buddy Break location ability to arrange for emergency medical attention if that becomes necessary for your child. You may complete one form to cover VIPs and siblings or separate forms for each child. This form must be notarized. We provide a notary at the orientation so bring the form filled out except for your signature.



4. Declaration of Consent Form: This form includes sections on liability and image release, which allows us to use your child's picture in marketing or promotional pieces. You can choose to not sign particular sections of this form. You may complete one form to cover VIPs and siblings or separate forms for each child. It also needs to be notarized.



5. VIP Information Update Form: If any of your information changes, please let us know by filling out the updated information on this form. You can bring it to any of the Buddy Break locations or fax it to our office at 407-447-2021.

If you have any questions, please contact us at info@NathanielsHope.org or 407-857-8224.

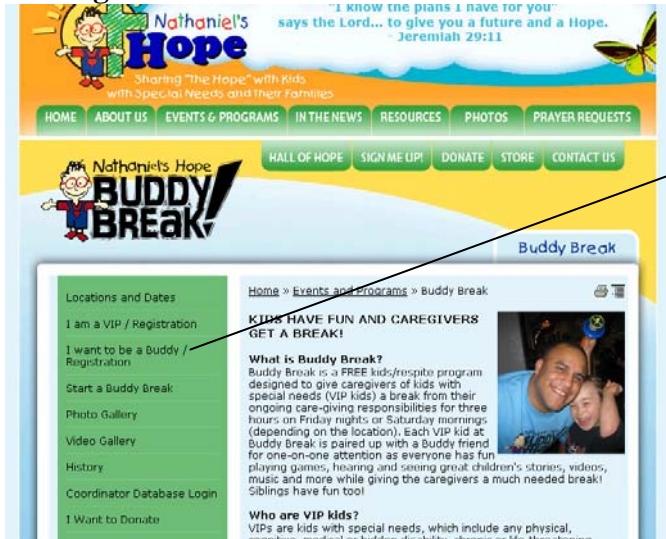
If they fill out the VIP Info Form and the Sibling Info Form online, then only need to print out the Authorization & Release Form and the Declaration of Consent Form

Coordinators can also print these out. These may look slightly different from what you received at BLT since we're processing through the questions that we ask, how we ask them, etc. These forms or the ones that you received at BLT are fine to use.

Process: Buddies

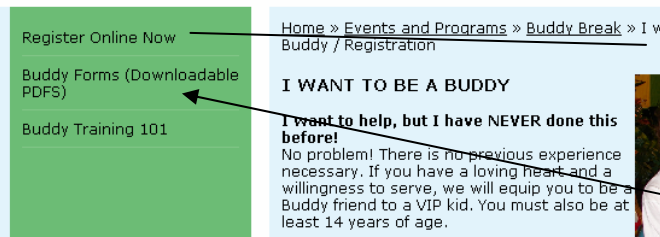
- Existing Buddy Break Buddies – received letter asking them to register online
- New Buddy Break Buddies – please ask them to fill out the form online prior to Buddy Training (if they have no computer access, set up a time with them to get form completed or mail form and enter upon receipt)
- Coordinators print the completed form for Buddy Training

Getting to the Online Database: Buddies



Go to www.BuddyBreak.org

Buddy clicks on “I want to be a Buddy / Registration.”



To fill out the Info Form online, Buddies click on “Register Online Now.”

To print out paper forms, click on “Buddy Forms.”
(Only one there is the Buddy Info Form.)

Home » Events and Programs » Buddy Break » I w
Online Now

ONLINE DATABASE SYSTEM

Here are the steps to filling out a Buddy Info Form

1. Click on the "Register Now" button below. This v
you're reading now will stay open in case you lo
2. Click on the link for New Users to create an onlin
3. Fill in the information – the email address will be
address and the password that you choose will
how you type it.
4. Click on the Create User button.
5. It will show you a "success" message, and then
6. Fill out your Buddy form (this one may take you
portion of it, and then save and come back later

Register Now

Reminders

- You need to call the Buddy Break locations to re
To see all of our dates and locations, [click here](#).
- This system is in its infancy stage, and we'd like
users. Please email us at info@NathanielsHope
forms. Of course improvements and changes to
connections, feel free to email those too! 😊

Updates

If something changes with your contact informati
changes.

Update Information

Thank you for serving VIP kids!

If Buddies are registering for an account for the first time, they'll click on the "Register Now" button.

Reminders:

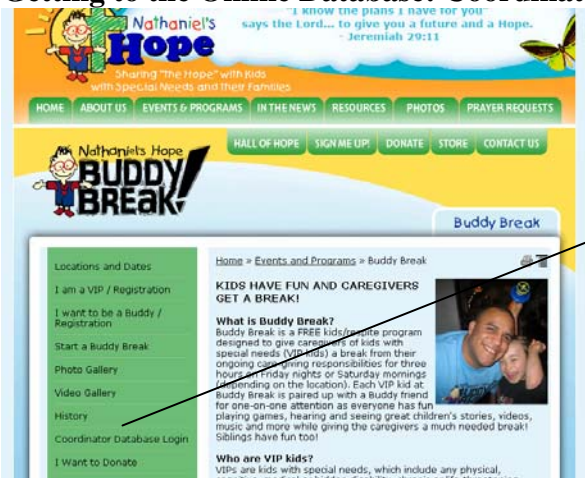
*Still need to call the Buddy Break locations to RSVP for the particular Buddy Break date that they wish to attend.

If they are a returning user, they'll click on the "Update Information" button.

Process: Coordinators

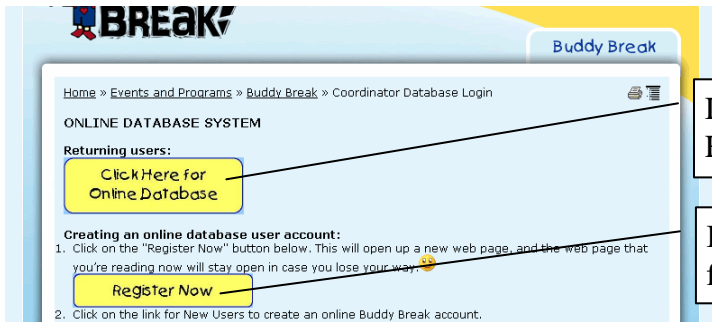
- Create sign-on
- Tell us that you've done so – we'll change your "User" level permission to "Coordinator" level
- Let us know if anyone else on team needs training for a Coordinator level sign-on

Getting to the Online Database: Coordinators



Go to www.BuddyBreak.org

Scroll down to click on the button for "Coordinator Database Login."
(We use the term "Coordinator" even if that's not your official title. According to the database, you're a Coordinator-level user not a general user.)



If you're a returning user, click on the "Click Here for Online Database" button.

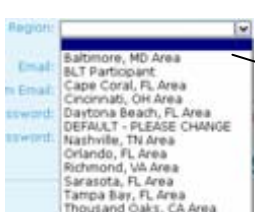
If you're registering for an account for the first time, click on the "Register Now" button.

Creating a Sign-on



To create a new sign-on, click on the link for New Users to create an online Buddy Break account. VIPs, Buddies, and Coordinators all do this process.

- * Fill in the information – the email address will be what you use when logging in. Both your email address and the password that you choose will be case sensitive, so make sure you pay attention to how you type it.
- * Click on the Create User button.
- * It will show you a "success" message, and then you can log in.
- * Email us at BuddyBreak@NathanielsHope.org to tell us that you have created your login. You will receive an email reply when you have been given the appropriate permission level to access the Buddy Break Coordinator portion of the database.



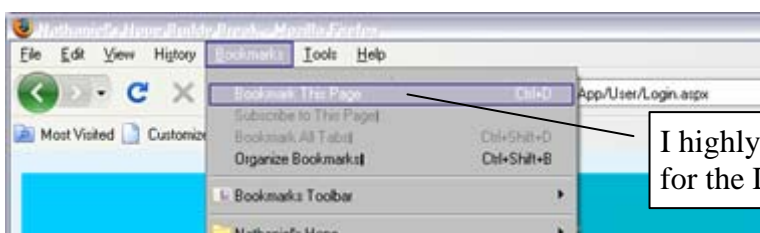
Currently, these are the regions that are available to choose from. As we add more Buddy Breaks, this list will expand. The region that someone chooses helps with automated notifications and lists for you.

Signing on



Type in your email address and your password (remember they are case sensitive).

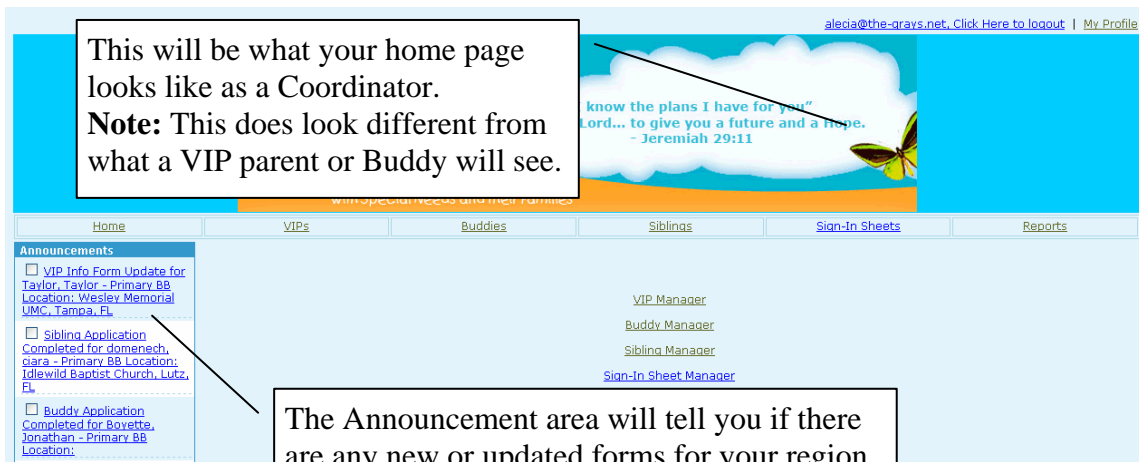
If you ever forget your password, you can have it emailed to you.



I highly recommend setting up a bookmark for the Database page to save you some steps!



This will be what a VIP parent or Buddy will see as their home page.

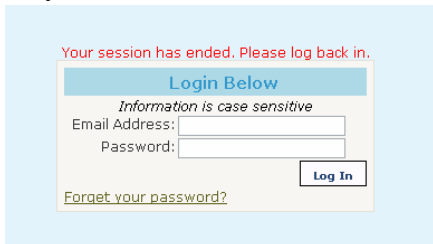


This will be what your home page looks like as a Coordinator.
Note: This does look different from what a VIP parent or Buddy will see.

