



DinnerGroup™

"Connecting People, One Dinner at a Time."

User Guide

Version 3.0



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DinnerGroup™

Version 3.0

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Developed using: PyCharm 2024.3.1.1, Python 3.13, PyInstaller, ReportLab, TKinter, Re, and Pillow.

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- Damages exceeding the amount paid (Software is currently free.)

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This Agreement is governed by the laws of the **State of Texas**, United States.

13. Contact

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INTRODUCTION

Welcome to the DinnerGroup™ Software User Guide! Whether you are new to using this Software or simply want to expand your knowledge and get the most out of your experience, this guide is designed to be your trusted companion. Within these pages, you will find an array of practical instructions, and insightful recommendations to help you navigate common features and advanced functionalities alike.

The DinnerGroup™ Software has been developed by those who have administered Dinner Groups for over a decade, gaining a deep understanding of the issues and problems that typically occur. In the beginning, the impact of Dinner Groups was not realized; but it became obvious as time passed that the lasting effects of Dinner Groups and other church gatherings are significant. They create settings for human connection that are truly amazing. Dinner Groups turn strangers into lasting friends who want to continue life's journey in community with each other; they become a church family that bonds together.

KEY BENEFITS

- * Automates administration of Dinner Groups
- * Uploads and maintains membership
- * Facilitates new member sign-up
- * Defines new Dinner Group and other gathering seasons
- * Selects active members for new seasons
- * Keeps track of inactive members
- * Randomizes group assignments and creates new groups
- * Prepares name tags for kickoff meetings
- * Prepares participant handouts to facilitate kickoff meeting success
- * Facilitates handout emails to support Dinner Group communications

GETTING STARTED

Quick Start

This is the roadmap of the actions and decisions you will need to follow to guide you through getting up to speed with the DinnerGroup™ software.

- **Initially get DinnerGroup™ software and necessary data loaded for action**
 - Install the DinnerGroup™ software as indicated herein
 - Use the default User Name “admin” and Password “password” to login
 - Set up a new Master Administrator
 - Set up a new Sponsor Administrator
 - Sign off and sign back in at the Sponsor Administrator
 - Set up a new Sponsor, your church
 - Make decisions about uploading Membership and history
 - If the decision is to upload Membership
 - Edit Excel worksheets, save as CSV files
 - Upload Members and Kids if any
 - If the decision is to manually enter Members and Kids, complete that activity
 - Print a Membership Roster
 - Verify all Members and Kids have been correctly added
 - Update Membership as necessary
 - If the decision is to also upload prior group history
 - Setup Seasons to support history upload in “Closed” status
 - Edit Excel worksheets, save as CSV files
 - Upload history of prior group numbers
 - Print Participant Dinner Group Roster by Group
 - Verify the history upload was successful
 - Update Participants as necessary
- **Set up for a new Season of activity**
 - Decide on a Kickoff Date and enter data for a new Season in “Open” status
 - Print a Season Sign-Up Sheet and encourage church goes to participate in the Dinner Group activity
 - Edit Dinner Group guiding principles and instructions in the Handout text
 - Add or Update any Members and Kids
 - Create new Participants
 - Randomize Participants
 - Assign new Groups
 - Verify complete and accurate Dinner Group assignments
 - Print both Participant Roster reports
 - Update Participants as necessary
 - Prepare for Season Kickoff meeting
 - Print Participant Handouts
 - Print Name Tags
 - Send Participant Handout emails
 - Set the Season to “Closed” status so the history does not change

Installation and Initial Inspection

Download the distribution DinnerGroup™ executable file from the dinnergroup.net website. It is a single-user application that runs on Windows 10 and 11.

Double click on this file and the installation proceeds. Keep the default location for the operation of DinnerGroup™ or the Software will not be able to locate its file system.

The default location is:

C:\Users\<userid>\Documents\DinnerGroup

There you should find DinnerGroup.exe.

The latest version of this Dinner Group User Guide is also located on the dinnergroup.net website. It may be downloaded and located to any folder that is convenient and easy to access. The filename is DinnerGroupUserGuide.pdf.

Additionally, there are two upload template files that should be located in:

C:\Users\<userid>\Documents\DinnerGroup\Uploads

These include:

DinnerGroupMemberUpload.xlsx

DinnerGroupKidUpload.xlsx

As the user proceeds with DinnerGroup™ operations, other subfolders are created to build out the file system. DinnerGroup™ data is stored in plain text standard Json files in the Data\<admin>\ subfolder. The reports are generated as standard PDF files easily viewable by Adobe Acrobat in the Reports\<admin>\ subfolder. The administrator should also install a PDF viewer such as Adobe Acrobat Reader application if you do not have it. There is an option in all print report functions to send to the user's default printer or view via PDF viewer.

These subfolders are:

C:\Users\<userid>\Documents\DinnerGroup\Data\<admin>

C:\Users\<userid>\Documents\DinnerGroup\Reports\<admin>

Note: If the User's system has been configured to locate your Documents folder in OneDrive, that should work as well.

A small dinner plate "icon"  is installed with the system. It facilitates starting the DinnerGroup.exe, which is a stand-alone executable program that builds out the file system it needs to function. DinnerGroup™ is not a Web-based application.

Understanding the Interface

Upon logging in, the user will see a landing page with a picture of good friends having dinner. There is an instruction window below. Read instructions and then familiarize yourself with the menus at the top of the window. Click on each of these functions to see the screens that make up the DinnerGroup™ Software. Each screen has an instruction window that leads the Administrator through its layout and functions. Each screen includes fields for data entry, buttons to perform actions, and a help window to provide user instructions.

Note: The DinnerGroup™ Software may appear small with crowded labels on some small high-resolution screens. Work has been done to mitigate this issue. However, if this occurs, consider setting the screen resolution to a lower value.

DINNER GROUP BACKGROUND

Dinner Groups are an amazing way to build a church family. We humans are social animals, and we have an innate longing to be part of a larger friend group.

Since many church memberships have been declining for several years, this longing is a major reason for Dinner Groups' success. At a time when many people are feeling a sense of loneliness and isolation, Dinner Groups provide a means for people to better connect with their church congregation. It is like a magic glue that provides a strong sense of belonging and church community.

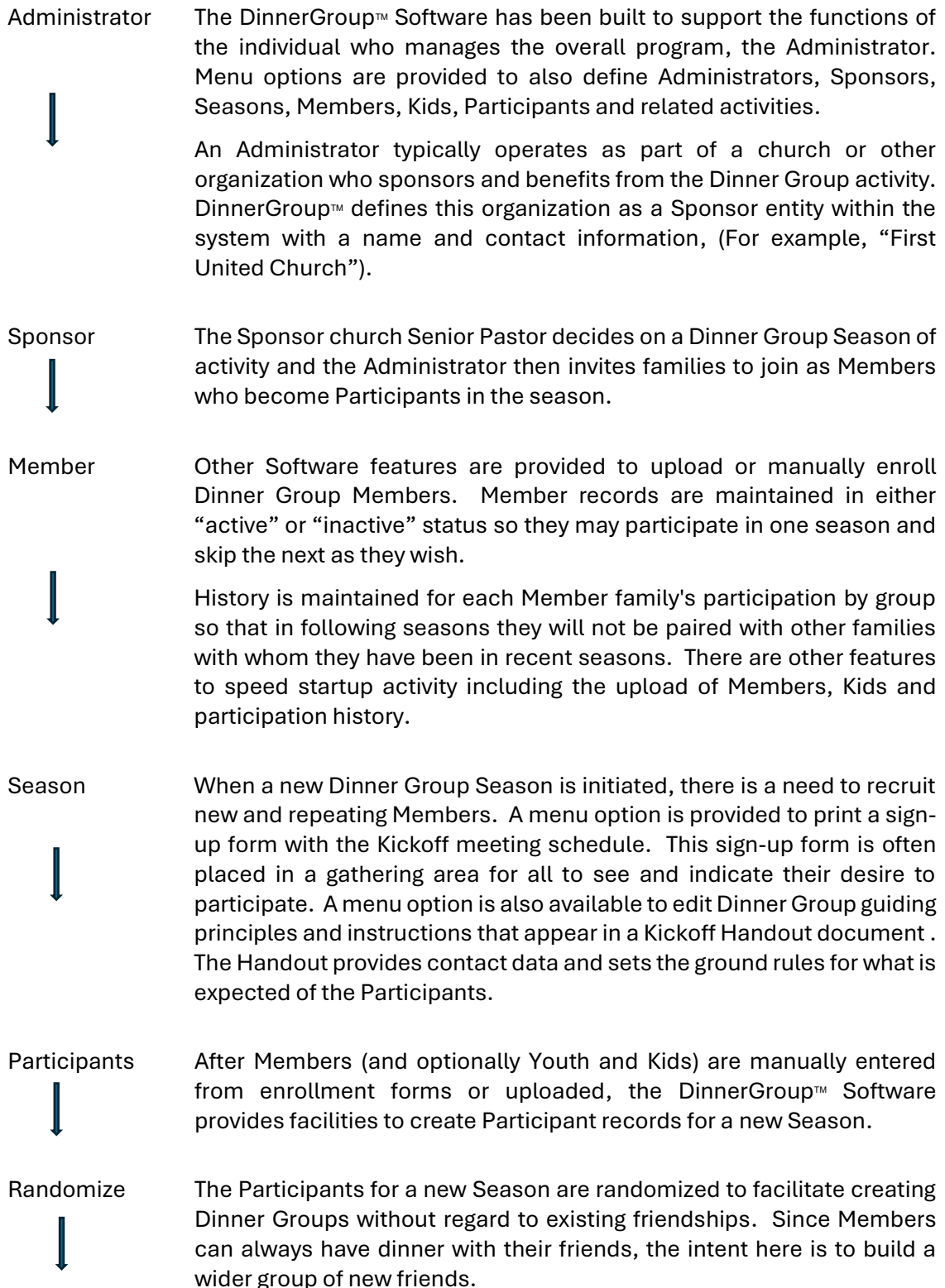
This unique connection extends across age divisions to provide an activity for meeting an enlarged friend base. This added connection is accomplished by bringing people together to get acquainted with, and to build friendships over the dinner table. A special bond occurs when people 'break bread' together. The primary goals here are to build fellowship with one another and to make lasting friendships that create bonds of church family.

