



ACTION Park Rapids Lakes Area

(90 Day ACTION Plans – How-to Instruction Sheet)

ACTION Park Rapids Lakes Area Website/Cloud: <http://parkrapids.com/actionparkrapids>

How-to Instructions:

Step 1: Go online to the ACTION Park Rapids Website/Cloud to download the 90 Day ACTION Plan

Step 2: Complete the form with all the critical information

(See "How to Complete a 90 Day ACTION Plan" found in the cloud)

Step 3: Save the Form by Work Group, Plan Title and Start Date

(Example: Save As - Business_Hubbard County Rec Plan RFP_August 2017)

Step 4: Attach saved file to Email

Step 5: Email Subject Line references 90 Day ACTION Plan by Work Group

(Example: ACTION Park Rapids 90 Day ACTION Plan - Business)

Step 6: Email to: chamber@parkrapids.com

Note: You cannot upload the file directly to the ACTION Park Rapids website. The Chamber staff will receive your email and save it to the website.