The Announcement area will tell you if there are any new or updated forms for your region.

Session Expiration

As you are working with the Online Database, you may receive a Session Expiration message. It may look like this:



Server Error in '/BuddyBreakApp' Application.

ASP.NET session has expired

Description: An unhandled exception occurred during the execution of the current web request. Please review the stack trace for more information about the error and where it originated in the code.

Exception Details: Microsoft.Reporting.WebForms.AspNetSessionExpiredException: ASP.NET session has expired

Source Error:

An unhandled exception was generated during the execution of the current web request. Information regarding the origin and location of the exception can be identified using the exception stack trace below.

Stack Trace:

Or this:

Do not be afraid! When you get this type of message, simply log back into your account.

The session expiration is a safety precaution because the information that you are dealing with is private, confidential information about our VIPs and Buddies. Sessions will time out after 90 minutes of inactivity.

Profile Changes

alecia@the-grays.net, Click Here to logout | My Profile

Click here to make changes to your profile (e.g. new email address, different password).

Home | VIPs | Buddies | Siblings | Sign-In Sheets | Reports

Announcements

My Profile

Return to Home Page

First Name: Alecia
Last Name: Gray (Coord)
Phone: 407-857-8224
Region: Tampa Bay, FL Area

Save Personal Information

Change Email

Email:
Confirm Email:

Save Email

Change Password

Current Password:
New Password:
Confirm New Password:

Save Password

Working with VIP Forms

Home | VIPs | Buddies | Siblings | Sign-In Sheets | Reports

Announcements

VIP Manager
Buddy Manager
Sibling Manager
Sign-In Sheet Manager

To work with VIP forms, you can either go in through "VIPs" or "VIP Manager."

Home | VIPs | Buddies | Siblings | Sign-In Sheets | Reports

Announcements

Manage VIPs

Register a VIP Kid | Export to Excel

Vip Child	Active	Primary BB Location	Info Form	Siblings	Comments
Barker, Justin	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (0)	View/Edit (0)
Booth, Taylor	<input checked="" type="checkbox"/>	Wesley Memorial UMC, Tampa, FL	View Edit	View/Edit (0)	View/Edit (0)
CASTILLO, ARIELYS	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (0)	View/Edit (0)
Conour, Mackenzie	<input checked="" type="checkbox"/>	St. James UMC, Tampa, FL	View Edit	View/Edit (0)	View/Edit (0)
dean, alexis	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (1)	View/Edit (0)
domenech, garrett	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (2)	View/Edit (0)
Hernandez, Jose Manuel	<input checked="" type="checkbox"/>	Calvary Assembly, Winter Park, FL	View Edit	View/Edit (3)	View/Edit (0)

02/20/2009 1 02/20/2009 Mackenzie Conour

1 2 3

You can Register, View, Edit VIP forms or any Siblings attached to those VIPs, and Leave VIP Comments.

If there are multiple pages of VIPs, you will see the number of pages at the bottom here. That's true for any manager area - VIP, Buddy, and Sibling.

Viewing a VIP Form

Sharing "The Hope" with Kids with Special Needs and their Families

Home | VIPs | Buddies

Announcements

Manage VIPs

Register a VIP Kid | Export to Excel

Vip Child	Active	Primary BB Location	Info Form	Siblings	Comments	Registered	Page	Last Updated	DOB	
Barker, Justin	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (0)	View/Edit (0)	08/10/2009	6	08/10/2009	Carol Barker	04/15/1998
Booth, Taylor	<input checked="" type="checkbox"/>	Wesley Memorial UMC, Tampa, FL	View Edit	View/Edit (0)	View/Edit (0)	08/24/2009	3	08/28/2009	Geri Booth	09/11/2004
CASTILLO, ARIELYS	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (0)	View/Edit (0)	04/02/2009	6	04/15/2009	Susan Labadie	09/14/2002
Conour, Mackenzie	<input checked="" type="checkbox"/>	St. James UMC, Tampa, FL	View Edit	View/Edit (0)	View/Edit (0)	02/20/2009	1	02/20/2009	Mackenzie Conour	
dean, alexis	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (1)	View/Edit (0)	05/08/2009	6	05/08/2009	mary dean	12/07/2002

To view a VIP form, click on View.

Sharing "The Hope" with Kids with Special Needs and their Families

Home | VIPs | Buddies | Siblings | Sign-In Sheets | Reports

Buddy Break VIP Family Information Form - Page 1 of 6

Edit Application | Cancel | Next >>

Application User: dean, mary - Deanmary36@yahoo.com

Personal Information

VIP Child's First Name: alexis
 VIP Child's Last Name: dean
 Child Resides With: Mother
 Region: Tampa Bay, FL Area
 Primary Buddy Break: Idlewild Baptist Church, Lutz, FL
 Location:

First Name 1: mary
 Last Name 1: dean
 Relationship: Mother
 Address: 2010 north florida ave
 City: tampa
 State: florida

Notice that the fields are the same color as the background color or grayed out. You can't edit them because you're only viewing.

Sharing "The Hope" with Kids with Special Needs and their Families

Home | VIPs | Buddies | Siblings | Sign-In Sheets

Buddy Break VIP Family Information Form - Page 2 of 6

<< Previous | Edit Application | Cancel | Next >>

Family Information

Please list any children, other than your VIP child, that are living at home. Fill out a separate packet for each VIP child.

First Name: concetta
 Last Name: didiano
 Gender: Female
 DOB (mm/dd/yyyy): 11/7/1996 12:00:00 AM
 VIP Kid:

First Name:
 Last Name:
 Gender:
 DOB (mm/dd/yyyy):
 VIP Kid:

Click Previous to go to the previous page in this VIP's Family Info Form.

Click Next to go to the next page in this VIP's Family Info Form.

"Cancel" exits you from the form. It doesn't actually cancel anything.

Editing a VIP Form

Sharing "The Hope" with Kids with Special Needs and their Families

Home | VIPs | Buddies | Siblings | Sign-In Sheets | Reports

Buddy Break VIP Family Information Form - Page 2 of 6

<< Previous | Edit Application | Cancel | Next >>

Family Information

Please list any children, other than your VIP child, that are living at home. Fill out a separate packet for each VIP child.

First Name: concetta
 Last Name: didiano
 Gender: Female
 DOB (mm/dd/yyyy): 11/7/1996 12:00:00 AM
 VIP Kid:

While in the View format, you can click Edit Application to go to an editable format.

OR

Sharing "The Hope" with Kids
with Special Needs and Their Families

Home VIPs Buddies Siblings

Announcements

- VIP Info Form Update for Taylor, Taylor - Primary BB Location: Wesley Memorial UMC, Tampa, FL
- Sibling Application Completed for domenech, clara - Primary BB Location: Idlewild Baptist Church, Lutz, FL
- Buddy Application Completed for Bovette, Jonathan - Primary BB Location:
- Buddy Application Completed for Bonn, Amy -

Manage VIPs

Register a VIP Kid Export to Excel

Vip Child	Active	Primary BB Location	Info Form	Siblings	Comments	Registered	Page	Last Updated	DOB	
Barker, Justin	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (0)	View/Edit (0)	08/10/2009	6	08/10/2009	Carol Barker	04/15/1998
Booth, Taylor	<input checked="" type="checkbox"/>	Wesley Memorial UMC, Tampa, FL	View Edit	View/Edit (0)	View/Edit (0)	08/24/2009	3	08/28/2009	Geri Booth	09/11/2004
CASTILLO, ARIELYS	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (0)	View/Edit (0)	04/02/2009	6	04/15/2009	Susan Labadie	09/14/2002
Conour, Mackenzie	<input checked="" type="checkbox"/>	St. James UMC, Tampa, FL	View Edit	View/Edit (0)	View/Edit (0)	02/20/2009	1	02/20/2009	Mackenzie Conour	
dean, alexis	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (1)	View/Edit (0)	05/08/2009	6	05/08/2009	mary dean	12/07/2002

To edit a VIP form from the VIP Manager area, click on Edit.

Sharing "The Hope" with Kids
with Special Needs and Their Families

Home VIPs Buddies Siblings

Announcements

- VIP Info Form Update for Taylor, Taylor - Primary BB Location: Wesley Memorial UMC, Tampa, FL
- Sibling Application Completed for domenech, clara - Primary BB Location: Idlewild Baptist Church, Lutz, FL
- Buddy Application Completed for Bovette, Jonathan - Primary BB Location:
- Buddy Application Completed for Bonn, Amy -

Buddy Break VIP Family Information Form - Page

Application User: dean, mary - Deanmary38@yahoo.com

Personal Information

VIP Child's First Name: alexis Required

VIP Child's Last Name: dean Required

Region: Tampa Bay, FL Area Required

Primary Buddy Break Location: Idlewild Baptist Church, Lutz, FL

VIP kids and the contact information is the same for this VIP Info Form, simply select a name here then check the checkbox, and those fields will automatically be filled in for you.

Name of Other VIP: Same as VIP Info Form

If you click on "Next," it will save any changes you made to this page and take you to the next page of the form ONLY if you have completed all of the required fields.

If you click on "Cancel," it won't save any changes you made here.

Notice the difference of the fields. They are white so you can edit them.

Registering a VIP

Sharing "The Hope" with Kids
with Special Needs and Their Families

Home VIPs Buddies Siblings

Announcements

- VIP Info Form Update for Taylor, Taylor - Primary BB Location: Wesley Memorial UMC, Tampa, FL
- Sibling Application Completed for domenech, clara - Primary BB Location: Idlewild Baptist Church, Lutz, FL
- Buddy Application Completed for Bovette, Jonathan - Primary BB Location:
- Buddy Application Completed for Bonn, Amy -

Manage VIPs

Register a VIP Kid Export to Excel

Vip Child	Active	Primary BB Location	Info Form	Siblings	Comments	Registered	Page	Last Updated	DOB	
Barker, Justin	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (0)	View/Edit (0)	08/10/2009	6	08/10/2009	Carol Barker	04/15/1998
Booth, Taylor	<input checked="" type="checkbox"/>	Wesley Memorial UMC, Tampa, FL	View Edit	View/Edit (0)	View/Edit (0)	08/24/2009	3	08/28/2009	Geri Booth	09/11/2004
CASTILLO, ARIELYS	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (0)	View/Edit (0)	04/02/2009	6	04/15/2009	Susan Labadie	09/14/2002
Conour, Mackenzie	<input checked="" type="checkbox"/>	St. James UMC, Tampa, FL	View Edit	View/Edit (0)	View/Edit (0)	02/20/2009	1	02/20/2009	Mackenzie Conour	
dean, alexis	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (1)	View/Edit (0)	05/08/2009	6	05/08/2009	mary dean	12/07/2002

To fill out a new VIP form, click on "Register a VIP kid."