Dinner Groups may be employed in a number of settings. One of these settings is focused on adults where Dinner Groups are assigned at a Kickoff event. This gathering is held to introduce the participants to their other group members and agree on a meal calendar. These groups each consist of a small set, typically 4 families or about 8 people.

The Dinner Group families take turns hosting meals in their homes or at restaurants (usually monthly). A Dinner Group season lasts typically 4 to 6 months. A frequent plan is to have Spring and Fall Seasons.

Another Dinner Group setting is often held in a large church gathering room with adults and kids following a published schedule of event dates. This facilitates growing families with children to get to know one another better, develop lasting friendships, and most importantly, to allow children to see their parents set an example of church participation. This has major payback to keep those kids continuing in the church membership as they mature into adulthood.

THE BIG PICTURE WORKFLOW



Assign Groups	Groups are formed considering random order and any prior history of Members being with one another in the recent past. This supports forming new friendships. The Administrator may print Participant reports by name, as well as by group number, to review and confirm group assignments. Optionally, the Administrator may adjust group assignments as their experience and discretion dictates.
	
Kickoff	Menu options are available to print Participant Name Tags and Handouts to be given out during the Kickoff meeting. This helps Participants identify and greet others they may not know as well as provide contact information to coordinate Dinner Group events.
	
Emails	Finally, there is a menu option to support emailing Participant handouts to those who did not attend the Kickoff. By providing all Participants with the means to communicate with their Dinner Group partners, this completes the launch of a Dinner Group Season.
	
Closeout	After a new Season Kickoff has been held, final additions, and changes made, the Administrator sets the Season to Closed status to lockdown the Season history to use for future Season assignments.

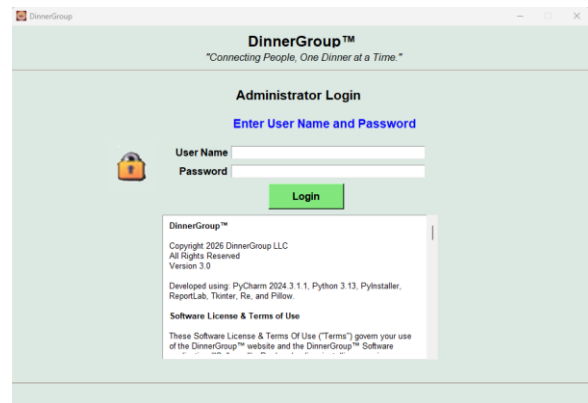
We hope you enjoy using the DinnerGroup™ Software and find it to be a valuable tool to make your Administrator experience rewarding. As you start this journey, proceed to the Administrator Data screen and enter your Administrator data.

CORE FEATURES AND FUNCTIONS

Login Instructions

To keep the DinnerGroup™ Software data safe and secure, an Administrator Login screen is used to grant access to only those with proper credentials. These include a User Name and Password. The default User Name is “admin” and the default Password is “password” both without quotes.

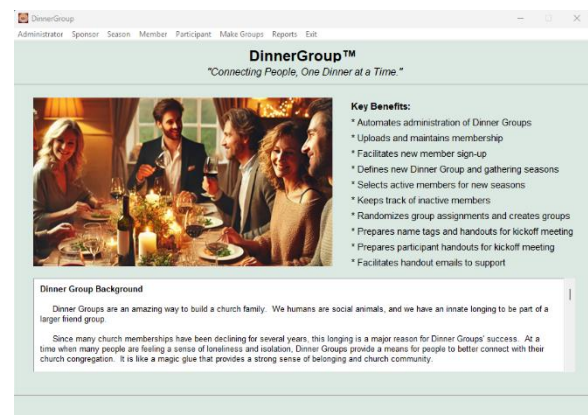
Additionally, there is an information box at the bottom of the Login screen containing the Copyright and License Agreement for the DinnerGroup™ Software. By using the Software, the user agrees to abide by the Copyright and License Agreement terms and conditions.



Landing Page Instructions

Upon successful login, the Landing Page is presented with a picture on the left, key benefits on the right, and an instruction window at the bottom. These instructions are included within this User Guide under the Dinner Group Background heading.

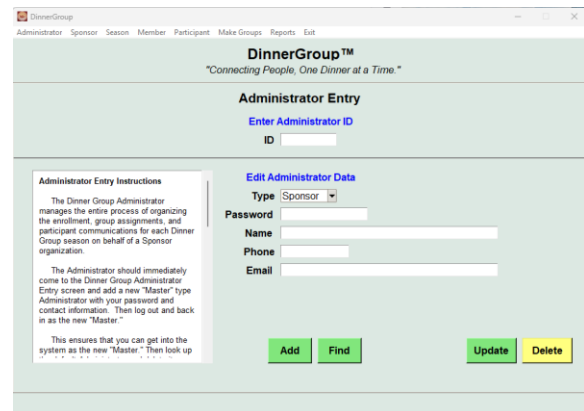
At the top of the Landing Page, and all other screens, is a menu bar with one or more dropdown actions available to the Administrator. A new Administrator should click through these to become familiar with the functionality of the DinnerGroup™ Software. Note: Each menu option displays a screen to either capture data, perform some updating function, or print a report. Additionally, each screen contains an instruction window with these User Guide instructions.



Administrator Entry Instructions

The Dinner Group Administrator manages the entire process of organizing the enrollment, group assignments, and participant communications for each Dinner Group season on behalf of a Sponsor organization.

The Administrator should immediately come to the Dinner Group Administrator Entry screen and add a new "Master" type Administrator with your password and contact information. Then log out and back in as the new "Master."



This ensures that you can get into the system as the new "Master." Then look up the default administrator and delete it so no one can access your data using the default "Master." This completes your first Administrator Entry responsibility, that of securing your system.

You are not finished here yet! The second Administrator Entry responsibility is to set up at least one "Sponsor" Administrator. There may be others depending on the complexity of your church organization. Do this by entering another set of Administrator data with type "Sponsor." Then log out and back in as the new "Sponsor" Administrator. This is the working Administrator you continue to use performing routine Administrator activity.

Record your new "Sponsor" Administrator ID here: _____
and the password. here: _____

You will need these later.

