

# 2023 CheonBo Evaluation Website Create Website Account Manual

Candidates·Administration Personnel



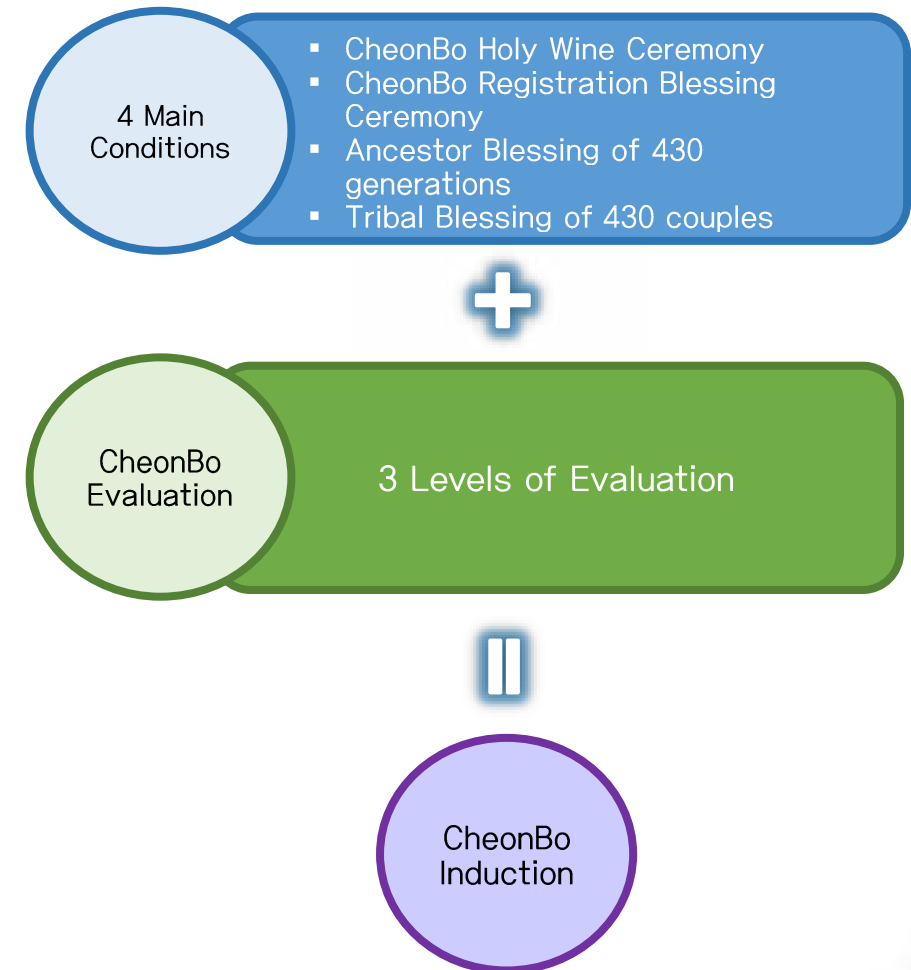
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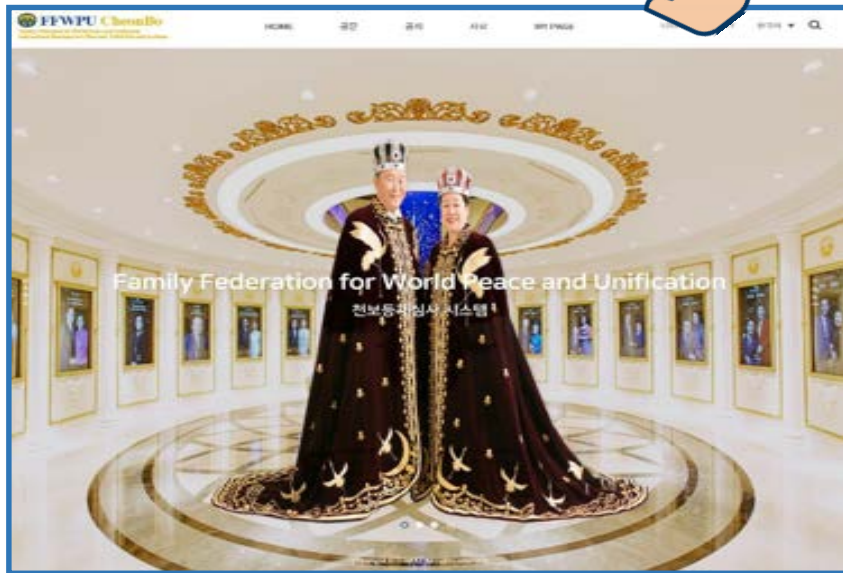
# I. Evaluation Overview