If you need to help a VIP parent fill out a form and want to "mirror" what they are doing at the same time, please make it VERY clear as you're doing this form that this is not a real entry into the live database system. Here's how: Give the child the last name of "Test Test." That will clue us in to delete this form and not send mail to that person. 😊

Sharing "The Hope" with Kids
with Special Needs and Their Families

Home VIPs Buddies Siblings

Buddy Break VIP Family Information Form

Application User: Active

Personal Information

VIP Child's First Name: Required

VIP Child's Last Name: Required

Child Resides With: Required

Region: Required

Primary Buddy Break Location:

If you have multiple VIP kids and the contact information is the same for entered on another VIP Info Form, simply select a name here then check the checkbox, and those fields will automatically be filled in for you.

Name of Other VIP: Same as VIP Info Form

Click here if you need to only fill out a portion of the form and come back to it. **Note:** It will only save if you have filled in all of the required fields on that page.

Be sure to choose an Application User to attribute this form to. If the parent has an email account, it should go under them. If they don't have an email account, put it under your email account.

VIP Form Issue

VIP Child's Information

Please tell us about your VIP.

Child's First Name:

Child's Last Name:

Height (in inches):

Weight (in pounds):

Gender: Male Female

DOB (mm/dd/yyyy): Required

Chronological Age:

Developmental Age:

On page 2 of the VIP Info Form, these fields looking for numbers ONLY. They will not accept anything else that is entered such as: 4.5 (or) 4 1/2 (or) 4? (or) 4-ish

Currently, it does not tell you that there is an issue until you get to the end of the page and try to save or go to the next page. Then it gives you an ugly error message. This will be fixed eventually. 😊

Viewing/Editing Comments for VIPs

Sharing "The Hope" with Kids with Special Needs and Their Families

Home **VIPs** Buddies Siblings Sign-In Sheets Reports

Manage VIPs

Register a VIP Kid Export to Excel

Vip Child	Active	Primary BB Location	Info Form	Siblings	Comments	BB
Barker, Justin	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (0)	View/Edit (0)	08
Booth, Taylor	<input checked="" type="checkbox"/>	Wesley Memorial UMC, Tampa, FL	View Edit	View/Edit (0)	View/Edit (0)	08
CASTILLO, ARIELYS	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (0)	View/Edit (0)	04
Conour, Mackenzie	<input checked="" type="checkbox"/>	St. James UMC, Tampa, FL	View Edit	View/Edit (0)	View/Edit (0)	02
dean, alexis	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (0)	View/Edit (0)	02

To view/edit Comments for a particular VIP, click on View/Edit. You can tell how many Comments this VIP has by the number in the parentheses – in this case, it's zero.

Home **VIPs** Buddies Siblings Sign-In Sheets Reports

Manage VIP Comments

No Records.

Enter your comment(s) below:

Test Comment Area

Email this comment to other coordinators

[Add Comment](#)

These comments are meant to be helpful to other Buddy Break Coordinators and Buddy Break Staff. They are the only ones that can see these comments – VIP parents and Buddies cannot. Comments might:

- 1) help in matching up Buddies: i.e. "Cody likes to run and needs a Buddy that can keep up."
- 2) include items that Buddies notice and write down after their Buddy Break experience: i.e. "Cody's running seems to be triggered by loud noises." OR "Was able to keep Cody from running by whispering his name quietly." Simply transfer their notes to this section of the database – they won't be able to do that themselves.

Home **VIPs** Buddies Siblings Sign-In Sheets Reports

Manage VIP Comments

Comment	Comment By	Comment Date
Test Comment Area	Alecia Gray (Coord)	1/26/2009

Enter your comment(s) below:

Email this comment to other coordinators

[Add Comment](#)

In one of the next improvement phases, the system will automatically notify the other Buddy Break Coordinators in the same region if a comment is left. As it stands right now, you need to look in the VIP kid's form to see the comment. It will not print the comment out anywhere. This checkbox currently doesn't have a function. 😊

Making a VIP Inactive

Sharing "The Hope" with Kids with Special Needs and Their Families

Home | **VIPs** | Buddies | Siblings

Announcements

Manage VIPs

Register a VIP Kid | Export to Excel

Vip Child	Active	Primary BB Location	Info Form	Siblings	Comments	Registered	Page	Last Updated	DOB
Barker, Justin	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (0)	View/Edit (0)	08/10/2009	6	08/10/2009	Carol Barker 04/15/1998
Booth, Taylor	<input checked="" type="checkbox"/>	Wesley Memorial UMC, Tampa, FL	View Edit	View/Edit (0)	View/Edit (0)	08/24/2009	3	08/28/2009	Geri Booth 09/11/2004
CASTILLO, ARIELYS	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (0)	View/Edit (0)	04/02/2009	6	04/15/2009	Susan Labadie 09/14/2002
Conour, Mackenzie	<input checked="" type="checkbox"/>	St. James UMC, Tampa, FL	View Edit	View/Edit (0)	View/Edit (0)	02/20/2009	1	02/20/2009	Mackenzie Conour
dean, alexis	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (1)	View/Edit (0)	05/08/2009	6	05/08/2009	mary dean 12/07/2002

To make a VIP inactive, uncheck the box under the Active column.

Working with Sibling Forms (Two Ways to Get There)

Home | **VIPs** | Buddies | Siblings | Sign-In Sheets | Reports

Announcements

VIP Manager
Buddy Manager
Sibling Manager
Sign-In Sheet Manager

To work with Sibling forms, you can either go in through "VIPs" or "VIP Manager."

Home | **VIPs** | Buddies | Siblings | Sign-In Sheets | Reports

Announcements

Manage VIPs

Register a VIP Kid | Export to Excel

Vip Child	Active	Primary BB Location	Info Form	Siblings	Comments	Registered	Page	Last Updated	DOB
Barker, Justin	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (0)					
Booth, Taylor	<input checked="" type="checkbox"/>	Wesley Memorial UMC, Tampa, FL	View Edit	View/Edit (0)					
CASTILLO, ARIELYS	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (0)	View/Edit (0)	04/02/2009	6	04/15/2009	Susan Labadie 09/14/2002
Conour, Mackenzie	<input checked="" type="checkbox"/>	St. James UMC, Tampa, FL	View Edit	View/Edit (0)	View/Edit (0)	02/20/2009	1	02/20/2009	Mackenzie Conour
dean, alexis	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (1)	View/Edit (0)	05/08/2009	6	05/08/2009	mary dean 12/07/2002
domenech, garrett	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (2)	View/Edit (0)	08/19/2009	6	08/19/2009	saidah domenech 12/10/1998

To view/edit a Sibling form, click on View/Edit. You can tell how many Siblings this VIP has by the number in the parentheses – in this case, it's two.

Home | **VIPs** | Buddies | Siblings | Sign-In Sheets | Reports

Announcements

Manage Siblings

Register Sibling

Sibling	Active	Primary BB Location	Info Form	VIP Siblings	Comments	Registered	Last Updated	DOB
DOMENECH, HUNTER	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit	View/Edit	08/19/2009	08/19/2009	saidah domenech 06/08/2003
domenech, cara	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit	View/Edit	08/28/2009	08/28/2009	saidah domenech 10/08/1996

You will then see a list of the two siblings linked to this particular VIP.

OR

Home | **VIPs** | Buddies | **Siblings** | Sign-In Sheets | Reports

Announcements

VIP Manager
Buddy Manager
Sibling Manager
Sign-In Sheet Manager

To work with Sibling forms, you can either go in through "Siblings" or "Sibling Manager."

Sharing "The Hope" with Kids with Special Needs and Their Families

Home VIPs Buddies Siblings Sign-In Sheets Reports

Announcements

- VIP Info Form Update for Taylor, Taylor - Primary BB Location: Wesley Memorial UMC, Tampa, FL
- Sibling Application Completed for domenech, ciara - Primary BB Location: Idlewild Baptist Church, Lutz, FL
- Buddy Application Completed for Bovette, Jonathan - Primary BB Location:
- Buddy Application Completed for Poon, Amy - Primary BB Location: Idlewild
- VIP Info Form Update for Tre' Henry, Tre' Henry - Primary BB Location: Idlewild Baptist Church, Lutz, FL

Manage Siblings

Register Sibling Export to Excel

Sibling	Active	Primary BB Location	Info Form	VIP Siblings	Comments	Registered	Last Updated	DOB
didiano, connie	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (1)	View/Edit (0)	05/08/2009	05/08/2009	Alecia Gray
domenech, ciara	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (1)	View/Edit (0)	08/28/2009	08/28/2009	saidah domenech
DOMENECH, HUNTER	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (1)	View/Edit (0)	08/19/2009	08/19/2009	saidah domenech
Durojaiye, Emmanuel	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (1)	View/Edit (0)	07/31/2009	07/31/2009	Cathy Lovejoy
GOFTER, SARA	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (1)	View/Edit (0)	07/31/2009	07/31/2009	Cathy Lovejoy
Helotie, Daniel	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (1)	View/Edit (0)	05/17/2009	05/17/2009	Alecia Gray
Helotie, Lydia	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (1)	View/Edit (0)	05/17/2009	05/17/2009	Alecia Gray
Hernandez, Aniana	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (1)	View/Edit (0)	03/02/2009	03/02/2009	Alecia Gray
Lovejoy, Conner	<input checked="" type="checkbox"/>	Wesley Memorial UMC, Tampa, FL	View Edit	View/Edit (1)	View/Edit (0)	07/31/2009	07/31/2009	Cathy Lovejoy

You can Register, View, Edit Sibling forms or any VIP Siblings attached to those Siblings, and Leave Sibling Comments.

Viewing a Sibling Form

Sharing "The Hope" with Kids with Special Needs and Their Families

Home VIPs Buddies Siblings

Announcements

- VIP Info Form Update for Taylor, Taylor - Primary BB Location: Wesley Memorial UMC, Tampa, FL
- Sibling Application Completed for domenech, ciara - Primary BB Location: Idlewild Baptist Church, Lutz, FL
- Buddy Application Completed for Bovette, Jonathan - Primary BB Location:
- Buddy Application Completed for Poon, Amy - Primary BB Location: Idlewild
- VIP Info Form Update for Tre' Henry, Tre' Henry - Primary BB Location: Idlewild Baptist Church, Lutz, FL

Manage Siblings

Register Sibling Export to Excel

Sibling	Active	Primary BB Location	Info Form	VIP Siblings	Comments	Registered	Last Updated	DOB
didiano, connie	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (1)	View/Edit (0)	05/08/2009	05/08/2009	Alecia Gray
domenech, ciara	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (1)	View/Edit (0)	08/28/2009	08/28/2009	saidah domenech
DOMENECH, HUNTER	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (1)	View/Edit (0)	08/19/2009	08/19/2009	saidah domenech

To view a Sibling form, click on View.