If the system is used to manage multiple Administrator data sets, other "Sponsor" Administrators may be added here as necessary. Each "Sponsor" Administrator has its own set of Sponsors, Seasons, Members, and Participants. These data items are tied to a specific Administrator and may only be entered and updated by that Administrator.

Once a new Administrator identity has been established, the process continues by entering the Sponsor data. See the Sponsor Entry screen instruction window for specific information about Sponsor entries.

After a Sponsor has been entered, the next step is to add Season data. See specific instructions on the Season Entry screen to best understand how to manage Seasons and upload of Member data later.

Note! If you want to upload Member history, there are specific Season Entry steps to follow to facilitate that feature.

Those wishing to become Dinner Group Members may be enrolled by entering manually or by uploading a Member data file. Specific instructions for adding and maintaining Members are provided, along with how to prepare a Member data file for uploading.

Enrolled Members are connected to a Dinner Group Season by a Participant record. Participant records may be generated for all "Active" Members using a system function or may be manually entered and adjusted for a Season.

Menu options are provided to randomize Participants, followed by assigning them to Dinner Groups for a Season. The Administrator may print reports by name and by group number to review and confirm assignments. Other menu options are available to print Participant name tags and handout sheets for use in a Dinner Group Kickoff meeting.

Action buttons are provided to Add, Find, Update and Delete Administrator data. To Add an Administrator, enter data in the appropriate fields and press the Add button. If it is not duplicated, it is added to the file system.

To Find an Administrator, enter the ID and press the Find button. If it is found, the data is displayed. The Password, Name, Phone, and Email data may be changed by entering corrected data and pressing the Update button.

 **Caution!** Once an Administrator record is displayed, it may be deleted by pressing the Delete button. A note will appear to confirm this is what is intended. This should only be done if there are no other data elements such as Sponsors, Seasons, Members, Kids, and Participants tagged to this Administrator. Delete Administrator actions are only authorized by users logged in as "Master" type Administrators.

Sponsor Entry Instructions

Sponsor identities are established so that Dinner Group Seasons, Members and Participants may be created and tagged to that entity only. Note: Any number of Sponsor records may be entered, each with a separate set of Season definitions, Member, and Participant records.

Each Administrator has its own set of Sponsor and Season records. Therefore, an Administrator may manage the Sponsors and Seasons defined by it and not conflict with another Administrator's data.

The Sponsor ID is any convenient unique code. A Sponsor Name is the church or other organization name. The Leader Name, Phone, and Email are those of the lead Pastor, Priest, or other senior leader who is empowered to make Season decisions.

Record your Sponsor ID here: _____. You will need this later.

Note, since the Sponsor ID is a key data field throughout the Software, it is entered multiple times when adding or maintaining data. To speed up entry and reduce repetitive keying, a Sponsor ID is remembered once entered and echoed for additional file maintenance. If the user desires to change to a different Sponsor once it has been echoed, simply go to the Sponsor field and change it. The newly changed Sponsor ID continues to echo until changed.

Action buttons are provided to Add, Find, Update and Delete Sponsor data. To Add a Sponsor, the user must be a "Sponsor" type Administrator. Enter data in the appropriate fields and press the Add button. If it is not duplicated, it will be added to the file system tagged to the active "Sponsor" type Administrator.

To Find a Sponsor, enter the ID and press the Find button. If it is found, the data is displayed. The Sponsor Name, Leader Name, Phone, and Email data may be changed by entering corrected data and pressing the Update button.

Next and Back buttons are provided to support searching through the active Sponsor records.

Caution! Once a Sponsor record is displayed, it is deleted by pressing the Delete button. A note will appear to confirm what is intended. This should only be done if there are no other data elements tagged to this Sponsor, such as Seasons, Members, Kids, and Participants.

DinnerGroup™
"Connecting People, One Dinner at a Time."

Sponsor Entry

Enter Sponsor ID

Sponsor ID

Enter Sponsor Data

Sponsor Name

Leader Name

Phone

Email

Add Find Next Back Update Delete

Season Entry Instructions

A Dinner Group Season defines the period in which dinner or gathering meetings occur for a set of Members who wish to participate under the sponsorship of a church or other organization.

Season IDs are important because they separate one Season from another. Additionally, they must be defined in **ascending numerical order** so that prior Season data is available to guide

future Season group assignments. The “look back” timeframe is typically 4 seasons so that a given member family is not grouped with the same people recently assigned.

Since the Season ID is a key data field throughout the system, it is entered multiple times when adding or maintaining data. To speed entry and reduce repetitive keying, a Season ID is remembered once entered and echoed for additional file maintenance. If the user desires to change a Season ID once echoed, simply go to that field and change it. The newly changed Season ID will then continue to echo until changed.

Enter the Season Leader's Name, Phone, and Email contact information. This is followed by the date for the Season Kickoff meeting that will be shown on the Season Sign-up printed later, the Season Status, and the Season Composition.

Later functions generate Participant records for each “Active” Member family for a Season in Open Status. Once a Season is completed, it is to be set to Closed Status to freeze the Season data from changing. The Archive Status is to facilitate the removal of the data from much older Seasons to keep the active data files small and responsive.

At this point a decision needs to be made about who is included when Dinner Groups are formed. The options are:

1. "Adults Only" composition selects only those Members in Routine and Leadership (Clergy) status. This is the default option and used when Youth and Kids are not included in an adult Dinner Group Season.
2. "Adults & Youth" composition assigns Adults in option 1, and it includes any Youth Members assigned to other groups by age: High School, Middle School, Gap Kids, Children, and Nursery.
3. "Adults & Kids" composition assigns Adults in option 1, and it includes any Kids entries with the same Family Sort Name with their Adults when forming groups.
4. "Adults, Kids & Youth" composition assigns Adults in option 1, Kids included with the Adults as in option 3, and Youth grouped separately by age as in option 2. This supports the ability to have younger Kids grouped with their parents, and older Youth grouped by age separately.

The screenshot shows the 'DinnerGroup™' application window. The title bar includes 'Administrator', 'Sponsor', 'Season', 'Member', 'Participant', 'Make Groups', 'Reports', and 'Exit'. The main header says 'DinnerGroup™' and 'Connecting People, One Dinner at a Time™'. The 'Season Entry' section has a 'Key Fields' tab with 'Sponsor ID' and 'Season ID' input fields. Below this is a 'Leader Name' field, 'Phone' field, and 'Email Address' field. There is a 'Season Entry Instructions' box on the left. To the right of the instructions are 'Kickoff Meeting Date', 'Season Status' (set to 'Open'), and 'Group Composition' (set to 'Adults Only'). At the bottom are buttons for 'Add', 'Find', 'Next', 'Back', 'Update', and 'Delete'.

■ **Note!** If the Upload Participant History function is used later, Season records need to be entered for the Sponsor to support the addition of that data. There may be up to 4 prior Seasons of group number history uploaded. The Season IDs for each of the historical Seasons are defined as: 2001, 2002, 2003, and 2004. These were chosen because they should not conflict with future Season codes.

■ **Caution!** It is very important that the historical Seasons must be entered and the upload process run prior to any following Season because following Seasons must be in **ascending numerical order**.

Also note: There is no requirement to have a prior Season. You may begin with a first Season for a newly set up Dinner Group with no history.

Action buttons are provided to Add, Find, Update and Delete Season data. To Add a Season, enter data in the appropriate fields and press the Add button. If it is not duplicated, it is added to the file system tagged to the active Administrator. The Sponsor Name is echoed for validation.

To Find a Season, enter the Sponsor and Season ID and press the Find button. If found, the data is displayed. The Season Name, Leader Name, Phone, Email, Kickoff Meeting Date, Season Status, and Group Composition data are changed by entering corrected data and pressing the Update button. Next and Back buttons are provided to support searching through the active Season records.

