Utilize Happy Purim Software (Sisterhood uses for Mishloach Manot)

<https://www.happypurim.com/admin/login.aspx?ReturnUrl=%2fadmin%2fdefault.aspx>

* Update membership listing and addresses with HP Software
  + Every congregant is assigned a unique code and or number
* Publicity
  + Email to entire congregation letting people know that the drive is going on and drum up interest
    - Email Letter
    - Mail Letter with membership listing
    - Mention in weekly Synagogue “TidBits” newsletter
* Ordering Product
  + Contact vendors regarding pricing of items, i.e. challahs, honey, bags, etc.
  + Negotiate pricing and coordinate deliveries
* Order Taking
  + Membership can login to HP Software
    - Online ordering reflects what they did last year
    - Online ordering contains the complete membership listing
    - Can pay online or mail check
  + Membership can also order via regular mail
    - Mailing contains same information as online
    - Can pay by check
* Packing
  + “All hands-on-deck” to pack the bags
* Generating and Printing Greetings
  + The software assists in this
    - Define greeting format, etc.
    - Greetings are sorted into routes
* Organizing delivery teams
  + The congregation is pre-divided into geographical zones called routes
* Recruit delivery volunteers to cover each route
  + Generally, the neighborhood where the volunteer lives
* Delivery Pick Up/Delivery
  + Volunteers pickup their route – Greetings and the goodies
  + Given a window to deliver