Sharing "The Hope" with Kids with Special Needs and Their Families

Home VIPs Buddies Siblings Sign-In Sheets

Announcements

- VIP Info Form Update for Taylor, Taylor - Primary BB Location: Wesley Memorial UMC, Tampa, FL
- Sibling Application Completed for domenech, ciara - Primary BB Location: Idlewild Baptist Church, Lutz, FL
- Buddy Application Completed for Bovette, Jonathan - Primary BB Location:
- Buddy Application Completed for Poon, Amy - Primary BB Location: Idlewild
- VIP Info Form Update for Tre' Henry, Tre' Henry - Primary BB Location: Idlewild Baptist Church, Lutz, FL

Buddy Break Sibling Information Form

[Edit Application](#) [Cancel](#)

Application User: dean, mary - Deanmary38@yahoo.com

Sibling Information

Please tell us about your child.

Child's First Name: connie
 Child's Last Name: didiano
 Child Resides With: Mother
 Region: Tampa Bay, FL Area
 Primary Buddy Break: Idlewild Baptist Church, Lutz, FL
 Location:
 Name of VIP Sibling: dean, alexis
 Parent/Guardian 1
 First Name: mary
 Last Name: dean
 Relationship: Mother
 Address: 2010 north florida ave
 City: tampa State: Florida Zip: 33602

"Cancel" exits you from the form. It doesn't actually cancel anything.

Notice that the fields are the same color as the background color or grayed out. You can't edit them because you're only viewing.

Editing a Sibling Form

Sharing "The Hope" with Kids with Special Needs and Their Families

Home VIPs Buddies Siblings Sign-In Sheets Reports

Announcements

- VIP Info Form Update for Taylor, Taylor - Primary BB Location: Wesley Memorial UMC, Tampa, FL
- Sibling Application Completed for domenech, ciara - Primary BB Location: Idlewild Baptist Church, Lutz, FL
- Buddy Application Completed for Bovette, Jonathan - Primary BB Location:
- Buddy Application Completed for Poon, Amy - Primary BB Location: Idlewild
- VIP Info Form Update for Tre' Henry, Tre' Henry - Primary BB Location: Idlewild Baptist Church, Lutz, FL

Buddy Break Sibling Information Form

[Edit Application](#) [Cancel](#)

Application User: dean, mary - Deanmary38@yahoo.com

Sibling Information

Please tell us about your child.

Child's First Name: connie
 Child's Last Name: didiano
 Child Resides With: Mother
 Region: Tampa Bay, FL Area
 Primary Buddy Break: Idlewild Baptist Church, Lutz, FL
 Location:
 Name of VIP Sibling: dean, alexis
 Parent/Guardian 1
 First Name: mary
 Last Name: dean
 Relationship: Mother
 Address: 2010 north florida ave
 City: tampa State: Florida Zip: 33602

To edit a Sibling form while in the View setting, click on "Edit Application."

Sharing "The Hope" with Kids with Special Needs and Their Families

Home | VIPs | Buddies | Siblings

Announcements

Manage Siblings

Register Sibling | Export to Excel

Sibling	Active	Primary BB Location	Info Form	VIP Siblings	Comments	Registered	Last Updated	DOB
didiano, connie	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (1)	View/Edit (0)	05/08/2009	05/08/2009	Alecia Gray 11/07/1996
domenech, ciara	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (1)	View/Edit (0)	08/28/2009	08/28/2009	saidah domenech 10/08/1996
DOMENECH, HINTER	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (1)	View/Edit (0)	08/19/2009	08/19/2009	saidah domenech 06/08/2003

To edit a Sibling form from the Sibling Manager page, click on Edit.

Note: It will only save the form if you have filled in all of the required fields.

If you click on "Cancel," it won't save any changes you made here.

Sharing "The Hope" with Kids with Special Needs and Their Families

Siblings

Buddy Break Sibling Information

Save Form | Cancel

Application User: dean, mary - Deanmary38@yahoo.com | Active

Sibling Information

Please tell us about your child.

Child's First Name: Required

Child's Last Name: Required

Child Resides With: Required

Region: Required

Primary Buddy Break Location: Required

Name of VIP Sibling: Same as VIP Info Form Required

The VIP Family Information Form contains the same information fields below. If the information is the same for the Sibling as it is for the VIP whose name you have listed above, simply check the "Same as VIP Info Form" checkbox and those fields will automatically be filled in for you. If you have not completed that form yet, you may want to Cancel this form and complete the VIP Info Form first.

Notice the difference of the fields. They are white so you can edit them.

Registering a Sibling

Sharing "The Hope" with Kids with Special Needs and Their Families

Home | VIPs | Buddies | Siblings

Announcements

Manage Siblings

Register Sibling | Export to Excel

Sibling	Active	Primary BB Location	Info Form	VIP Siblings	Comments	Registered	Last Updated	DOB
didiano, connie	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (1)	View/Edit (0)	05/08/2009	05/08/2009	Alecia Gray 11/07/1996
domenech, ciara	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (1)	View/Edit (0)	08/28/2009	08/28/2009	saidah domenech 10/08/1996
DOMENECH, HINTER	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (1)	View/Edit (0)	08/19/2009	08/19/2009	saidah domenech 06/08/2003

To fill out a new Sibling form, click on "Register Sibling."

If you need to help a VIP parent fill out a form and want to "mirror" what they are doing at the same time, please make it VERY clear as you're doing this form that this is not a real entry into the live database system. Here's how: Give the child the last name of "Test Test." That will clue us in to delete this form and not send mail to that person. 😊

Sharing "The Hope" with Kids with Special Needs and Their Families

Buddies | Siblings | Sign-In Sheets | Reports

Buddy Break Sibling Information Form

Save Form | Cancel

Application User: no user account | Active

Sibling Information

Please tell us about your child.

Child's First Name:

Child's Last Name:

Child Resides With:

Region:

Primary Buddy Break Location:

Name of VIP Sibling: Same as VIP Info Form

The VIP Family Information Form contains the same information fields below. If the information is the same for the Sibling as it is for the VIP whose name you have listed above, simply check the "Same as VIP Info Form" checkbox and those fields will automatically be filled in for you. If you have not completed that form yet, you may want to Cancel this form and complete the VIP Info Form first.

Be sure to choose an Application User to attribute this form to. If the parent has an email account, it should go under them. If they don't have an email account, put it under your email account.

Viewing/Editing Comments for Siblings

Sharing "The Hope" with Kids with Special Needs and Their Families

Home | VIPs | Buddies | Siblings

Announcements

Manage Siblings

Register Sibling | Export to Excel

Sibling	Active	Primary BB Location	Info Form	VIP Siblings	Comments	Registered
didiano, connie	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (1)	View/Edit (0)	05/08/2009
domenech, ciara	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (1)	View/Edit (0)	08/28/2009
DOMENECH, HUNTER	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (1)	View/Edit (0)	08/19/2009

To view/edit Comments for a particular Sibling, click on View/Edit. You can tell how many Comments this Sibling has by the number in the parentheses – in this case, it's zero.

Home | VIPs | Buddies | Siblings

Announcements

Manage Sibling Comments

No Records

Enter your comment(s) below:

Hunter likes to be close to his VIP sibling.

Email this comment to other coordinators

Add Comment

These comments are meant to be helpful to other Buddy Break Coordinators and Buddy Break Staff. They are the only ones that can see these comments – VIP parents and Buddies cannot. Comments might:

- 1) help in matching up Buddies: i.e. "Hunter is most comfortable with males."
- 2) include items that Buddies notice and write down after their Buddy Break experience: i.e. "Hunter likes to be close to his VIP sibling." Simply transfer their notes to this section of the database – they won't be able to do that themselves. Be brief and specific.

Home | VIPs | Buddies | Siblings | Sign-In Sheets

Announcements

Manage Sibling Comments

Comment	Comment By	Comment Date
Hunter likes to be close to his VIP sibling.	Alecia Gray (Coord)	8/28/2009

Enter your comment(s) below:

Email this comment to other coordinators

Add Comment

In one of the next improvement phases, the system will automatically notify the other Buddy Break Coordinators in the same region if a comment is left. As it stands right now, you need to look in the VIP kid's form to see the comment. It will not print the comment out anywhere. This checkbox currently doesn't have a function. ☺

Making a Sibling Inactive

Home | VIPs | Buddies | Siblings

Announcements

Manage Siblings

Register Sibling | Export to Excel

Sibling	Active	Primary BB Location	Info Form	VIP Siblings	Comments	Registered	Last Updated	DOB
didiano, connie	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (1)	View/Edit (0)	05/08/2009	05/08/2009	Alecia Gray
domenech, ciara	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (1)	View/Edit (0)	08/28/2009	08/28/2009	saidah domenech
DOMENECH, HUNTER	<input checked="" type="checkbox"/>	Idlewild Baptist Church, Lutz, FL	View Edit	View/Edit (1)	View/Edit (0)	08/19/2009	08/19/2009	saidah domenech

To make a Sibling inactive, uncheck the box under the Active column.

Working with Buddy Pages

alecia@the-grays.net, [Click Here to logout](#) | [My Profile](#)

Nathaniel's Hope
Sharing "The Hope" with Kids with Special Needs and Their Families

"I know the plans I have for you" says the Lord... to give you a future and a Hope. - Jeremiah 29:11

Home | VIPs | **Buddies** | Siblings | [Sign-In Sheets](#) | [Reports](#)

Announcements

- [VIP Info Form Update for Taylor, Taylor - Primary BB Location: Wesley Memorial UMC, Tampa, FL](#)
- [Sibling Application Completed for domenech, clara - Primary BB Location: Idlewild Baptist Church, Lutz, FL](#)
- [Buddy Application Completed for Bovette, Jonathan - Primary BB Location:](#)

[VIP Manager](#)
[Buddy Manager](#)
[Sibling Manager](#)
[Sign-In Sheet Manager](#)

To work with Buddy forms, you can either go in through "Buddies" or "Buddy Manager."