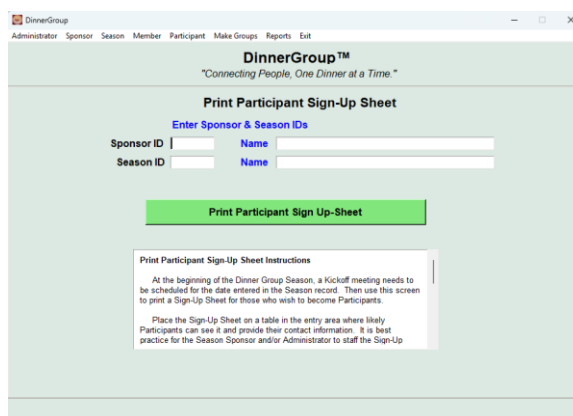
■ **Additional Cautions!**

1. Once a Season record is displayed, it is deleted by pressing the Delete button. A note appears to confirm this is what is intended. This should only be done if there are no other data elements, such as Participants, tagged to this Season.
2. Also, if the Season Group Composition is changed after running Create Dinner Group Participants, it is necessary to rerun that process to align the Season Participants with the new Composition and current Member settings.
3. After a Season has been completed, it should be updated to set the Season Status to “Closed” so that Participant data can no longer be purged or created. This freezes the Season history to use for future Dinner Group assignments.

Print Participant Sign-Up Sheet Instructions

At the beginning of the Dinner Group Season, a Kickoff meeting needs to be scheduled for the date entered in the Season record. Then use this screen to print a Sign-Up Sheet for those who wish to become Participants.

Place the Sign-Up Sheet on a table in the entry area where likely Participants can see it and provide their contact information. It is best practice for the Season Sponsor and/or Administrator to staff the Sign-Up table to answer any questions and generally encourage Participants.



■ Important: There is a policy that needs to be communicated about former Participants continuing in a new Season. This is needed since many times former Participants think they will be automatically included in a new Season. As a result, they do not sign up again, leaving the Sponsor and Administrator wondering if they do indeed intend to participate. A common policy is to include former Participants unless they communicate that they do not want to continue in a new Season. This policy needs to be included in any announcements made about a new Season.

To initiate the process, enter the Sponsor ID, Season ID, and press the Print Participant Sign-Up Sheet button. The Sponsor and Season Names are echoed for validation.

The system will print a single page with the Sponsor Name, Season Name and Kickoff Meeting Date in the heading. Below there are several lines for Participants to add their names, phone #s, and emails. Copy this page as needed.

A window will appear and provide an option to print a hard copy or not. If not, the report may be reviewed with a PDF viewer without printing. The default file path location for all report files is:

C:/Users/<userdir>/Documents/DinnerGroup/Reports/<admin>

Participant Handout Text Entry Instructions

There are 2 types of Seasons based on the setting. The first Season type is intended to be hosted in family homes. The second Season type is a gathering typically scheduled in the same facility each time it is held.

If the Season type is a large gathering, there is no need to use this function or the Print Participant Handouts function. Simply skip them both.

This function and the next are provided to facilitate Season types hosted in Participant homes. This type of Season generally begins with a Kickoff Meeting where Participants are invited to attend to meet others with whom they have been grouped for the Season and plan their dinner events.

In this case, it is desirable to provide the Participants with a handout with 3 key items of information. One of these is a section for Guiding Principles, a second section is for Participant contact information, and a third section is for Season Instructions.

The Guiding Principles section sets the stage about Dinner Group purpose and administration. The Participant contact information enables those in a Dinner Group to communicate and coordinate their events. The Instructions section sets the ground rules that Participants need to follow.

Understanding the Season Guiding Principles and the Instructions need to be flexible and may vary from Season to Season; these text data fields are provided to support the Administrator's communication with Participants at a Season Kickoff Meeting. Therefore, Handout Text must be entered after the Season has been entered and before printing Handouts.

Sample Handout text is preloaded for User convenience. Although any text may be included here, it is suggested that the Administrator begin by reviewing the sample for content, formatting, and space available. Note: There are scroll bars at the right side of the text area that show the full text included. Additionally, there are accumulators that show how much character space has been used and the total available for each field.

Action buttons are provided to Find and Update Participant Handout Text. To Find Participant Handout Text, enter the Sponsor and Season IDs, and then press the Find button. If found, the data is displayed.

The text may be changed by entering corrected text and pressing the Update button.

The sample Handout Guiding Principles and Handout Instructions text is included here as reference. Note, there is limited space for each of these text sections on the

Participant Handout. The Guiding Principles section is limited to 250 characters; and the Handout Instructions section is limited to 1100 characters. Additionally, the headings print and are not included in the character counts.

Guiding Principles:

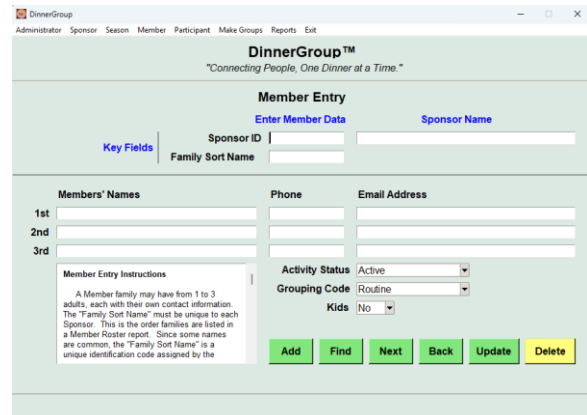
1. Dinner Groups provide a setting for making new friends, having fun, and getting to know each other better.
2. Requests to change groups shall not be considered. Dinner Groups remain as randomly selected for a season.

Handout Instructions:

1. Dinner Groups participants take turns hosting a meal, typically 1 per month. These gatherings may be in a host's home or other fun location such as a favorite restaurant. All participant families are responsible for hosting 1 meal.
2. The first activity in a Dinner Group season is to agree among the participant families which one takes host responsibility for each month in the season. It is best if each participant family selects a month and day to host while at the kickoff meeting so all can agree and mark their calendars accordingly.
3. The host for the month is responsible for coordinating the gathering date, location, and any meal item assignments. For example, a host may decide to provide the main course, with other Dinner Group families bringing side dishes, appetizers, desserts, bread, etc. Or a host may decide to provide the entire meal.
4. If the gathering is held at a location other than the host's home, the host is responsible for providing a part of the meal that all share, such as appetizers, wine, dessert, etc.

Member Entry Instructions

A Member family may have from 1 to 3 adults, each with their own contact information. The “Family Sort Name” must be unique to each Sponsor. This is the order families are listed in a Member Roster report. Since some names are common, the “Family Sort Name” is a unique identification code assigned by the Administrator for a Member family. So, for example, if the Administrator has 2 families with the last name "Smith," make the first Family Sort Name "Smith-JohnT" and the second Family Sort Name "Smith-LarryG" by using suffixes that make them unique.



For each family Member, enter their first and last names, phone number, and Email address. Note, at least 1 email address must be entered to ensure all Participants can contact one another to communicate Dinner Group scheduling, etc. That email will also be used to send the Participant Handout document after the Kickoff meeting.

Member Activity Status may be Active or Inactive. Those in Active status are selected to become Participants in a developing Season. Members in Inactive status will be skipped when creating Participants for a new Season. However, their information is retained along with their participation history. This is so that when they decide to become Active status again, their history is available to use for grouping.

The Grouping Code has multiple functions. The first function is used when dinner groups are made to ensure Leadership (Clergy) families do not appear in the same group. Non-Leadership Member Adult families are coded as Routine.

This is the point where the decision about Group Composition made during Season entry continues into Family Composition. The initial Members listed must be the Adults of a family. This supports the simplest Dinner Group operation with Adults only.

Optionally, there are other family members to consider in wider gathering seasons that include children. The DinnerGroup™ Software has made provisions for minor children in a family by defining them as either Kids or Youth.

The decision to make at this point is about how minor children are formed into groups later. Kids are included in groups with their Adults. Youth are grouped into separate groups by age bracket without Adults. This is often utilized when it is desired to have older Youth be grouped with those of their own age.

If Youth are not going to be included, then there is no need to consider it further. Simply continue without Youth. However, if the inclusion of Youth is a requirement, additional Member records are needed with Youth names in the Member name fields.

 **Important:** When adding Youth as Members, it is best practice to use the Family Sort Name of their Adults with a suffix, so they appear near their parents on the Member Roster report.

The Grouping Code in Youth Member records classifies them as High School, Middle School, Gap Kids, Children, or Nursery. If there are Youth in more than 1 of these Grouping Codes, a Member record is needed for each age category. An added benefit of this option is that when youth graduate into adulthood, they are positioned to be reclassified and continue as "Routine" members.

