



## Cancelled/Rescheduled Weekend

If a Kairos weekend is cancelled/rescheduled, that will raise the question from weekend leaders as to what to do with your Ezra to deal with the problem. There are two paths **DEPENDING** on whether the weekend leader will still be the weekend leader for the rescheduled weekend.

The Ezra software license agreement is for a specific weekend and leader, so if the leader changes, there is a problem with the license and that requires a more "detailed" set of steps. **IF the weekend leader is going to be a different person in the rescheduled weekend, then the solution will be for the weekend leader to contact the assigned Ezra Support Coach (see next page) for instruction.**

But, for the majority of rescheduled weekends, **when the weekend leader will be the same**, the weekend number stays the same and there will be three basic steps:

**Correct Weekend Start Date:** Once you get a confirmed new date, just do this:

1. Click the Setup Info button (big blue button) and click the Begin Setup button.
2. That gives you the screen with the Country/State/Advisory Council and you just click the Next button.
3. That gives you the screen with the weekend number and you just click the Next button
4. That gives you the screen with the start date of the weekend and you enter the rescheduled start date and click the Next button then click the Cancel button.
5. That returns you to the Ezra main screen. Exit completely out of Ezra - this is important.
6. Startup Ezra and your new weekend start date will be in effect.

**Team Meeting Dates:** Next, when you get your new team meeting dates established, you'll need to update that info and build a new Preparation Checklist Timeline. You do that as follows:

1. Click the Section 3 - Weekend Preparation Timeline button
2. Click the "Build an Updated Checklist Timeline" button
3. Click the "Check/Update Your Team Meeting Dates" button
4. Enter the new team meeting dates and locations and click the OK button.
5. Click the "Build New Checklist Based on Your Team Meeting Dates" button. That will build a new Preparation Checklist that is based on your new weekend and team meeting dates.

**Team Member Changes:** Finally, you will probably have certain persons who were on the team that cannot serve on the rescheduled weekend. You'll deal with removing a person who was "selected" to the first team the same way you do with "selecting" a person to be on the team.

1. Go to section 4 - Team Recruiting
2. Click the button to List/Update Team Recruiting Database. That gives you the list of volunteers, and the persons who are "selected" for the team are highlighted in green and have a green "dot" in the "Selected" column.
3. Click on a person that you need to remove from the team and click the Change button.
4. That opens the person's detailed information record. In the upper left of the screen is a checkbox called "Selected for Team" and you uncheck that and click the OK button. That removes the person from the team.

Of course, your team assignments (Section 5) will need to change as appropriate. You'll do that once you have the team membership straightened out.

## Rescheduling Kairos Weekends Ezra Support Coach Contact List

If the rescheduled Weekend will use a different Weekend Leader, then you should contact the appropriate Ezra Support Coach for directions and assistance.

| <b>Region</b> | <b>States</b>                      | <b>Ezra Support Coach</b>             |
|---------------|------------------------------------|---------------------------------------|
| North East    | ME, NH, NY, PA, WV, VA, DE, MD CT  | Tripp Smith – trippsmith339@gmail.com |
| North Central | OH, IN, KY, IL, WI                 | Bob Snyder – bobsnyder@indy.rr.com    |
| South East    | NC, SC, GA                         | CeCe McAgy – cmcagy@gmail.com         |
| Florida       | Florida                            | Andy Perry – andy@kpmi.org            |
| South Central | AL, MS, LA, AR, TN                 | Deb Timmons–debtimmons1@gmail.com     |
| West Central  | NE, KS, MO, OK, IA, NM, CO, AZ, UT | Mike Springer – springguy@juno.com    |
| Texas         | Texas                              | Bill McIntire – bmcintire09@gmail.com |
| West          | WA, ID, CA, AK                     | Marvin Barnes – marvin@kmbarnes.com   |