Home | VIPs | **Buddies** | Siblings | [Sign-In Sheets](#) | [Reports](#)

Manage Buddies

[Create New Buddy Form](#) | [Export to Excel](#)

Buddy Name	Active	Primary BB Location	Buddy Form	Notary	Background Check	BC Date	Comments	Registered	Last Updated	DOB
Aubourg, Nicholas	<input checked="" type="checkbox"/>	Idlewild Baptist Church	View Edit	<input type="checkbox"/>	Incomplete	Update	View/Edit (0)			
Aubourg, Peemoy	<input checked="" type="checkbox"/>	Idlewild Baptist Church	View Edit	<input type="checkbox"/>	Pass	Update	View/Edit (0)			
Baker, Bob	<input checked="" type="checkbox"/>	Church	View Edit	<input type="checkbox"/>		Update	View/Edit (0)			
Balogh, Carrie	<input checked="" type="checkbox"/>	Idlewild Baptist Church	View Edit	<input type="checkbox"/>	Pass	Update	View/Edit (0)			
Balogh, Matthew	<input checked="" type="checkbox"/>	Idlewild Baptist Church	View Edit	<input type="checkbox"/>	Pass	Update	View/Edit (0)			
Baumgartner, Mark	<input checked="" type="checkbox"/>	Idlewild	View Edit	<input type="checkbox"/>		Update	View/Edit (0)			

You can Register, View, Edit Buddy forms, and Leave Buddy Comments.

Ignore the Notary checkboxes, the Background Check dropdowns, and the BC Date columns for right now. They will be incorporated more heavily in later improvement phases.

Viewing a Buddy Form

Home | VIPs | **Buddies** | Siblings | [Sign-In Sheets](#) | [Reports](#)

Manage Buddies

[Create New Buddy Form](#) | [Export to Excel](#)

Buddy Name	Active	Primary BB Location	Buddy Form	Notary	Background Check	BC Date	Comments	Registered	Last Updated	DOB
Aubourg, Nicholas	<input checked="" type="checkbox"/>	Idlewild Baptist Church	View Edit	<input type="checkbox"/>	Incomplete	Update	View/Edit (0)	03/03/2009	03/03/2009	Nicholas Aubourg 07/24/1992
Aubourg, Peemoy	<input checked="" type="checkbox"/>	Idlewild Baptist Church	View Edit	<input type="checkbox"/>	Pass	Update	View/Edit (0)	03/04/2009	03/04/2009	Peemoy Aubourg 10/08/1971
Baker, Bob	<input checked="" type="checkbox"/>	Church	View Edit	<input type="checkbox"/>		Update	View/Edit (0)	08/06/2009	08/06/2009	Bob Baker 06/23/1955
Balogh, Carrie	<input checked="" type="checkbox"/>	Idlewild Baptist Church	View Edit	<input type="checkbox"/>	Pass	Update	View/Edit (0)	02/01/2009	02/01/2009	Carrie Balogh 08/24/1983
Balogh, Matthew	<input checked="" type="checkbox"/>	Idlewild Baptist Church	View Edit	<input type="checkbox"/>	Pass	Update	View/Edit (0)	01/30/2009	01/30/2009	Matthew Balogh 05/04/1982
Baumgartner, Mark	<input checked="" type="checkbox"/>	Idlewild	View Edit	<input type="checkbox"/>		Update	View/Edit (0)	08/27/2009	08/27/2009	Joyce Baumgartner 02/22/1952

To view a Buddy form, click on View.

Sharing "The Hope" with Kids with Special Needs and Their Families

Home VIPs Buddies Siblings Sign-In Sheets Reports

Announcements

- [VIP Info Form Update for Taylor, Taylor - Primary BB Location: Wesley Memorial UMC, Tampa, FL](#)
- [Sibling Application Completed for domenech, ciara - Primary BB Location: Idlewild Baptist Church, Lutz, FL](#)
- [Buddy Application Completed for Bovette, Jonathan - Primary BB Location: Idlewild Baptist Church, Lutz, FL](#)
- [Buddy Application Completed for Poon, Amy - Primary BB Location: Idlewild Baptist Church, Lutz, FL](#)
- [VIP Info Form Update for Tre' Henry, Tre' Henry - Primary BB Location: Idlewild Baptist Church, Lutz, FL](#)

Buddy Break Buddy Information Form

Application User: Aubourg, Nicholas - nickmatt_2@hotmail.com

Personal Information

First Name: Nicholas
 Last Name: Aubourg
 Address: 21351 Marsh Hawk Drive
 City: Land O' Lakes
 State: Florida Zip: 34638
 County: [blank]
 Home Phone: 813 995-0653
 Cell Phone: [blank]
 Work Phone: [blank]
 Fax: [blank]
 Email: pmaubourg@hotmail.com
 Date of Birth (mm/dd/yyyy): 7/24/1992
 Home Church (if any): Idlewild Baptist Church
 Church City: Lutz

[Edit Application](#) [Cancel](#)

“Cancel” exits you from the form. It doesn’t actually cancel anything.

Notice that the fields are the same color as the background color or grayed out. You can’t edit them because you’re only viewing.

Editing a Buddy Form

Sharing "The Hope" with Kids with Special Needs and Their Families

Home VIPs Buddies Siblings Sign-In Sheets Reports

Announcements

- [VIP Info Form Update for Taylor, Taylor - Primary BB Location: Wesley Memorial UMC, Tampa, FL](#)
- [Sibling Application Completed for domenech, ciara - Primary BB Location: Idlewild Baptist Church, Lutz, FL](#)
- [Buddy Application Completed for Bovette, Jonathan - Primary BB Location: Idlewild Baptist Church, Lutz, FL](#)
- [Buddy Application Completed for Poon, Amy - Primary BB Location: Idlewild Baptist Church, Lutz, FL](#)
- [VIP Info Form Update for Tre' Henry, Tre' Henry - Primary BB Location: Idlewild Baptist Church, Lutz, FL](#)

Buddy Break Buddy Information Form

Application User: Aubourg, Nicholas - nickmatt_2@hotmail.com

Personal Information

First Name: Nicholas
 Last Name: Aubourg
 Address: 21351 Marsh Hawk Drive
 City: Land O' Lakes
 State: Florida Zip: 34638
 County: [blank]
 Home Phone: 813 995-0653
 Cell Phone: [blank]
 Work Phone: [blank]
 Fax: [blank]
 Email: pmaubourg@hotmail.com
 Date of Birth (mm/dd/yyyy): 7/24/1992
 Home Church (if any): Idlewild Baptist Church
 Church City: Lutz

[Edit Application](#) [Cancel](#)

To edit a Buddy form while in the View setting, click on “Edit Application.”

Sharing "The Hope" with Kids with Special Needs and Their Families

Home VIPs Buddies Siblings Sign-In Sheets Reports

Manage Buddies

[Create New Buddy Form](#) [Export to Excel](#)

Buddy Name	Active	Primary BB Location	Buddy Form	Notary	Background Check	BC Date	Comments	R
Aubourg, Nicholas	<input checked="" type="checkbox"/>	Idlewild Baptist Church	View Edit	<input type="checkbox"/>	Incomplete		View/Edit (0)	0
Aubourg, Peemoy	<input checked="" type="checkbox"/>	Idlewild Baptist Church	View Edit	<input type="checkbox"/>	Pass	Update	View/Edit (0)	03/04/2009 03/04/2009 Peemoy Aubourg 10/08/1971
Baker, Bob	<input checked="" type="checkbox"/>	Church	View Edit	<input type="checkbox"/>		Update	View/Edit (0)	08/06/2009 08/06/2009 Bob Baker 06/23/1955
Balogh, Carrie	<input checked="" type="checkbox"/>	Idlewild Baptist Church	View Edit	<input type="checkbox"/>	Pass	Update	View/Edit (0)	02/01/2009 02/01/2009 Carrie Balogh 08/24/1983
Balogh, Matthew	<input checked="" type="checkbox"/>	Idlewild Baptist Church	View Edit	<input type="checkbox"/>	Pass	Update	View/Edit (0)	01/30/2009 01/30/2009 Matthew Balogh 05/04/1982
Baumgartner, Mark	<input checked="" type="checkbox"/>	Idlewild	View Edit	<input type="checkbox"/>		Update	View/Edit (0)	08/27/2009 08/27/2009 Joyce Baumgartner 02/22/1952

To edit a Buddy form from the Buddy Manager page, click on Edit.

Note: It will only save the form if you have filled in all of the required fields.

Sharing "The Hope" with Kids with Special Needs and Their Families

Home VIPs Buddies Siblings Sign-In Sheets Reports

Announcements

- [VIP Info Form Update for Taylor, Taylor - Primary BB Location: Wesley Memorial UMC, Tampa, FL](#)
- [Sibling Application Completed for domenech, ciara - Primary BB Location: Idlewild Baptist Church, Lutz, FL](#)
- [Buddy Application Completed for Bovette, Jonathan - Primary BB Location: Idlewild Baptist Church, Lutz, FL](#)
- [Buddy Application Completed for Poon, Amy - Primary BB Location: Idlewild Baptist Church, Lutz, FL](#)
- [VIP Info Form Update for Tre' Henry, Tre' Henry - Primary BB Location: Idlewild Baptist Church, Lutz, FL](#)

Buddy Break Buddy Information Form

Application User: Aubourg, Nicholas - nickmatt_2@hotmail.com Active

Personal Information

First Name: Nicholas Required
 Last Name: Aubourg Required
 Address: 21351 Marsh Hawk Drive
 City: Land O' Lakes
 State: Florida Zip: 34638
 County: [blank]
 Home Phone: 813 995-0653
 Cell Phone: [blank]
 Work Phone: [blank]
 Fax: [blank]

[Save Application](#) [Cancel](#)

If you click on “Cancel,” it won’t save any changes you made here.

Notice the difference of the fields. They are white so you can edit them.

Registering a Buddy

Sharing 'The Hope' with kids with Special Needs and Their Families

Home VIPs Buddies Siblings

Announcements

Manage Buddies

Create New Buddy Form Export to Excel

Buddy Name	Active	Primary BB Location	Buddy Form	Notary	Background Check	BC Date	Comments	Registered	Last Updated	DOB
Aubourg, Nicholas	<input checked="" type="checkbox"/>	Idlewild Baptist Church	View Edit	<input type="checkbox"/>	Incomplete	Update	View/Edit (0)	03/03/2009	03/03/2009	Nicholas Aubourg 07/24/1992
Aubourg, Peemoy	<input checked="" type="checkbox"/>	Idlewild Baptist Church	View Edit	<input type="checkbox"/>	Pass	Update	View/Edit (0)	03/04/2009	03/04/2009	Peemoy Aubourg 10/08/1971
Baker, Bob	<input checked="" type="checkbox"/>	Church	View Edit	<input type="checkbox"/>		Update	View/Edit (0)	08/06/2009	08/06/2009	Bob Baker 06/23/1955
Balogh, Carrie	<input checked="" type="checkbox"/>	Idlewild Baptist Church	View Edit	<input type="checkbox"/>	Pass	Update	View/Edit (0)	02/01/2009	02/01/2009	Carrie Balogh 08/24/1983
Balogh, Matthew	<input checked="" type="checkbox"/>	Idlewild Baptist Church	View Edit	<input type="checkbox"/>	Pass	Update	View/Edit (0)	01/30/2009	01/30/2009	Matthew Balogh 05/04/1982
Baumgartner, Mark	<input checked="" type="checkbox"/>	Idlewild	View Edit	<input type="checkbox"/>		Update	View/Edit (0)	08/27/2009	08/27/2009	Joyce Baumgartner 02/22/1952

To fill out a new Buddy form, click on "Register Buddy."