A Member family may optionally have from 1 to 8 Kids as part of larger gathering events. Thus, there is a field to indicate if there are additional Kids with a default No or Yes. If Yes is indicated, then a Kids record must be entered on the screen provided. These minor children may be of any age range; they are included with their Adults when preparing groups for a Season.

If after indicating there are Kids with a Yes in the Kids field and later deciding not to include them in a Season, the Kids code may be set to No and they will not be included. The Create Dinner Group Participants process must be rerun if this is done after it has been run for the Season.

Action buttons are provided to Add, Find, Update and Delete Member data. To Add a Member, enter data in the appropriate fields and press the Add button. If the Sponsor ID is found and the Family Sort Name is not duplicated, it is added to the file system tagged to the active Administrator and Sponsor. The Sponsor Name is echoed for validation.

To Find a Member, enter the Sponsor ID and as many characters of the Family Sort Name as you know, and press the Find button. If it is found, the data of the first Family that matches your entry is displayed. If that is not the Member you were looking for, press the Next button until you find it. The Member Names, Phones, Emails, and Activity Status, Grouping Code, and Kids code data are changed by entering corrected data and pressing the Update button.

Next and Back buttons are provided to support searching through the active Member records.

 **Caution!** Once a Member's record is displayed, it may be deleted by pressing the Delete button. A note appears to confirm your intention. This should only be done if there are no other data records tagged to this Member, such as Youth, Kids, or Participants.

Member Kids Entry Instructions

A Member family may optionally have from 1 to 8 Kids.

The Kids “Family Sort Name” must match the parent’s Member “Family Sort Name” for a Sponsor. This is the order families are listed in a Member Roster report. The Kids’ Names should include their first and last names.

Action buttons are provided to Add, Find, Update, and Delete Kid data. To Add Kids, enter data in the appropriate fields and press the Add button. If the Member Family Sort Name is found and it is not duplicated, it is added to the file system tagged to the active Administrator and Sponsor. The Sponsor Name is echoed for validation.

To Find Kids, enter the Sponsor ID and as many characters of the Family Sort Name as you know, and press the Find button. If that is not the Kids you were looking for, press the Next button until you find it. If it is found, the data is displayed. The Kid Name data may be changed by entering corrected data and pressing the Update button.

Next and Back buttons are provided to support searching through the active Kid records.

Caution! Once the Kids’ record is displayed, it is deleted by pressing the Delete button. A note appears to confirm your intended action.

The screenshot shows the 'DinnerGroup™ Kids Entry' web interface. At the top, there's a navigation bar with links: Administrator, Sponsor, Season, Member, Participant, Make Groups, Reports, and Exit. Below this is the 'Kids Entry' section with a sub-header 'Enter Kids Data' and a 'Sponsor Name' field. There are also fields for 'Sponsor ID' and 'Family Sort Name'. A 'Key Fields' link is present. The main area is divided into two columns: 'Kids Names' with input fields for 1st, 2nd, 3rd, and 4th; and 'Kids Names (con)' with input fields for 5th, 6th, 7th, and 8th. A 'Member Kids Entry Instructions' pop-up is displayed, containing the text: 'A Member family may optionally have from 1 to 8 Kids. The Kids "Family Sort Name" must match the parent's Member "Family Sort Name" for a'. At the bottom right, there are six buttons: Add, Find, Next, Back, Update, and Delete.

Upload Member Family Data Instructions

There are 2 options to upload Member family data. One option that must be done first is to upload Adult family Members. The other is to upload Kids of the Adult Member families.

Adult family Member data is uploaded from a comma delimited, Microsoft format CSV file extracted from another system or spreadsheet. The column/field definitions and format for the Adult upload file are shown in the sample, **DinnerGroupMemberUpload.xlsx**, provided in the DinnerGroup™ Software distribution set. This upload file includes fields to support up to 3 Adults or Youth with contact information as well as spaces for the recent 4 history seasons of group numbers assigned. The sample file provided contains example data. Remove the example data and replace it with your own data, using the same format.

During the upload process, data fields are edited using the same criteria as the manual Member Family entry. Members with invalid data or duplicate data are skipped.

Kids data may be uploaded from a similar comma delimited CSV file. This upload file is much simpler and provides for up to 8 kids. The format for this file is the same as the sample, **DinnerGroupKidUpload.xlsx**, provided in the DinnerGroup™ Software distribution set. This file also contains example data to replace with your kids' data in the same format.

■ **Caution!** Review the CSV file before uploading to confirm that only valid data is contained therein. At times a CSV file may have lines at the bottom of the file that do not contain valid data. These lines must be deleted and the file saved prior to uploading.

■ **Particular caution** must be exercised to ensure the first column in this worksheet is same as your Administrator ID; **and** the second column is the same as your Sponsor ID. If these fields do not match, no data is uploaded.

The default file path location for all upload files is:

C:/Users/<userdir>/Documents/DinnerGroup/Uploads/<admin>

To initiate the process, enter the Sponsor ID. Update the prepopulated File Path to replace <userdir> with your PC User ID. Or change to where the upload CSV file is located and continue with the CSV file name, select Adults or Kids, and press the Execute Member Data Upload button. If the upload file is found, it is processed. The Sponsor Name and counts for Added, Skipped (duplicates), and Invalid records are displayed.

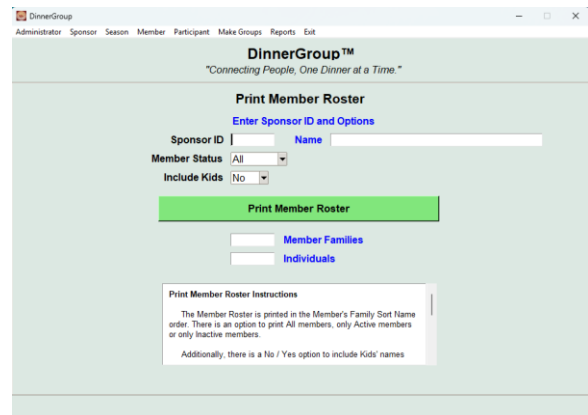
The Administrator should then execute the menu item to print a Member Roster to review and validate the uploaded data is complete and accurate. If any data needs correcting, use the Member and Kids entry screens to make updates.

Print Member Roster Instructions

The Member Roster is printed in Member Family Sort Name order. There is an option to print All members, only Active members, or only Inactive members.

Additionally, there is a No / Yes option to include Kids names if available.

To initiate the process, enter the Sponsor ID, Member Status, Include Kids option, and press the Print Member Roster button. The Sponsor Name, Member count and Individual count are displayed.

The screenshot shows a web application window titled "DinnerGroup™" with a menu bar containing "Administrator", "Sponsor", "Season", "Member", "Participant", "Make Groups", "Reports", and "Exit". The main heading is "Print Member Roster" with a sub-link "Enter Sponsor ID and Options". Below this, there are input fields for "Sponsor ID" and "Name", a "Member Status" dropdown menu currently set to "All", and an "Include Kids" dropdown menu currently set to "No". A prominent green button labeled "Print Member Roster" is centered. Below the button are two smaller buttons: "Member Families" and "Individuals". At the bottom, a box titled "Print Member Roster Instructions" contains the text: "The Member Roster is printed in the Member's Family Sort Name order. There is an option to print All members, only Active members or only Inactive members. Additionally, there is a No / Yes option to include Kids' names".

A window will appear and provide an option to print a hard copy or not. If not, the report may be reviewed with a PDF viewer without printing. The default file path location for all report files is:

C:/Users/<userdir>/Documents/DinnerGroup/Reports/<admin>

Participant Entry Instructions

Participant family data may be uploaded as history, entered directly or generated for a new season. In any case, this is the screen where updates are made.

Action buttons are provided to Add, Find, Update and Delete Participant data. To Add a Participant, enter Sponsor ID, Season ID, and Family Sort Name data in the appropriate fields and press the Add button. If the Sponsor ID, Season ID and Family Sort Name are found and not duplicated, it is added to the file system tagged to the active Administrator and Sponsor. The Sponsor Name, Season Name, and Adult Member names are echoed for validation.

Random Number may be left blank. This field is populated during the Randomize function each time it is run for a season. It is also available for adjustment by the Administrator to force a different group assignment.

The Season Group may also be left blank. This field is populated by the Assign Participant Dinner Group function. Additionally, it is available for update to adjust group assignments at the discretion of the Administrator.

