**ARPS for Missionaries**

**Referrals:**

The referral system is rather easy to use. On your phone there should be a saved template that asks for a name, phone number, place, and information. You can use Chinese or English for all of these portions.

You have received a card that lists all of the areas that the ARPS system accepts according to political location. If the area that you want to send the referral to is on that card, list the area EXACTLY like it is on the card and it will go through with no problem. There are some situations that the area that you hear is not on the card. Do not panic. You can still send the referrals out. Just try your best. The system has a safety net to catch all referrals and we will send them correctly.

When you contact a referral, send a text with the name and the result of the referral (e.g. contacted, unable to contact, wrong information, not interested, etc).

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| --- | --- | --- | --- |
| Ex: | 黃小姐: contacted | Paul: not interested | YangMinQi: wrong information |

**Frequently Asked Questions**

Q. What is the number for ARPS?

A. 0965160580

Q. Where should I place the phone number for the referral?

A. You should enter it right after the number location.

Q. What do I do if the area is not on the paper?

A. Just send the referral to the best of your ability. If it isn’t on the list, just send what you hear. We will fix it.

Q. Does it matter if I put a space after the colon?

A. It does not matter if there is a space after the colon.

Q. Do I enter both English and Chinese for the location?

A. NO! You enter English ***OR*** Chinese

When in doubt, just send the referral. We will receive a note if it is sent wrong and we will fix it for you and send it out. Keep finding those golden souls.

**Weekly Reporting:**

Every Sunday night, before 9:10, you must send your key indicators to the ARPS system. If you do not, it will send you a reminder text message. Please send them in on time. Get home on time. Be obedient. Let the office elders be obedient so they don’t stay up until 11:00 at night preparing all of the information for reporting.

**English Reporting:**

Every Wednesday night before you leave the chapel (before 9:15pm) you must send your key indicators to the ARPS system. If you fail to do so, ARPS will send you a reminder text message. Just like the weekly reporting, the office elders could spend all of their Wednesday night in the office trying to get missionaries to send these key indicators in. Please help them be obedient.

**Frequently Asked Questions**

Q. What is the ARPS reporting system for?

A. ARPS creates the reporting sheets that are used for reporting throughout the mission. All stake presidents, zone leaders, sister training leaders, district leaders, and English unit leaders, as well as President and the Assistants, use these reports to evaluate how the mission is progressing.

Q. What do I do if I enter my key indicators in wrong?

A. Send in the same report, but with the correct data. In essence, just resubmit the report.

Q. What do I do if my companionship teaches two different classes?

A. Send in a separate report for each class. Under class level, specify what class level you teach. If they are different, then the system will read them separately.