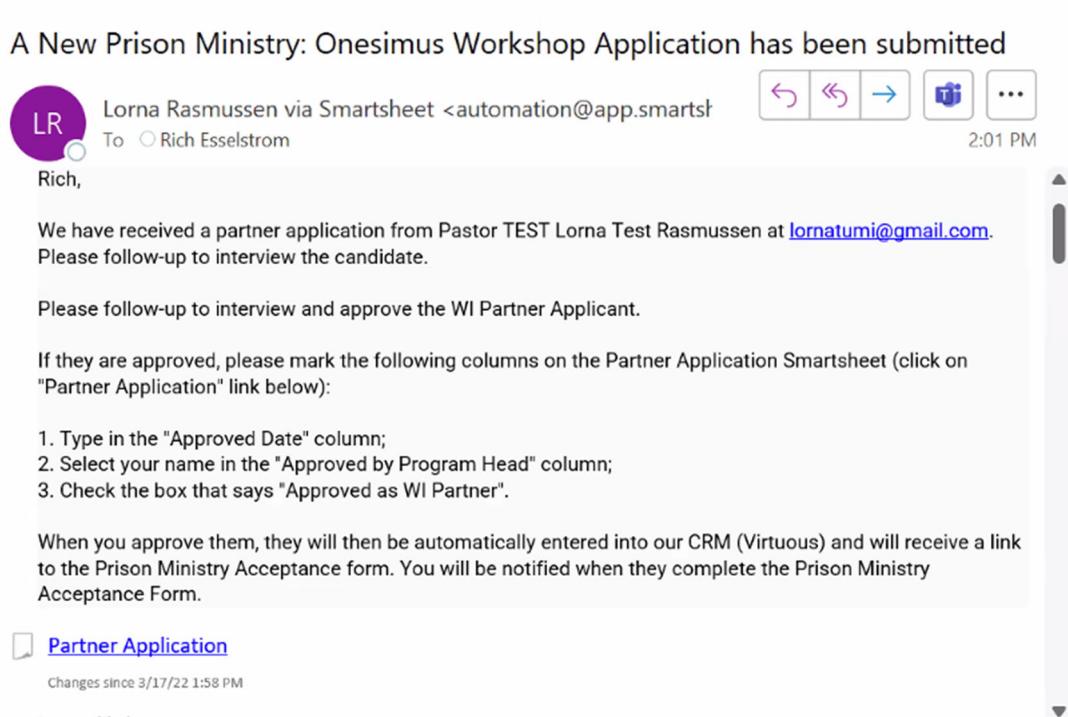


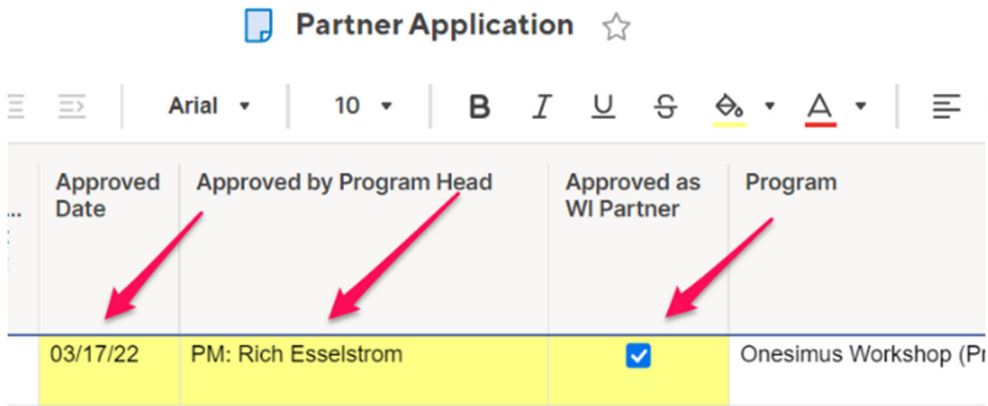
PRISON MINISTRY:

Notifications that Partner Applicants and Partners Receive in Application Process

1. Partner applicant completes the Prison Ministry Application Form. When they click “Submit” the Program Head will receive the following email:

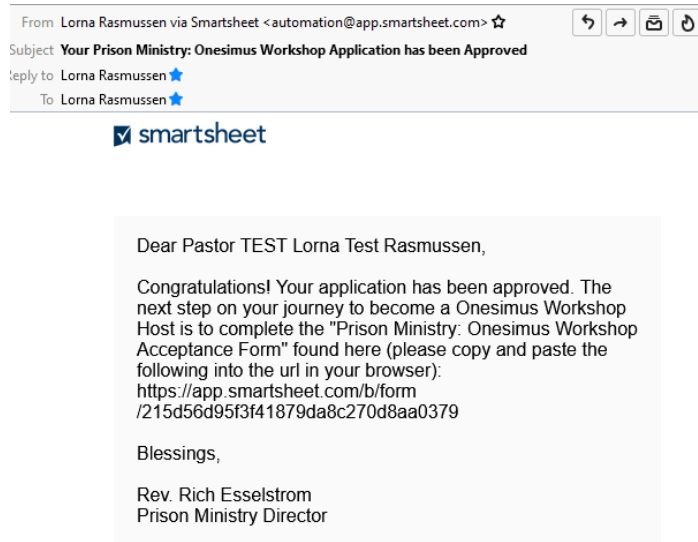


2. The Program Head can click on the link provided in the email to review the application, set up and interview the applicant, and if approved, update the Partner Application Smartsheet: add the date, select their name in the “Approved by Program Head” and click the box “Approved as WI Partner”.

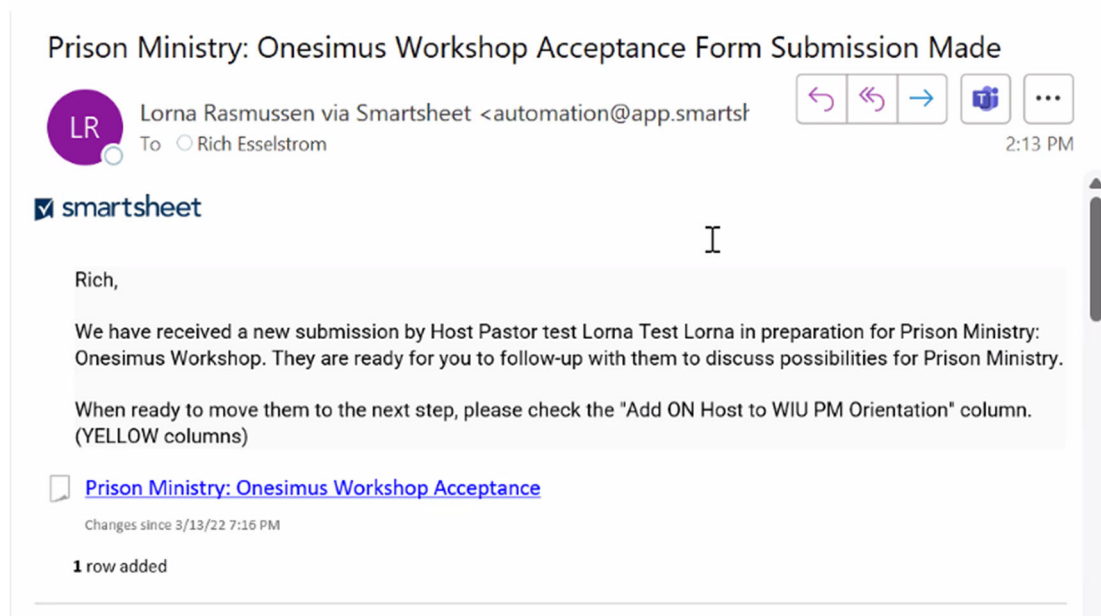


CONTINUE TO NEXT PAGE . . .

3. When the Program Head clicks “Save” on the Smartsheet, the following email is sent to the applicant at that time (it may take up to 10 minutes to receive).



4. The applicant will need to copy the link provided in their browser to get to the form. When they complete the form and click submit, the Program Head will receive the following email:



CONTINUE TO NEXT PAGE . . .

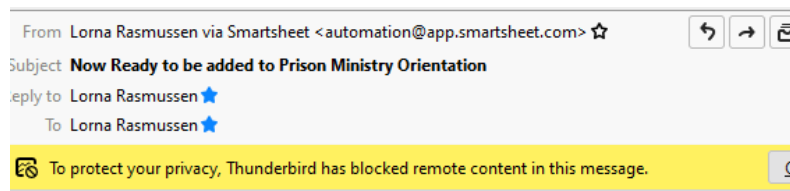
5. The Program Head will then review the Acceptance form content on the Prison Ministry: Onesimus Workshop Acceptance Smartsheet and click on “Add ON HOST to WIU PM Orientation”

