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www.yfccanada.org

Dear YFC Staff,

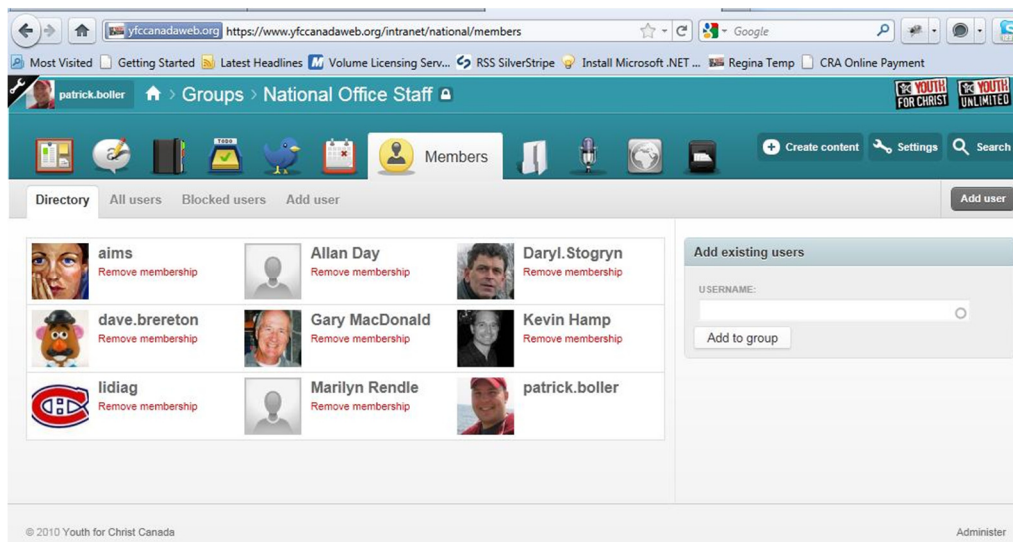
We'd like to take this opportunity to share with you about an exciting project we have been working on for some time: the **YFC Canada Intranet Site**.

The purpose of this Intranet site is to act as an "internal" website where staff across Canada, using a login/password, can share resources, knowledge and experience with other staff and stay current with the latest YFC family updates.

We have also moved the "Staff Only" section of our National website to the Intranet to give that site a donor/external communications focus, so all the HR, board, chapter, etc. documents are now available on the Intranet site in the **YFC Canada Staff** group under **Distributed Files**.

You can access the Intranet Site through the National site (link available under Staff Only) or at <http://www.yfccanada.org/intranet>.

The Intranet site is structured in "private groups", where only members can see what is shared in that group. For example, there is an "Elementary Age" group for all staff who work with Elementary Age kids to share and communicate together.



"Members" page on the National Office Staff group

The way it is set up, no one who does not work with Elementary Age kids would have access to what goes on in that group, keeping the confidentiality of any conversation or material posted and also its relevance. At this point there are several other groups: World Outreach Staff, Administrative Staff, Elementary Age Staff, National Staff, etc., and any number of additional groups can be created as the need arises.

To make the process easier to manage, we are *not* granting "automatic" membership to all staff, but are rather asking staff to register themselves on the site. At this point only staff with a @yfccanada.org email address can create their account on the



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Intranet (instructions on how to request one are available on the Intranet registration page at <https://www.yfccanadaweb.org/intranet/user/register>).

We also realize that there will be a learning curve to this process. To make the transition easier, we offered a few training sessions before the official launch date (at NMC and online). If you or your chapter would like a demonstration of the different features of the Intranet site and how to use them, please email support@yfccanada.org.

We will also create a "screen capture" recording which we will make available on the Intranet site and on the "staff only" section (while it remains open) on the national site.

If at any point you have any questions, comments or suggestions, please let us know. We're looking forward to connecting with you soon!

In His service,

Patrick Boller
Director of IT Services
Youth for Christ Canada – National Office