

What you can do as Regional / Area Director.

- As the Director you can see all those members in your region or area.
- You can send emails to those in your region / area to promote healing events.
- Encourage those in OSL to join their chapter online so they can receive updates.
- As Director you can collect the emails of those in your region / area to send information on upcoming events.
- You can also post new events on the calendar



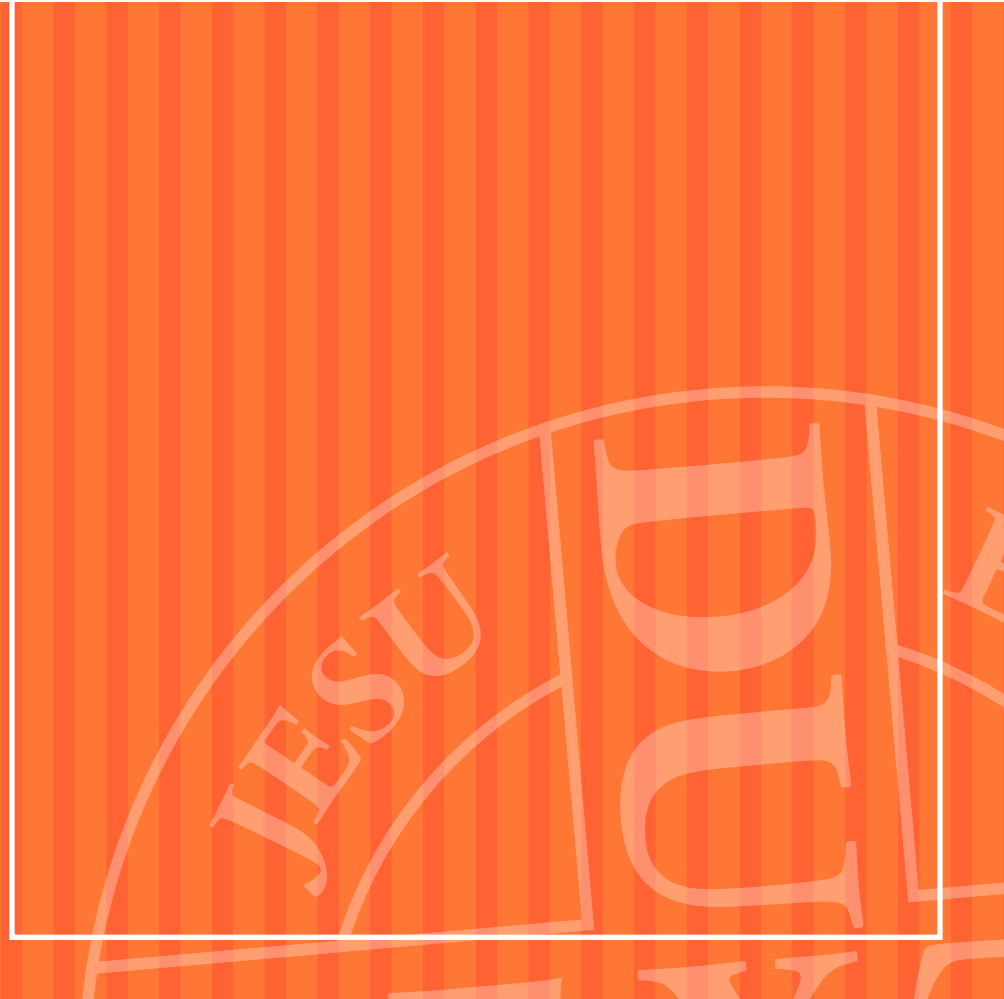
The International Order of St. Luke the Physician is an ecumenical organization dedicated to the Christian healing ministry. The Order of St. Luke has members throughout North America and the world and welcomes inquiries about the healing ministry.

For more information about the OSL, call or write:

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Your role as Regional /Area Director and how the OSL Website can assist

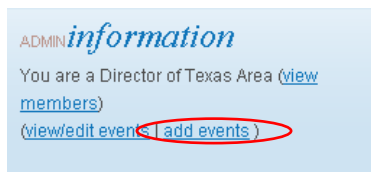


What is the role of a Regional / Area Director and what can the website help you do?

The objectives of the International Order of St. Luke the Physician are to bring about, among the Christian denominations, clergy, doctors and other medical personnel, and lay people, an increased understanding of spiritual healing and wholeness as an essential part of the teaching and practice of Jesus Christ as set forth in the New Testament, and to encourage believing Christians to understand that all believers may have an active part in Jesus' healing ministry. Candidates for Regional Director shall be nominated by the Council for that Region and elected by the members of the Order in good standing who are resident within that Region by mail ballot. . . . Upon election, Regional Directors become members of the North American Director's Council. . . . A Regional Director can be ordained clergy or a layperson who has been active as a Full Member of the Order for not less than the preceding three years, an acknowledged leader of spiritual, moral, and intellectual stature, whose mind and will are centered in commitment to Jesus Christ, Savior and Healer, Divine Son of God. The Director shall be inducted into office at an Annual Meeting by the laying on of hands of Regional Directors, in the name of Jesus Christ. The term of office shall be three years, and the Regional Director may be reelected only once. After a lapse of two years, a previous Regional Director shall again be eligible to serve. A Regional Council shall be formed to help in the work, and to plan a Regional Conference and business meeting. A Regional Director shall take office one month following the Regional election, or at the Regional Conference next following the election, whichever shall occur first.

Adding an event to the OSL Calendar

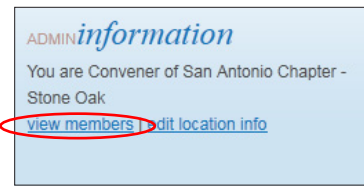
Step #1: When you log into the OSL Website you will notice on the right column that you are designated as regional or area director for your particular region or area. Click on add events located on the right panel.



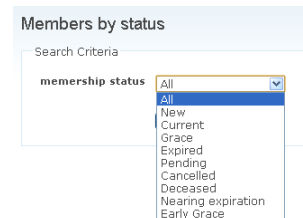
Step #2: When you are directed to the next page simply fill out the information for your event and click save at the bottom of the page.

How to look up your members.

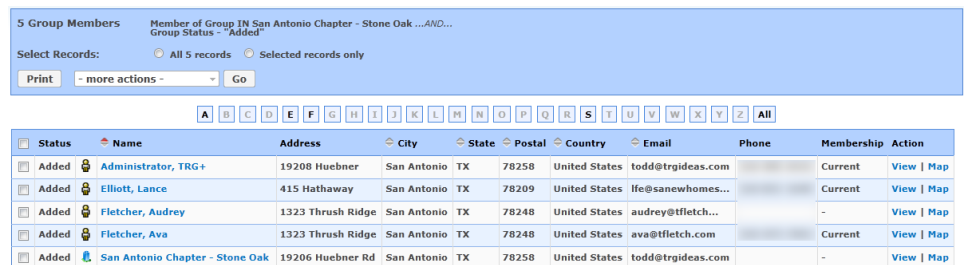
Step #1: When you log into the OSL Website you will notice on the right column that you are designated as director for your particular area. Click on view members to view those members that are listed in your area.



Step #2: Click on the dropdown menu that appears on the next screen, you are then given the ability to decide what type of members to search for. Select your status choice then click search.



Step #3: When you are given the list of members, click on "view" to see individuals' information, address, email and other information.



Step #4: Exporting emails. Directors also have the ability to export their members' email addresses so that they can keep a record of the members on their personal PC and send out emails to notify them of upcoming events. To export emails, click on "All Records" then in the drop down menu choose "export emails". Then simply click continue to export your members information to a Excel file.

