

Information System

Co-created by the TCCP (Trainer Candidate Community Path)

Administrative Information

Draft Date: March 2017

Review Date: March 2018

Measurement Criteria

1. Did this system support access to the resources within TCCP?
2. Did this system support understanding of the resources within TCCP?
- 3.

Purpose: To support access to resources within the TCCP community.

CONNECTING IN PERSON

1. TCCP Retreats

- a. *Four TCCP gatherings are planned by the community for each year. In some years there may be more, organized by any community member.*
- b. *These gatherings may be on Bainbridge Island however anyone in the community may organize one in another location.*
- c. *Community members are encouraged to attend three in their first year and at least one per year after that.*
- d. *Dates and locations of these retreats are listed on the TCCP Google Group calendar and in the document “(year) Dates for Gatherings” in the “TCCP Main” Google Drive*
- e. *The community uses the Retreat Planning spreadsheet in the TCCP Main Google Drive titled “Travel and Lodging”. (See section 2: Google Drive below) to track the details of the gatherings such as how many people are coming to a specific TCCP weekend, when they are arriving and where they will be staying. This is where community members make specific requests for lodging or travel support.*
- f. *Using the tabs at the bottom of the page, tab to the specific retreat you will be attending (at the bottom of the page) and add your information to the spreadsheet.*
- g. *If you have housing or transportation support to offer, add that option to a column on that page.*



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- h. ACCESS: TCCP retreats are open to all members of TCCP. Members are responsible for checking the TCCP calendar in the TCCP Main Google Drive for the dates of the current year. The administration Circle will send out an email with the retreat dates at the beginning of the year.***
2. *Travel to Retreats on Bainbridge*
- a. Travel from the airport:
- ❖ Link Lite Rail <http://www.soundtransit.org/Schedules/Link-light-rail> From Seattle airport to downtown **Pioneer Square** stop (aprox. 45 min) \$3.00 fare which you can purchase from a machine at the airport station. It is 10-15 min walk to the ferry from the Pioneer Square train stop.
 - ❖ Cab - flat rate of \$40 from the airport to the Bainbridge Ferry building.
 - ❖ Bainbridge Ferry - A 35 minute trip to the island. \$8.35 per person (you only need a ticket to get to the island and it covers your return trip.
<http://www.wsdot.com/ferries/Schedule/ScheduleDetailByRoute.aspx?route=sea-bi>
3. *Retreats that are not hosted on Bainbridge*
- *Community members are encouraged to host retreats in their region which are open to all TCCP members. Details of these retreats along with organizing documents will be shared and stored in the "Retreat Planning" folder of the TCCP Main Google Drive.*

CONNECTING LONG DISTANCE

1. GOOGLE GROUP

- a. **ACCESS** - Community members are added to the google group when they join the community and will receive any posts to the list through email.
- b. All members of the TCCP can post messages to the entire community by email through the Google Group.
- c. Individuals decide how often and in what form they want to receive postings from the Google Group by accessing the 'settings' of their account through their Google account.
- d. **TECHNICAL SUPPORT** - for support in accessing the google group contact an Administrative Steward(s). The person in this role will be listed on the second page of our contact list.

2. GOOGLE DRIVE

- a. **ACCESS:** New members are added to the Google Drive when they join the community.
- b. Files and documents in the TCCP Main drive (this is not a comprehensive list)
 - i. Document repository
 - ii. New Member Orientation
 - iii. Retreat Planning (Contains a spreadsheet for tracking details on upcoming retreats)
 - iv. Systems
 - v. Contact List
 - vi. TCCP ZOOM Account document

3. GOOGLE CALENDAR

Shared with everyone in the community, this calendar is used to track retreat dates, zoom meetings and other dates that are important to the community. Anyone in the community may post on this calendar by signing into the TCCP Google account and recording their upcoming Zoom meetings or TCCP gatherings. "PLEASE DO NOT DELETE EVENTS ON THIS CALENDAR"! Instead, feel free to "hide" the TCCP Zoom Calendar" by looking at the left hand column of your Google Calendar and clicking on the colored square next to "TCCP Zoom Calendar", under My Calendars. If you have any questions about all of this, let Karl know.

4. TCCP ZOOM ACCOUNT FOR VIDEO CONFERENCING

a. Agreements around use:

i. Used for TCCP related meetings

b. **ACCESS**

1. Scheduling a Zoom Meeting: The TCCP Google Calendar will used to schedule Zoom meetings. It is accessible to everyone in the Google group. New members will be supported in finding it during their orientation weekend.
2. Check the TCCP Google Calendar to see if the time you would like to use is unscheduled.
3. To post on the calendar you must be signed into the account. Google will only allow you to be signed into one account at a time so be sure to sign out of your private account before signing into the TCCP Gmail account to post to the TCCP calendar.
4. Record your name and purpose of the call on the calendar with the date/time so others know that the line is in use at that time.

Here are instructions for using the TCCP Zoom account Calendar to schedule sessions:

- A. You can schedule use of the TCCP Zoom account or see if someone else has already reserved it's use. When scheduling an event, please include your name and email address to that people know who has reserved the account for that time. Also, when you are scheduling on the calendar, make sure it the event you create is saved to the correct calendar, as you likely have multiple Google Calendars and it's likely there is a default setting to schedule on your personal calendar rather than the TCCP Zoom Calendar.
- B. Select 'Schedule A Meeting' at the top of the page. Follow the prompts to select your preferred settings for the meeting. Be sure to "save" at the bottom of the page.
- C. When scheduling the meeting you will be asked if you would like to save the meeting to your calendar. Select Google Calendar. On the right side you will have the option to invite participants. You may enter their emails. Share the meeting access links (for

video) or phone number (for audio) with those who are in your meeting. You can either send an email with the information or post it to the Google Group.

5. WEBSITE

- <http://www.livinginterdependence.org>
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- The website is our public presence on the web, providing information about the TCCP, a how to get on the waiting list for those interested in applying to join the TCCP and our systems (edited for account numbers and other personal information).
- ACCESS: Contact Gregory Rouillard

6. SYSTEMS

a. **ACCESS:** found in the Systems file of the TCCP Main Drive

1. Structure and Governance
2. Generosity System
3. Decision Making System
4. Restorative System
5. Information System
6. Empathy System
7. Feedback System
8. Mentorship System
9. New Member Integration and Support Framework



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