If you need to help a Buddy fill out a form and want to "mirror" what they are doing at the same time, please make it VERY clear as you're doing this form that this is not a real entry into the live database system. Here's how: Give the Buddy the last name of "Test Test." That will clue us in to delete this form and not send mail to that person. 😊

Sharing 'The Hope' with kids with Special Needs and Their Families

Buddies Siblings Sign-In Sheets Reports

Buddy Break Buddy Information Form

Save Application Cancel

Application User: [dropdown] [Active]

Personal Information

First Name: [text]
Last Name: [text]
Address: [text]
City: [text]
State: [dropdown] Zip: [text]
County: [text]
Home Phone: [text]
Email: [text]

Be sure to choose an Application User to attribute this form to. If the Buddy has an email account, it should go under them. If they don't have an email account, put it under your email account.

Viewing/Editing Comments for Buddies

Sharing 'The Hope' with kids with Special Needs and Their Families

Home VIPs Buddies Siblings

Announcements

Manage Buddies

Create New Buddy Form Export to Excel

Buddy Name	Active	Primary BB Location	Buddy Form	Notary	Background Check	BC Date	Comments	Registered	Last Updated	DOB
Aubourg, Nicholas	<input checked="" type="checkbox"/>	Idlewild Baptist Church	View Edit	<input type="checkbox"/>	Incomplete	Update	View/Edit (0)	03/03/2009	03/03/2009	Nicholas Aubourg 07/24/1992
Aubourg, Peemoy	<input checked="" type="checkbox"/>	Idlewild Baptist Church	View Edit	<input type="checkbox"/>	Pass	Update	View/Edit (0)	03/04/2009	03/04/2009	Peemoy Aubourg 10/08/1971
Baker, Bob	<input checked="" type="checkbox"/>	Church	View Edit	<input type="checkbox"/>		Update	View/Edit (0)	08/06/2009	08/06/2009	Bob Baker 06/23/1955
Balogh, Carrie	<input checked="" type="checkbox"/>	Idlewild Baptist Church	View Edit	<input type="checkbox"/>	Pass	Update	View/Edit (0)	02/01/2009	02/01/2009	Carrie Balogh 08/24/1983
Balogh, Matthew	<input checked="" type="checkbox"/>	Idlewild Baptist Church	View Edit	<input type="checkbox"/>	Pass	Update	View/Edit (0)	01/30/2009	01/30/2009	Matthew Balogh 05/04/1982
Baumgartner, Mark	<input checked="" type="checkbox"/>	Idlewild	View Edit	<input type="checkbox"/>		Update	View/Edit (0)	08/27/2009	08/27/2009	Joyce Baumgartner 02/22/1952

To view/edit Comments for a particular Buddy, click on View/Edit. You can tell how many Comments this Buddy has by the number in the parentheses – in this case, it's zero.

Home VIPs Buddies Sign-In Sheets PDFs

Upcoming Anniversaries

No upcoming Anniversaries.

Manage Buddy Comments

No Records.

Enter your comment(s) below:

Testing Buddy Comment Area

Email this comment to other coordinators

Add Comment

These comments are meant to be helpful to other Buddy Break Coordinators and Buddy Break Staff. They are the only ones that can see these comments – VIP parents and Buddies cannot. Be brief and specific - i.e. "Sandy is better with smaller VIPs who do not run a lot."

In one of the next improvement phases, the system will automatically notify the other Buddy Break Coordinators in the same region if a comment is left. As it stands right now, you need to look in the Buddy's form to see the comment. It will not print the comment out anywhere. This checkbox currently doesn't have a function. ☺

Making a Buddy Inactive

Buddy Name	Active	Primary BB Location	Buddy Form	Notary	Background Check	BC Date	Comments	Registered	Last Updated	DOB
Aubourg, Nicholas	<input checked="" type="checkbox"/>	Idlewild Baptist Church	View Edit	<input type="checkbox"/>	Incomplete	Update	View/Edit (0)	03/03/2009	03/03/2009	Nicholas Aubourg 07/24/1992
Aubourg, Peemoy	<input checked="" type="checkbox"/>	Idlewild Baptist Church	View Edit	<input type="checkbox"/>	Pass	Update	View/Edit (0)	03/04/2009	03/04/2009	Peemoy Aubourg 10/08/1971
Baker, Bob	<input checked="" type="checkbox"/>	Church	View Edit	<input type="checkbox"/>		Update	View/Edit (0)	08/06/2009	08/06/2009	Bob Baker 06/23/1955
Balogh, Carrie	<input checked="" type="checkbox"/>	Idlewild Baptist Church	View Edit	<input type="checkbox"/>	Pass	Update	View/Edit (0)	02/01/2009	02/01/2009	Carrie Balogh 08/24/1983
Balogh, Matthew	<input checked="" type="checkbox"/>	Idlewild Baptist Church	View Edit	<input type="checkbox"/>	Pass	Update	View/Edit (0)	01/30/2009	01/30/2009	Matthew Balogh 05/04/1982
Baumgartner, Mark	<input checked="" type="checkbox"/>	Idlewild	View Edit	<input type="checkbox"/>		Update	View/Edit (0)	08/27/2009	08/27/2009	Joyce Baumgartner 02/22/1952

To make a Buddy inactive, uncheck the box under the Active column.

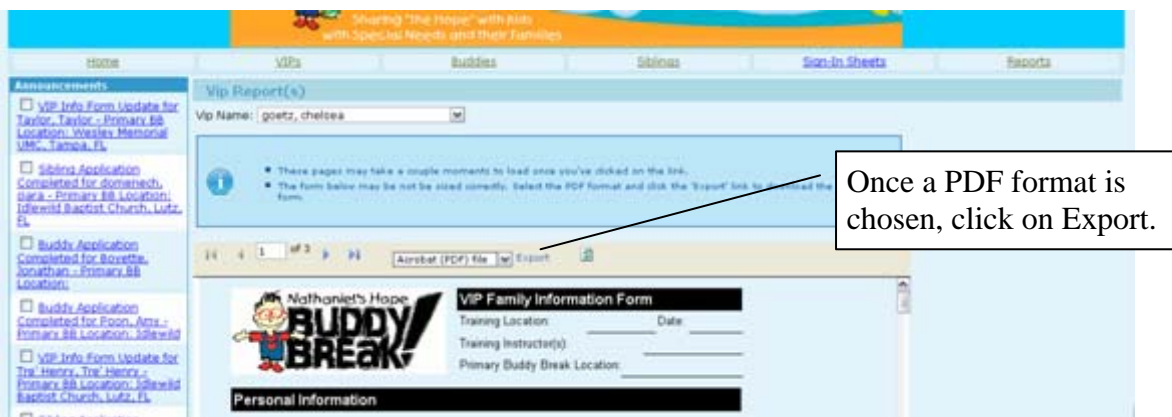
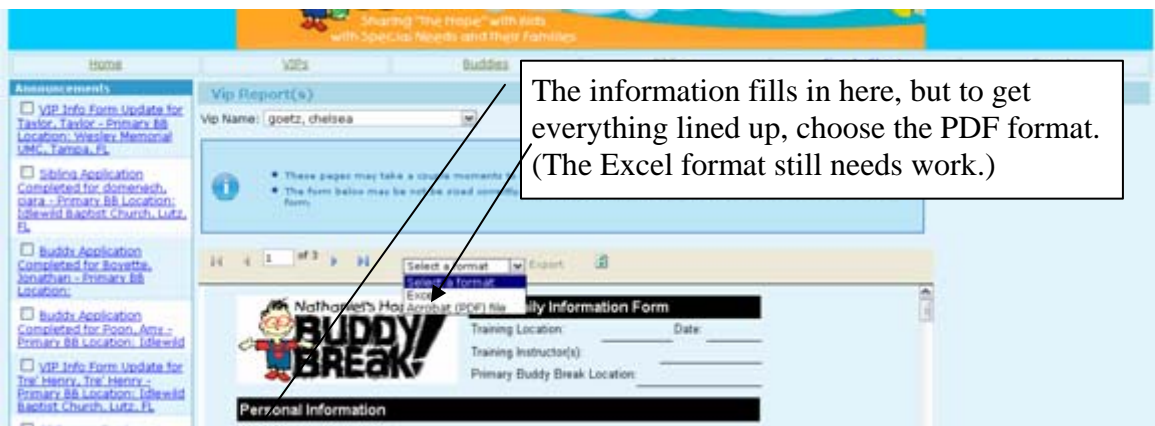
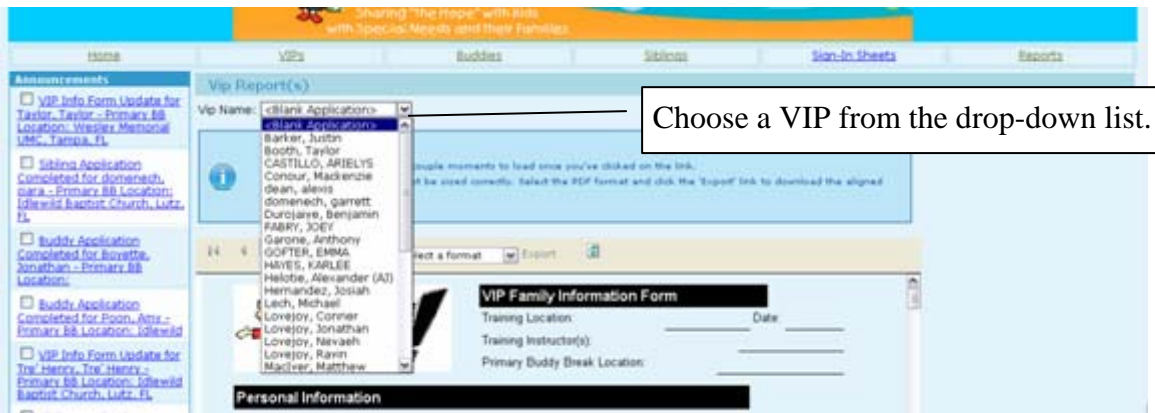
Sign-in Sheets

To work with Sign-in Sheets, you can either go in through "Sign-in Sheets" or "Manage Sign-in Sheet Manager."

