

CTSOC Parish Cookbook

Online Entry Instructions



For those willing to enter recipes online the entry tool is **TypenSave.com**.

1. Go to www.TypenSave.com
2. The username is **CTSOC** and the password is **broil744**, no caps in the password
3. The Recipe Tips you will see will be similar to ours, but ours are more specific to CTSOC
4. Select “Add Recipes”
5. A blank form will appear
6. You can now enter your name, and your entire recipe. Please enter your name the same for every recipe.
7. The Category can be selected using a dropdown. Pick the one that is most appropriate for your recipe.
8. Parts is used only when your recipe essentially needs to be split up. For example, when a sauce is prepared separately. Think Chicken with a Burgundy Sauce.
9. List each ingredient separately – please review the Recipe Tips that are included in this packet for proper abbreviations, order of ingredients, etc.
10. The instructions need to be in one large paragraph. Do not list in steps. See Note below.
11. The Recipe Notes section is for additional information you wish to share about this recipe. This is totally open. For example, you can enter the number of servings or a comment indicating this is your son’s favorite cookie. Also good to mention whether your recipe uses a crockpot/slow cooker, InstaPot, or other special cooking method.
12. After you have entered all recipe information, select PREVIEW. You will see how the recipe will appear. Close this window and make any necessary changes. Before you SAVE your recipe, you must always PREVIEW it.
13. Should you decide to DELETE the recipe, you must do so before you SAVE. Once it is saved, only a committee member can delete it.
14. After SAVEing your recipe, a new blank recipe form will appear.

NOTE: To enter special characters, such as the degree symbol, use the Special Character tab at the top of the recipe entry page. With your cursor in the proper position, select this tab, then the character you want to insert, then press X to leave that pop-up.

All recipes need to be entered by the end of May 2022.

Please let the committee know of any questions or issues. Thank you