Family Count is a "Make Participants" calculated field that is available for adjustment as needed. If only Adults are included, then this should be the number of Adults. However, if Kids are included, it is the total of Adults and Kids. Note, after the "Make Participants" process has been run, this field is no longer automatically updated.

To Find a Participant, enter the Sponsor ID, Season ID, and as many characters of the Family Sort Name as you know, and then press the Find button. If that is not the Participant you were looking for, press the Next button until you find it. If the Participant is found, their data is displayed. After Adding or Finding a Participant, the Random Number, and Season Group can be changed by entering corrected data and pressing the Update button.

Next and Back buttons are provided to support searching through the active Participant records.

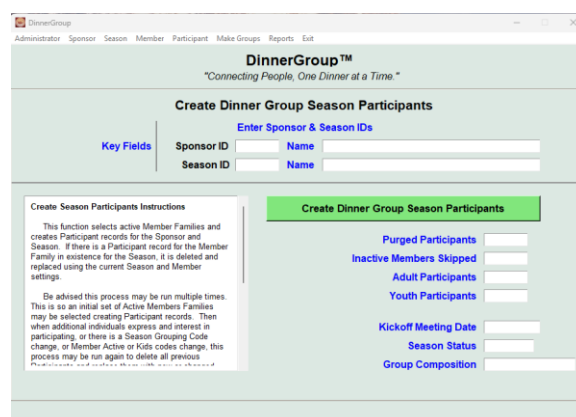


Caution! Once a Participant record is displayed, it may be deleted by pressing the Delete button. A note will appear to confirm this is what is intended. This should only be done if the Participant does not want to be included in the current Season.

Create Dinner Group Participants Instructions

This function selects active Member Families and creates Participant records for the Sponsor and Season. If there is a Participant record for a Member Family in existence for the season, it is deleted and replaced using the current Season and Member settings.

Be advised this process may be run multiple times. This is so an initial set of Active Member Families may be selected creating Participant records. Then when additional individuals express an interest in participating, or there is a Season Grouping Code change, or Member Active or Kids codes change, this process may be run again to delete all previous Participants for the Season and replace them with new or changed Participant data.



Begin this process by entering the Sponsor and Season IDs. Then press the Create Dinner Group Season Participants button. Sponsor and Season names are echoed for verification.

The processing begins by purging all Participants for the entered Season. This is so any changes to Season coding or Member changes are considered to create the correct Participants. The purge count is displayed along with a question box to confirm the user wishes to continue.

If answered “Yes,” and there are Active status Members, the process continues to create Dinner Group Participant records with counts displayed for Inactive Members skipped, Adult Participants, and Youth Participants added. The Kickoff meeting date, Season status, and Group composition code are also displayed.

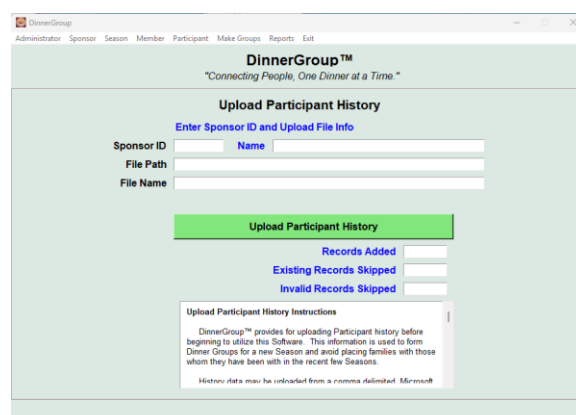
If answered “No,” the process is halted so the Administrator may make any changes necessary. The Administrator may return any number of times to reselect Active Members after adjusting the Season and/or Active Member data.

The Administrator should print the Active Member Roster and Group Roster by Sort Name to confirm the correct set of Season Participants was created.

Upload Participant History Instructions

DinnerGroup™ provides for uploading Participant history before beginning to utilize this Software. This information is used to form Dinner Groups for a new Season and avoid placing families with those whom they have been with in the recent few Seasons.

History data may be uploaded from a comma delimited, Microsoft format CSV, file extracted from another system or spreadsheet. The format for this upload file is the same as the example upload file provided in the DinnerGroup™ Software distribution set,



DinnerGroupMemberUpload.xlsx.

During the upload process, data fields are edited using the same criteria as the manual Participant Entry.

Caution! Be sure to review the CSV file before uploading to confirm only valid data is contained therein. At times a CSV file may have lines at the bottom of the file that do not contain valid data. These lines must be deleted and the file saved prior to uploading.

Particular caution must be exercised to ensure the first column in this worksheet is the same as your Administrator ID; **and** the second column is the same as your Sponsor ID. If these do not match, no data is uploaded.

Additionally, be sure the participation history data in the 4 columns to the far right contain the group numbers for the 4 previous Dinner Group history seasons if available. If there is no history to fill in for a participant season, leave the cell blank. Once this data is uploaded, it is used as a look-back reference to not place participants in groups with those whom they have been with in the recent last 4 seasons.

The default file path location for all upload files is:

C:/Users/<userdir>/Documents/DinnerGroup/Uploads/<admin>

To initiate the process, enter the Sponsor ID. Update the prepopulated File Path to replace <userdir> with your PC system ID. Or change to where the upload CSV file is located and continue with the CSV file name and press the Upload Participant History button. If the upload file is found, it is processed. The Sponsor Name is displayed along with counts for added, existing, and invalid records skipped. The user may then go to Participant Entry and look up the history records to verify individual history that was uploaded. Additionally, you may print a Participant Dinner Group Roster to verify all history was uploaded for each season.

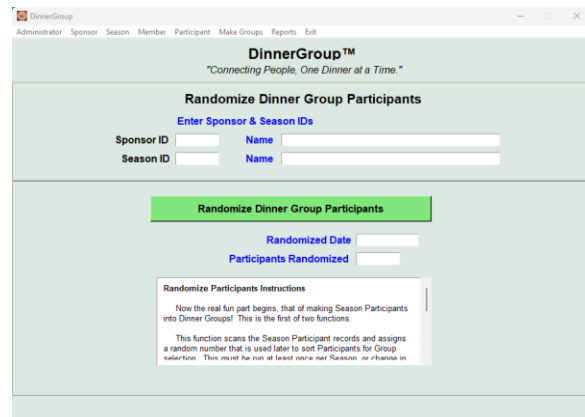
Randomize Dinner Group Participants Instructions

Now the real fun part begins, that of making Season Participants into Dinner Groups! This is the first of two functions.

This function scans the Season Participant records and assigns a random number that will be used to sort the participants for group selection. This must be run at least once per Season, or change in Season, or change in Membership; and it may be run any number of times to facilitate Dinner Group formation.

To initiate the process, enter the Sponsor ID, Season ID, and press the Randomize Dinner Group Participants button. The Sponsor and Season Names are echoed for validation along with the date and count of Participant randomized.

The Administrator may validate that the process ran correctly by accessing the Participant screen. Find Season Participant records and see the random numbers assigned.

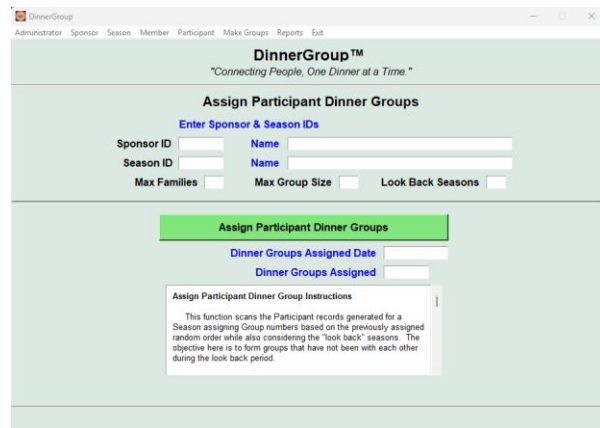


The screenshot shows the DinnerGroup™ application window. The title bar includes 'Administrator', 'Sponsor', 'Season', 'Member', 'Participant', 'Make Groups', 'Reports', and 'Exit'. The main window has a header with 'DinnerGroup™' and the tagline 'Connecting People, One Dinner at a Time.' Below this is the section 'Randomize Dinner Group Participants'. Underneath, it says 'Enter Sponsor & Season IDs' and provides input fields for 'Sponsor ID', 'Season ID', 'Name', and 'Name'. A green button labeled 'Randomize Dinner Group Participants' is prominently displayed. Below the button, there are fields for 'Randomized Date' and 'Participants Randomized'. At the bottom, a box titled 'Randomize Participants Instructions' contains the text: 'Now the real fun part begins, that of making Season Participants into Dinner Groups! This is the first of two functions. This function scans the Season Participant records and assigns a random number that is used later to sort Participants for Group selection. This must be run at least once per Season, or change in Membership, or change in Season, or change in Membership; and it may be run any number of times to facilitate Dinner Group formation.'