For right now, just **ignore this area**. ☺ In one of the next improvement phases, you will be able to plan your VIP, Visitor, and Buddy Sign-in Sheets here. After Buddy Break, you will come back here to check who came and who didn't instead of sending the completed sign-in sheet to the Nathaniel's Hope office.

Printing a VIP Form

To print a VIP's form, click on Reports. Then click on VIP Applications. VIP parents cannot currently print these completed forms.





VIP FAMILY INFORMATION

It will look like this on the PDF.

Training Location: _____ Date: _____
Training Instructor(s): _____
Primary Buddy Break Location: _____

PERSONAL INFORMATION

VIP Child's First Name: chelsea Last Name: goetz

Child resides with: Mother & Father

Name1: christine goetz Relationship: Mother
Address: 7630 towhee trl.
City: orlando State: Florida Zip: 32810
Home Phone: 4072950683 Cell: 4072568750
Work Phone: _____ Email: rcgoetz@bellsouth.net
Occupation: homemaker Company: _____
Hobbies and Personal Interests: exercising, reading, swimming, walking

Hobbies – can you tie this person into a group that meets at your church or some friendly people with similar interests? Maybe a Book Club or Walking Group?

Name2: roger goetz Relationship: Father
Address: 7630 towhee trl.
City: orlando State: Florida Zip: 32810
Home Phone: same as above Cell: same as above
Work Phone: n/a Email: rcgoetz@bellsouth.net
Occupation: irrigation worker Company: n/a
Hobbies and Personal Interests: fishing, sports

Occupation – can you tie this person into a group that meets at your church or some friendly people with similar interests? Buildings & Grounds?

Home Church (if any): westwood
Church City: orlando Senior Pastor's Name: jon dunwell
Does your church have programs/classes for VIP kids? _____ Yes or No, please describe: _____

What is the best time to reach you? mornings
What is the best way to reach you? Home Phone

FAMILY INFORMATION

Please list any other children that are living at home. Fill out a separate information

First Name: _____ Last Name: _____
Gender: _____ Date of Birth: 1/1/0001
First Name: _____ Last Name: _____
Gender: _____ Date of Birth: 1/1/0001
First Name: _____ Last Name: _____
Gender: _____ Date of Birth: 1/1/0001
First Name: _____ Last Name: _____
Gender: _____ Date of Birth: 1/1/0001

Do you have someone in your Buddy group that would pray for these needs and/or link the families with the resources they need?
You can also go to www.NathanielsHope.org and complete a Prayer Request form or send an email to info@NathanielsHope.org to let us know to add them to our email to our prayer team. (Let us know if you want to receive those prayer emails too.)

Will any siblings be attending Buddy Break? _____
Would you be interested in a teen sibling program? (Ages 12-18) _____
Please share any special assistance or need that your family requires.
my husband is laid off, he needs a job in landscaping, or preferably irrigation.


MEDICAL INFORMATION

Please check all that apply and provide any other necessary information.

	X	If yes, please explain, including mild, moderate, profound if applicable.
ADD/ADHD		
Anemia		
Cerebral Palsy		
Developmental delay		
Emotional delay		
Headaches		
Hearing impairment		
Heart problems		
Hemophilia		
Hepatitis		
HIV/AIDS		
Learning disability		
Lung or respiratory issues (i.e. asthma)	X	(Mild)
Mental retardation		
Multiple handicaps		
PDD Spectrum		
Physical disability		
Reflux, spitting up, etc.		
Seizures, epilepsy, etc.		
Sensory input issues (i.e. dislikes noises, textures)	X	(Mild) dislikes loud noise/music, textures of fruits and vegetables

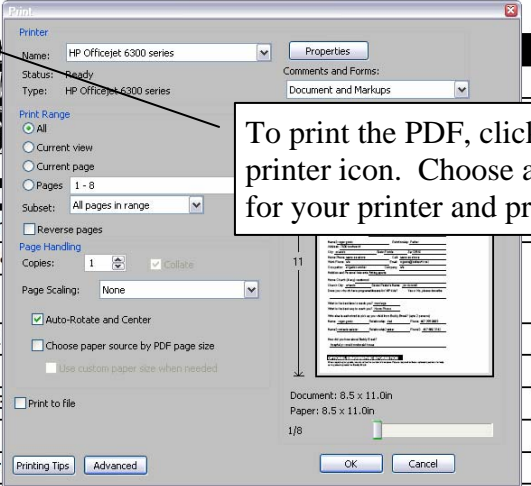
This is what this section looks like on the PDF.





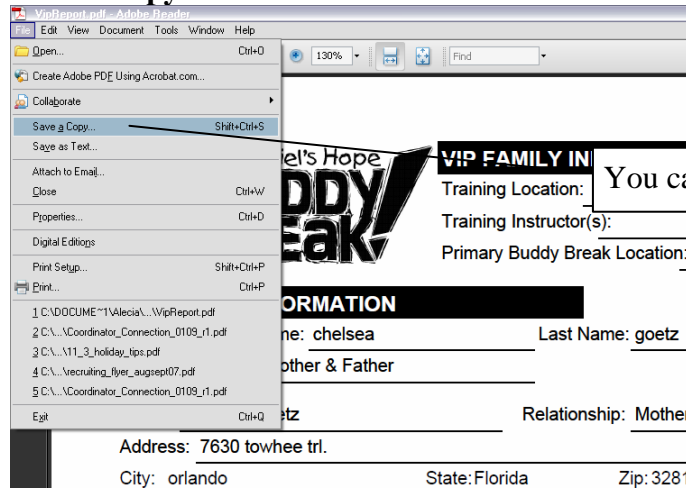
PERSONAL INFORMATION

VIP Child's First Name: ch
 Child resides with: Mother
 Name 1: christine goetz
 Address: 7630 towhee trl
 City: orlando
 Home Phone: 4072950683
 Work Phone:
 Occupation: homemaker
 Hobbies and Personal Interests: excercising,reading,swimming,walking



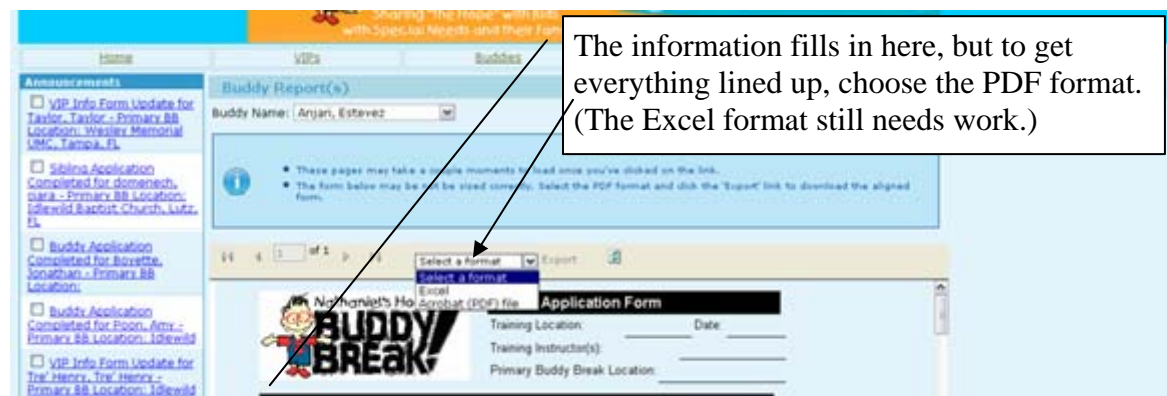
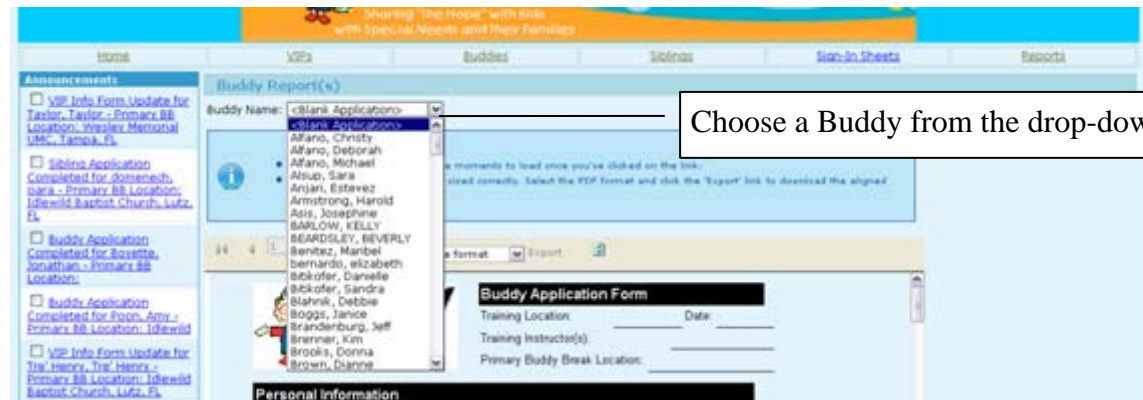
To print the PDF, click on the printer icon. Choose any settings for your printer and print.

