

Genesis Forms 101

Why do I have to fill out a Genesis Form?

Did you know, that for the Fall 2013 classes alone, 169 Genesis Forms were submitted and 339 Change Request forms were submitted? Genesis Forms allow us to organize the hundreds of classes and events we have going on, keeping all of the information in an easy-to-find and concise place.

Where can I look at a previously submitted Genesis Forms?

All Genesis Forms are submitted and can be found (in a read only format) on the shared drive: *S:\Administration\GENESIS*. The password is: HOPE.

I need to fill out a form. Where can I find them?

hopewdm.org/staffstuff

Username and password is the same as myHOPElink. (Do not use your email as login)

Which form do I choose?

Main Form

This is for 80% of all entries. If you need registration, production, fellowship, books ordered, admin help, nursery or anything else you want to use this form. Please fill it out as much and as best as you can, with as much detail as possible, so the support teams know exactly what you want. Be sure to make note of any days (especially around holidays like Christmas and Easter) that the class will not be meeting – this saves an extra step by not having to fill out a Change Request form later on!

Change Request

If you see something on the first form you filled out and want to change it, this is for you! Or, if a class is cancelled or postponed, please fill this out. Be sure to use the same class name that you used when originally filling out the form to make it easy to find the class you are referring to. This needs to be done so that all ministries learn about changes and can adjust accordingly.

Room and Blurb/Communication Only

This is when you have something that needs a room and would like something in the bulletin and/or wanting to make sure communication knows about your event for website and other possible communication needs. If you need registration, admin help, nametags, something ordered, food or production where you are not controlling it, please use the Main Form.

Just a Room

This is truly what the title says, all you need is a room. For a meeting of any kind (including the conference room!). If you need more things, like communications, production, registration, etc. then do not fill out this form!

Offsite Class/Event and Communication

This is when you have a meeting or event offsite, but would still like the event to be marketed by communications (ie: placed in the bulletin, newsletter, class listing, etc). If you need registration, admin help, nametags, something ordered, food or production where you are not controlling it, please use the Main Genesis Form.

Multi-Event

Please fill this out if your programs/class/event needs multiple events within an event.

Transportation Request

If you are needing the red truck, any of the Hope buses or the big white truck, then you will need to fill this out ahead of time. Please allow 2-3 days for the vehicle request and 2-3 weeks for driver requests.

When are Genesis Forms deadlines?

Genesis Forms deadlines occur separately for fall (this is when year-long classes should be submitted), winter and spring/summer classes. The Genesis Forms deadline will be sent by communications to all staff. Please be sure to pay attention to the deadline and submit your forms early!!