15 **Prison Ministry: Onesimus Workshop Acceptance** ☆

Grid View Filter Arial 10 B I U ☰ A ☰

Submitted	Add ON Host to WIU PM Orientation	ON Host to WIU PM Orientation Class	Prison Ministry Orientation Class	Full Name	Background Not
7/22 4:10 PM	<input checked="" type="checkbox"/>	<input type="checkbox"/>		test Lorna Test Lorn	Test
8/22 12:01 PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Prison Ministry Orientation Class 2022	Charles Anderson	Charles Anderson
9/21 5:20 PM	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Prison Ministry Orientation Class 2021	Kris Briggs	Kris Briggs is a lo

6. When the Program Head clicks on Save, the Partner will receive the following email letting them know they will be added to WIU for Prison Ministry Orientation:



Dear Pastor test Lorna Test Lorna,

Congratulations! You are now an official Prison Ministry: Onesimus Workshop Host and approved to enter orientation.

You may receive up to 2 emails from World Impact U (WIU):
 1) An invite from WIU with login instructions (if you have not already been set-up in WIU).
 2) A subscription notification (invitation) to attend the Prison Ministry: Onesimus Workshop Orientation.

NOTE: If you do not see them, please check your SPAM folder.

Please remember you must complete the Prison Ministry Orientation package in order to receive full access to the Prison Ministry Dashboard.

Blessings,

Rev. Rich Esselstom
 Prison Ministry Director

CONTINUE TO NEXT PAGE . . .

- When the Partner completes the Prison Ministry Orientation Training, they are asked to contact the Prison Ministry Representative for next steps. This is the page they see in WIU before they complete the last step of the orientation is:

Prison Ministry Orientation

Prison Ministry Orientation Complete!

Congratulations! You have completed the Orientation for Prison Ministry.

Contact your Prison Ministry representative (Rev. Rich Esselstrom, resselstrom@worldimpact.org) and he will let you know your next steps.

Select "Yes"

Yes, I have completed the actions above.

Yes

- The Partner will email you something to the effect of:



- Go to the Prison Ministry: Onesimus Workshop Acceptance Smartsheet and fill in the following yellow highlighted spaces: Background Notes: List any key information that we should know about this partner; PM ON Host Accepted Date: List today's date; Click on PM ON Host Accepted

Prison Ministry: Onesimus Workshop Acceptance ☆

Arial 10 B I U

	Background Notes	PM ON Host Accepted Date	PM ON Host Accepted	ON Host Updated: WIU
Test Lorna	Test	03/17/22	<input type="checkbox"/>	
Anderson	Charles Anderson leads TUMI and Prison Ministry	02/28/22	<input checked="" type="checkbox"/>	
Briggs	Kris Briggs is a longstanding partner with WIU	10/04/21	<input checked="" type="checkbox"/>	


10. When you click SAVE two things will happen:
 1-the WIU Team will receive a request to update the Partner's status on the Dashboard so they can now have access to Prison Ministry Dashboard Resources.
 2-The Executive Team, all other Program Heads, and the Development Team will receive the following email:

From: Lorna Rasmussen via Smartsheet <automation@app.smartsheet.com> ☆
 Subject: **A New Prison Ministry Partner has been Accepted**
 To: Lorna Rasmussen ☆
 4:37 P

 smartsheet

We are excited to announce that test Lorna Test Lorna has been accepted as a new Prison Ministry Host Partner!

Join us as we celebrate our newest Prison Ministry partner!

 [Prison Ministry: Onesimus Workshop Acceptance](#)
 Changes since 3/17/22 4:35 PM

1 row changed

11. WIU will add the update the Partner info in WIU and click the pink box on the Prison Ministry: Onesimus Workshop Acceptance Smartsheet and the Partner will receive the following email:

From: Lorna Rasmussen via Smartsheet <automation@app.smartsheet.com> ☆
 Subject: **Accepted as a Prison Ministry Partner with World Impact**
 Reply to: Lorna Rasmussen ☆
 To: Lorna Rasmussen ☆

 smartsheet

Dear Pastor test Lorna Test Lorna,

Congratulations! You have been accepted as a Prison Ministry Partner with World Impact.

Your World Impact U Dashboard has been updated so you now have Partner status and have access to all of our Prison Ministry Resources.

If you need anything, or have any questions whatsoever, please contact me.

Blessings,

Rich Esselstrom
 Prison Ministry Director

12. Congratulations Program Head! You have walked an applicant through the process to become a World Impact Partner accepted into the Prison Ministry Program!