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