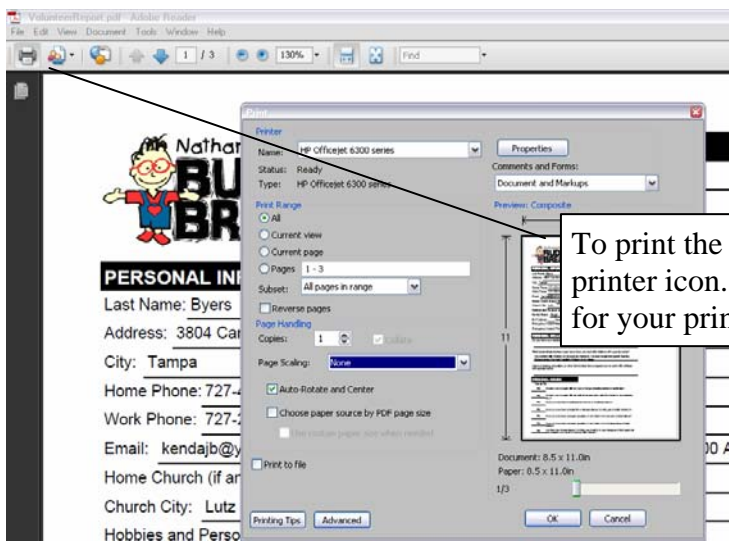
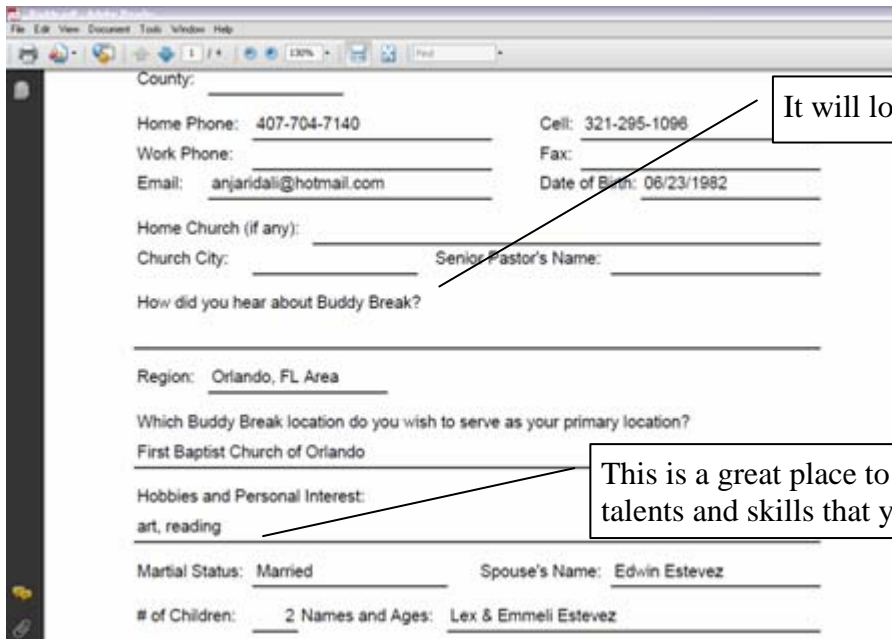
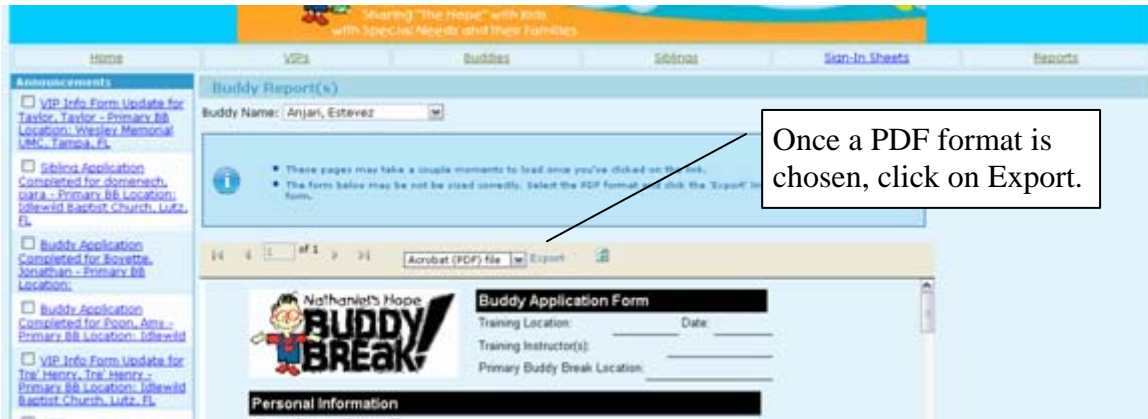
Save a Copy



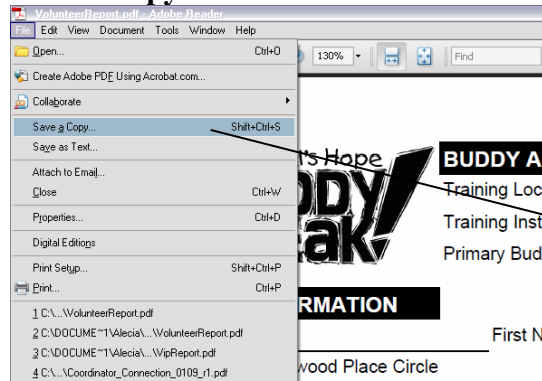
You can also Save a Copy of the PDF.

Printing a Buddy Form





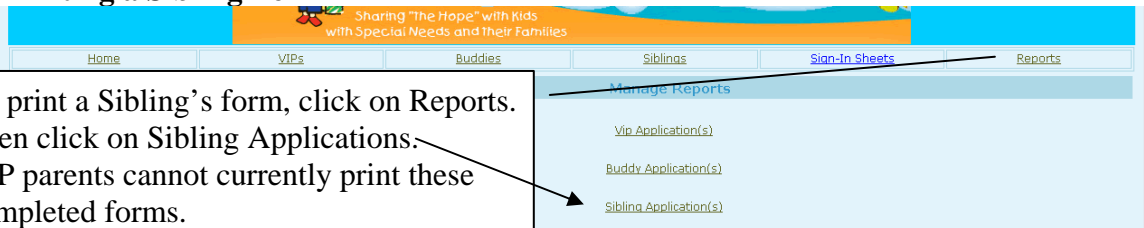
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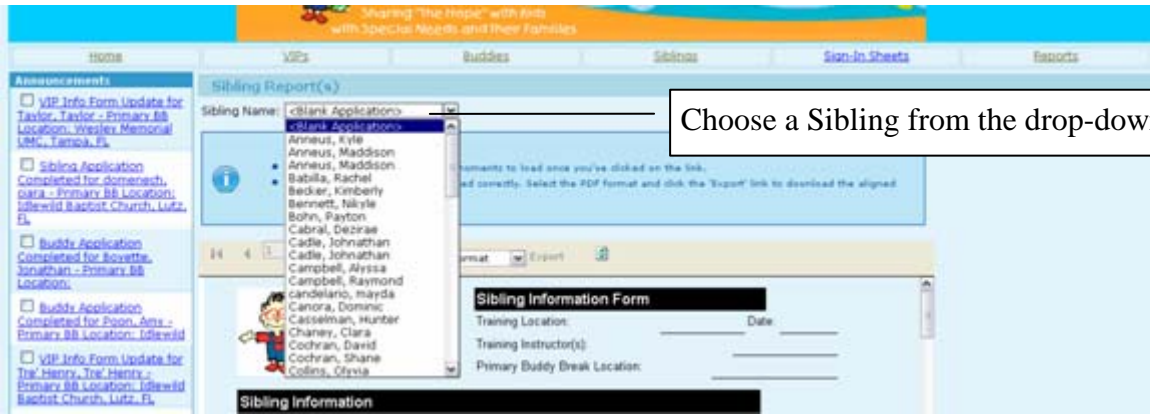
BUDDY BREAK
 Training Location
 Training Instructor
 Primary Buddy Break Location
 First Name
 Wood Place Circle

You can also Save a Copy of the PDF.

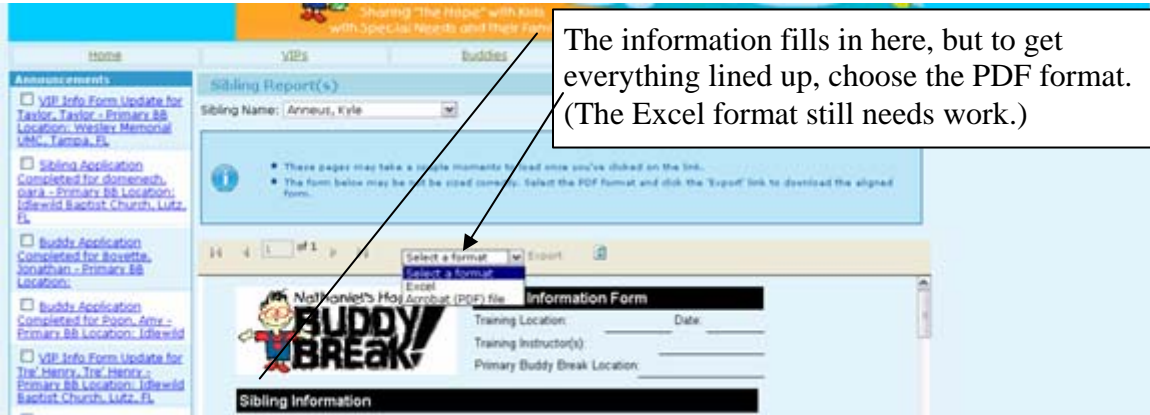
Printing a Sibling Form



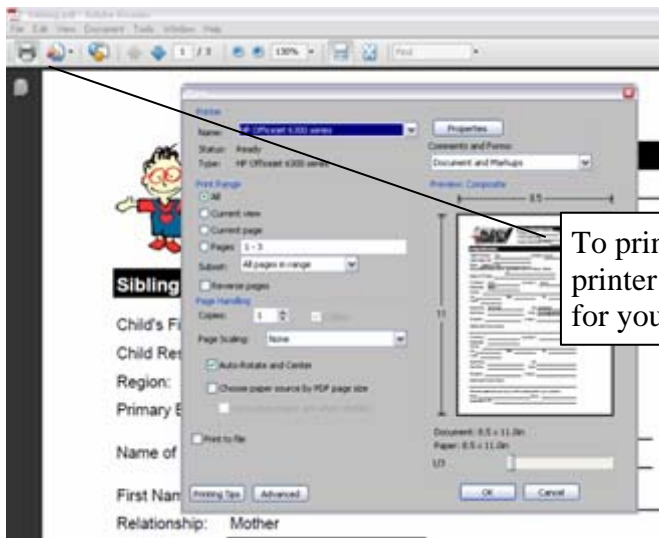
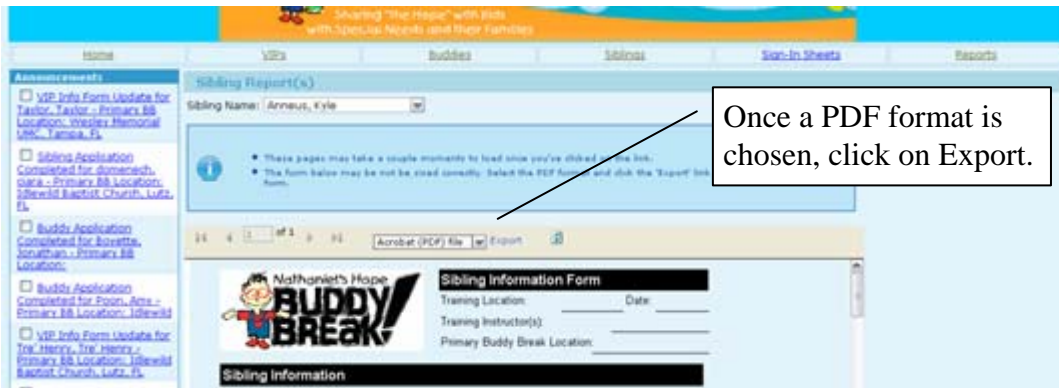
To print a Sibling's form, click on Reports. Then click on Sibling Applications. VIP parents cannot currently print these completed forms.



Choose a Sibling from the drop-down list.



The information fills in here, but to get everything lined up, choose the PDF format. (The Excel format still needs work.)



Save a Copy



Logging Out

