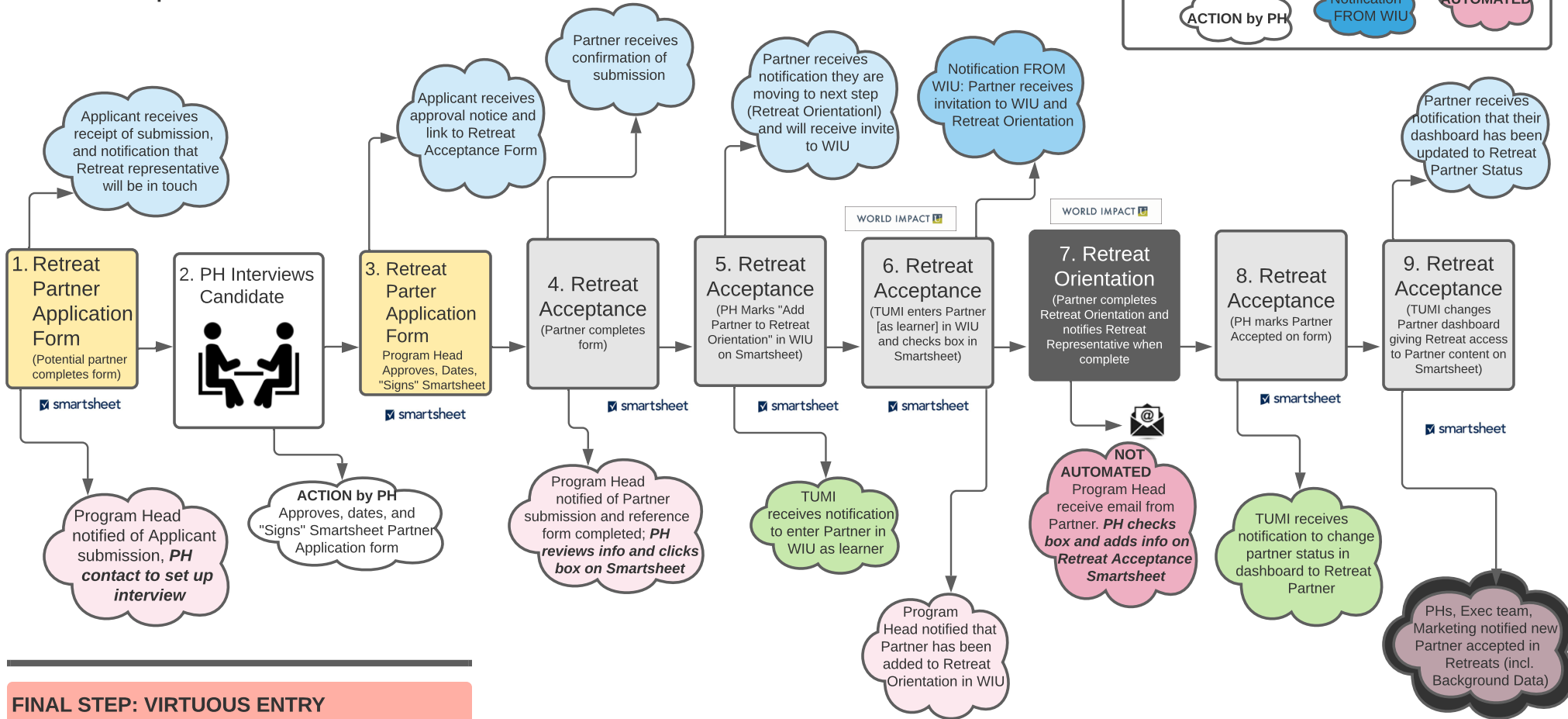
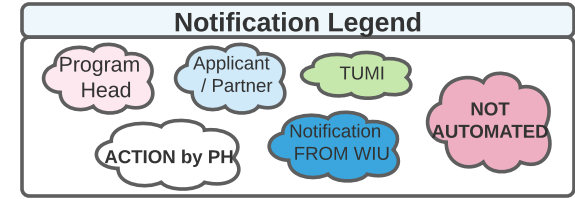


How Does a Retreat Program Head Accept an Applicant into Retreats

Application Process with Smartsheets and Notifications

Retreat Partner Application Retreat Acceptance Form



FINAL STEP: VIRTUOUS ENTRY

Upon Final Approval (completion of #9), enter data into CRM

- Go to Virtuous, look of Partner Org or Contact Name
 - List Date "Coordinator Accepted" in field provided
 - Click on Retreat Coordinator for Accepted Program
- Note: Steplist to be provided when Virtuous complete

Partner Application Smartsheet

Approved Date	Approved by Program Head	Approv... as WI Partner	Program	Title	First Name
		<input type="checkbox"/>	Evangel Dean School	Pastor	Linda
		<input type="checkbox"/>	Evangel Dean School	Pastor	caroline

Retreat Acceptance Smartsheet

Date Submitted	Coordi... to be added to RT Orienta...	Coordi... entered into RT Orienta... in WIU	Full Name	Background Notes	Date Coordin... Accepted	Coordina... Accepted	Coordi... Given RT Dashbo...	Title	First Name
			fx						