Assign Participant Dinner Group Instructions

This function scans the Participant records generated for a Season assigning Group numbers based on the previously assigned random order while also considering the “look back” seasons. The objective here is to form groups that have not been with each other during the look back period.

A typical look back period is 4 Seasons. However, if that is unworkable for the population of Participants, a number between 0 to 4 Seasons may be used.

The screenshot shows the DinnerGroup™ software interface. At the top, there's a menu bar with options: Administrator, Sponsor, Season, Member, Participant, Make Groups, Reports, and Exit. Below the menu, the title bar says "DinnerGroup™" with the tagline "Connecting People. One Dinner at a Time." The main heading is "Assign Participant Dinner Groups". Underneath, there's a section titled "Enter Sponsor & Season IDs" with input fields for Sponsor ID, Name, Season ID, Name, Max Families, Max Group Size, and Look Back Seasons. A green button labeled "Assign Participant Dinner Groups" is prominently displayed. Below this button, there are two more input fields: "Dinner Groups Assigned Date" and "Dinner Groups Assigned". At the bottom, there's a small box titled "Assign Participant Dinner Group Instructions" containing a paragraph of text explaining the function's purpose.

To initiate the process, enter the Sponsor ID, Season ID, Max Families in a group (3 to 12), Max Members in a group (6 to 16), Look Back Seasons (0 to 4). Then press the Assign Participant Dinner Groups button. The Sponsor and Season Names are echoed for validation along with the date and count of Season Dinner Groups assigned.

The Administrator may validate that the process ran correctly by running the Dinner Group Roster by Name, and Dinner Group Roster by Group to verify appropriate grouping.

Note! If there have been any changes to the Season composition, updates or additions to Members or Kids, the Participant assignment process **MUST BE** restarted with Create Dinner Group Participants. That function erases any Season Participants created earlier and makes a new set based upon the current Season and Member settings. Then follow with Randomize Dinner Group Participants and this function to Assign Participants Dinner Groups.

Additionally, if you encounter a message indicating that group assignments could not be made with these settings, consider adjusting the Max Families, Max Group Size, or Look Back Season settings. If that still does not work, consider rerunning the Randomize Dinner Group Participants function to shuffle the order of Participant selection when assigning groups.

Manual changes to Members and/or Group assignments are permitted to account for personality issues, or for those who did not sign-up, but show up at the Kickoff Meeting and want to participate. In these cases, the Dinner Group Roster by Group is available to identify where to add a late entry family.

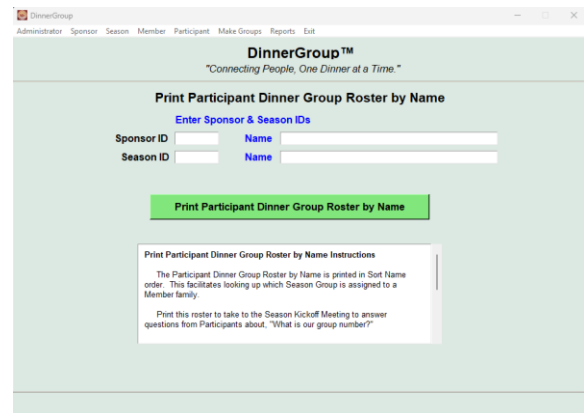
Caution! if any of these late adjustments are made, the other Participant Group assignments must be frozen, so the Season Group assignment history remains intact. So **do not** rerun Create Participants or Randomize Participants or Assign Participants. Simply enter a Member, Participant data manually and add the Group number assignment. Then rerun the Dinner Group Roster by Group to confirm.

Print Participant Dinner Group Roster by Name Instructions

The Participant Dinner Group Roster by Name is printed in Sort Name order. This facilitates looking up which Season Group is assigned to a family.

Print this roster to take to the Season Kickoff meeting to answer questions from Participants about, "What is our group number?"

To initiate the process, enter the Sponsor ID, Season ID, and press the Print Participant Dinner Group Roster by Name button. The Sponsor and Season Names are echoed for validation.

The screenshot shows a web application window titled "DinnerGroup". The menu bar includes "Administrator", "Sponsor", "Season", "Member", "Participant", "Make Groups", "Reports", and "Exit". The main heading is "DinnerGroup™" with the tagline "Connecting People, One Dinner at a Time." Below this, the section is "Print Participant Dinner Group Roster by Name". There is a sub-section "Enter Sponsor & Season IDs" with two rows of input fields: "Sponsor ID" and "Season ID", each followed by a "Name" label and an input field. A green button labeled "Print Participant Dinner Group Roster by Name" is positioned below the input fields. At the bottom, there is a box titled "Print Participant Dinner Group Roster by Name Instructions" containing the text: "The Participant Dinner Group Roster by Name is printed in Sort Name order. This facilitates looking up which Season Group is assigned to a Member family." and "Print this roster to take to the Season Kickoff Meeting to answer questions from Participants about, 'What is our group number?'".

A window will appear and provide an option to print a hard copy or not. If not, the report may be reviewed with a PDF viewer without printing. The default report file location is:

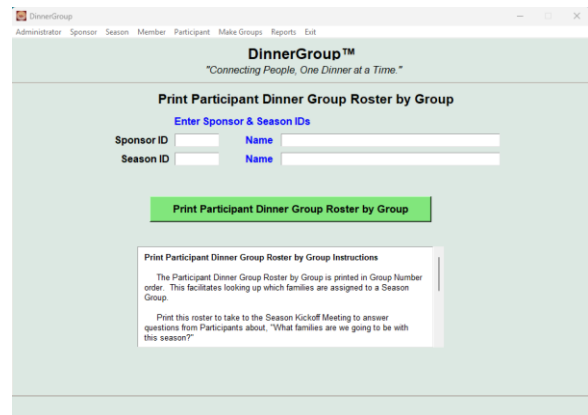
C:/Users/<userdir>/Documents/DinnerGroup/Reports/<admin>

Print Participant Dinner Group Roster by Group Instructions

The Participant Dinner Group Roster by Group is printed in Group Number order. This facilitates looking up which families are assigned to a Season Group.

Print this roster to take to the Season Kickoff meeting to answer questions from Participants about, "What families are we going to be with this season?"

To initiate the process, enter the Sponsor ID, Season ID, and press the Print Participant Dinner Group Roster by Group button. The Sponsor and Season Names are echoed for validation.

The screenshot shows a web application window titled "DinnerGroup". The menu bar includes "Administrator", "Sponsor", "Season", "Member", "Participant", "Make Groups", "Reports", and "Exit". The main heading is "DinnerGroup™" with the tagline "Connecting People, One Dinner at a Time." Below this, the section is titled "Print Participant Dinner Group Roster by Group". Underneath, it says "Enter Sponsor & Season IDs". There are two rows of input fields: the first row has "Sponsor ID" and "Name", and the second row has "Season ID" and "Name". Below the input fields is a green button labeled "Print Participant Dinner Group Roster by Group". At the bottom, there is a box titled "Print Participant Dinner Group Roster by Group Instructions" containing the text: "The Participant Dinner Group Roster by Group is printed in Group Number order. This facilitates looking up which families are assigned to a Season Group." and "Print this roster to take to the Season Kickoff Meeting to answer questions from Participants about, 'What families are we going to be with this season?'".

A window will appear and provide an option to print a hard copy or not. If not, the report may be reviewed with a PDF viewer without printing. The default report file path is:

C:/Users/<userdir>/Documents/DinnerGroup/Reports/<admin>

Print Participant Name Tags Instructions

Since one of the main objectives of Dinner Groups is to get to know more people, it is frequently the case that families may not know each other. So, Name Tags are provided to facilitate Participants meeting and learning each other's names during the Season Kickoff Meeting.

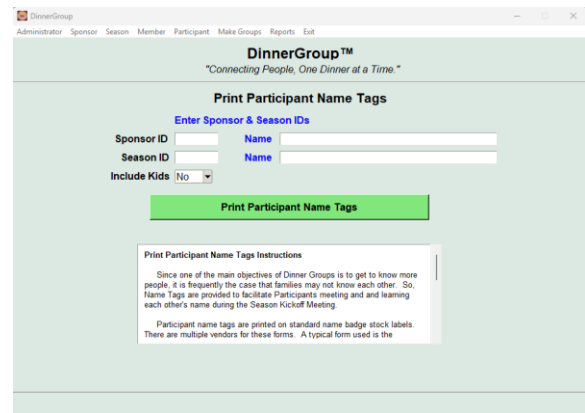
Participant name tags are printed on standard name badge stock labels. There are multiple vendors for these forms. A typical form used is the Avery 48395 Name Badges. The Name Tags are printed in a 2-up format in alphabetic name order.

The Name Tags include the Sponsor Name, Season Name, Participant Name and Group Number. Typically, the Name Tags are placed on a table near the entrance of the Season kickoff meeting in alphabetic order so Participants may pick them up and learn their group assignment.

To initiate the process, load Name Badge stock forms in your default printer, enter the Sponsor ID, Season ID, Kids No/Yes and press the Print Participant Name Tags button. The Sponsor and Season Names are echoed for validation.

A window will appear and provide an option to print a hard copy or not. If not, the report may be reviewed with a PDF viewer without printing. The default report file path is:

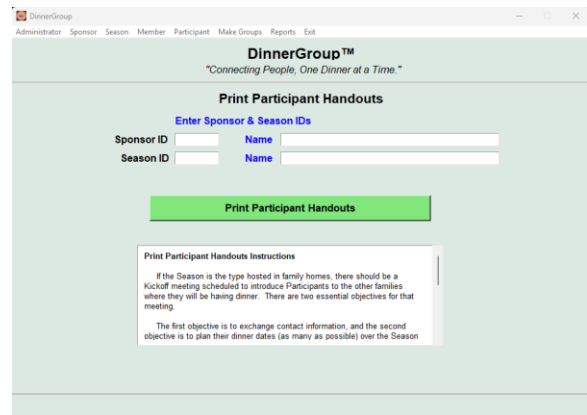
C:/Users/<userdir>/Documents/DinnerGroup/Reports/<admin>

The screenshot shows a web application window titled "DinnerGroup™" with the tagline "Connecting People, One Dinner at a Time". The main heading is "Print Participant Name Tags". Below this, there is a section "Enter Sponsor & Season IDs" containing two input fields: "Sponsor ID" and "Season ID", each followed by a "Name" label and a corresponding input field. There is also a dropdown menu for "Include Kids" with "No" selected. A green button labeled "Print Participant Name Tags" is positioned below these fields. At the bottom, there is a "Print Participant Name Tags Instructions" box containing text about the purpose of the name tags and the format of the labels.

Print Participant Handout Instructions

If the Season is the type hosted in family homes, there should be a Kickoff meeting scheduled to introduce Participants to the other families where they will be having dinner. There are two essential objectives for that meeting.

The first objective is to exchange contact information, and the second objective is to plan their dinner dates (as many as possible) over the Season duration.

The screenshot shows a web browser window titled "DinnerGroup". The menu bar includes "Administrator", "Sponsor", "Season", "Member", "Participant", "Make Groups", "Reports", and "Exit". The main header displays "DinnerGroup™" and the tagline "Connecting People, One Dinner at a Time.™". The page title is "Print Participant Handouts". Below this, a section titled "Enter Sponsor & Season IDs" contains two rows of input fields. The first row is for "Sponsor ID" and "Name", and the second row is for "Season ID" and "Name". A green button labeled "Print Participant Handouts" is positioned below the input fields. At the bottom, a box titled "Print Participant Handouts Instructions" contains the following text: "If the Season is the type hosted in family homes, there should be a Kickoff meeting scheduled to introduce Participants to the other families where they will be having dinner. There are two essential objectives for that meeting. The first objective is to exchange contact information, and the second objective is to plan their dinner dates (as many as possible) over the Season duration."

Participant Handouts provide the names and contact information for each group along with Guiding Principles and Instructions to set expectations for how each family should conduct their part of the dinner group experience.

To initiate the process, enter the Sponsor and Season IDs and press the Print Participant Handouts button. The Sponsor and Season Names are echoed for validation.

A window will appear and provide an option to print a hard copy or not. If not, the report may be reviewed with a PDF viewer without printing. The default report file is:

C:/Users/<userdir>/Documents/DinnerGroup/Reports/<admin>

Email Participant Handout Instructions

Many of the Participants attend a Season Kickoff to meet the other families in their assigned groups. Those Participants receive a handout with instructions and contact information for all group families.

However, some participating families do not attend the Kickoff meeting. Those participants did not receive a handout and are uninformed as to others in their group or how to contact them.

The screenshot shows the 'Email Participant Handouts' interface within the DinnerGroup™ application. At the top, there's a navigation bar with links: Administrator, Sponsor, Season, Member, Participant, Make Groups, Reports, and Exit. Below this, the title 'DinnerGroup™' is displayed with the tagline 'Connecting People, One Dinner at a Time™'. The main heading is 'Email Participant Handouts'. A section titled 'Enter Sponsor & Season IDs' contains input fields for 'Sponsor ID', 'Name', 'Season ID', and 'Name'. A green button labeled 'Prepare Participant Handout Emails' is positioned below these fields. To the right of this button is a text box titled 'Email Participant Handout Instructions' which contains a paragraph about the Season Kickoff. Below the instructions, a message states: 'Many of the Participants attend a Season Kickoff to meet the other families in their assigned group. Those Participants receive a handout with instructions and contact'. Below this, a prompt says 'Press the Yellow buttons to Copy email entries & Paste to your email'. There are four input fields: 'To Email Address', 'Email Subject', 'Email Body Text', and 'Attachment Path'. Each of these fields has a yellow 'Copy' button to its right. At the bottom right, there are two green buttons: 'Next' and 'Back'. On the left side, there are labels 'Total Emails Found' and 'Current Email' followed by empty input fields.

This function looks up the email address, prepares subject and body text, and the handout attachment path for each Season Participant. Those data items are presented here for the Administrator to copy to their own email system for sending. This approach has been taken due to the security settings and complexity of different email servers.

To begin the process, enter the Sponsor and Season IDs, and then press the Prepare Participant Handout Emails button. The Sponsor and Season Names are echoed for validation; a message box appears to let you know how many Participant emails were found with a question. Click “Yes” to continue, or “No” to stop and make corrections.

After clicking “Yes,” the total count of emails found is displayed along with the first email data. The current email counter is also displayed.

Start your email program and select a new email. Then click on the Yellow Copy buttons to copy and paste the Email Address, Subject, and Body text into your new email.

The Handout Attachment can be included in the email by clicking on the Copy button next to the Attachment Path field; then in your email program, click Insert, click Attach File, and click Browse this computer. You should see a file search window. Right click in the search field and an option box should appear. Click on the Paste option and the attachment file path should appear. Click Open and you should see the Handout file attachment appear in your email. You can click on it to display and verify this is the correct handout. Then click Send to complete the process.

Click the Next button to display the next set of Participant email data. Start a new email and repeat the copy/send process.

Next and Back buttons are provided to move forward and backward in the Participant Handout Email list. Repeat copying and sending all emails or only those you want to send.

In the event there is an email bounce back because an email address is not correct, this process may be run again after correcting the email address in the Member record.

CONTACT AND SUPPORT

If you need further assistance, provide a detailed description of the issue and any steps you have already taken. Consult the support section of the official website, DinnerGroup.net, reach out to customer service via email, or sign-up for one of the support options.

Mastering the DinnerGroup™ Software features and capabilities requires both curiosity and patience. Keep this User Guide close at hand for reference whenever a question arises. With a willingness to explore, you will enjoy a seamless and productive experience.

Thank you for choosing the DinnerGroup™ Software. Wishing you satisfaction and success!