## 1. Process of CheonBo Induction

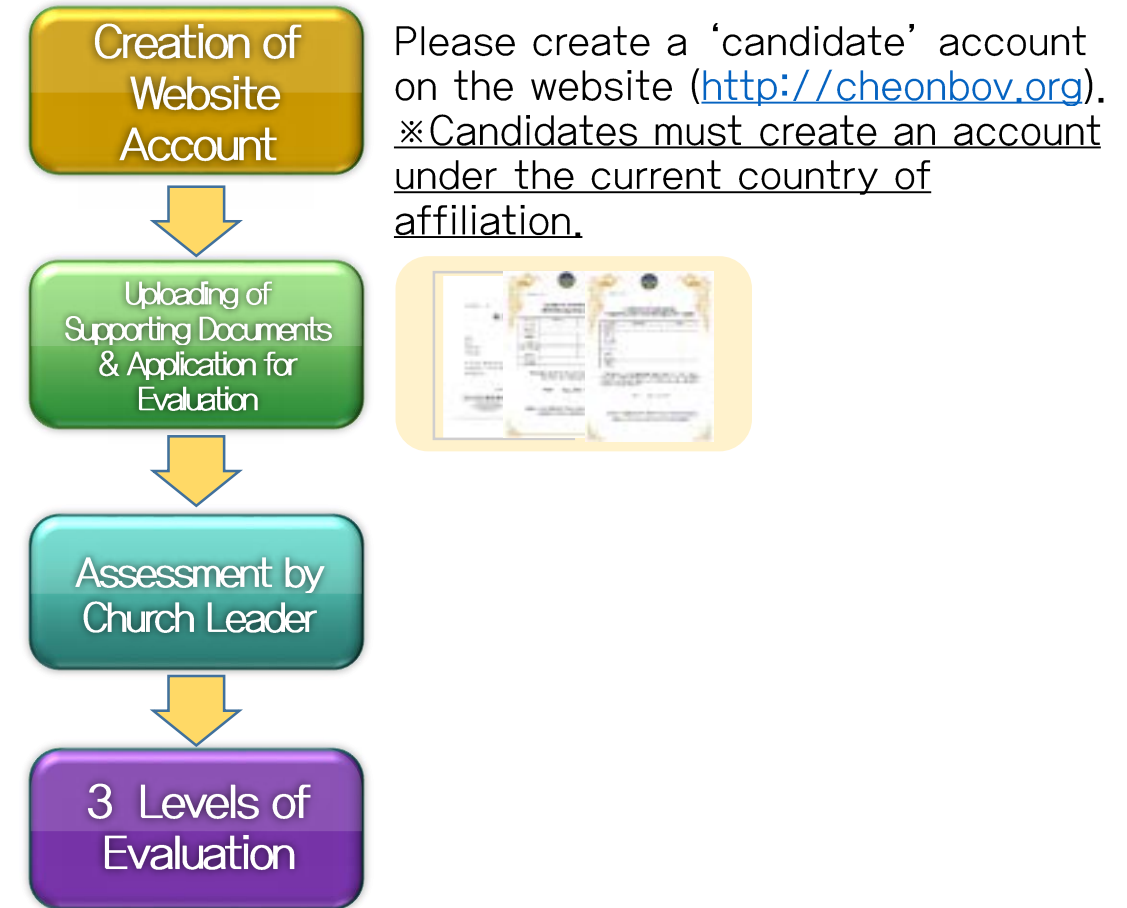


## 2. Evaluation Overview

- **Target Members** : Candidates that can submit all supporting documents for the five main areas of evaluation by September 30, 2023.
  - **Method**: Evaluation through the CheonBo Evaluation Website
- Site URL: <https://cheonbov.org>



## 3. Evaluation Process



## 4. 5 Main Areas of Evaluation

	Category	Content	Documentary Evidence	Weighting
1)	<a href="#">Ancestor Blessing</a>	Completion of 430 generations of Ancestor Blessing	Certificate of Completion issued by CheonBo Training Center	30
2)	<a href="#">Tribal Blessing</a>	<ul style="list-style-type: none"> <li>• Completion of Tribal Blessing of 430 couples</li> <li>• Completion of 43 couples of Blessing for Single Candidates</li> </ul>	Certificate of Completion issued by the Regional Headquarters	30
3)	<a href="#">Blessing Donation</a>	Offering of Tribal Blessing donation of gratitude	Certificate of Completion issued by the Regional Headquarters	20
4)	<a href="#">Candidate's Life of Faith</a>	Sunday Service and church donations	Assessment by the church leader	10
5)	<a href="#">Special Awards</a>	<ul style="list-style-type: none"> <li>• 1 point for each certificate received from a national leader</li> <li>• 5 points for each certificate received from True Parents</li> </ul>	Proof of award	10
Total				100

※ The passing total score is a total of at least 85 points.

### ❖ Evaluation Criteria and Documentary Evidence

1) [Ancestor Blessing](#): The certificate of completion of 430 generations of ancestor blessing issued by the CheonBo Training Center is the documentary evidence for this area of evaluation.

2) [Tribal Blessing](#): The certificate of completion issued by the Regional Headquarters is the supporting document for deliberation.

3) [Tribal Blessing Donation of Gratitude](#): The candidate offers the donation of gratitude to the appropriate national headquarters and submits the Certificate of Confirmation issued by the continental headquarters as documentary evidence.

4) [Candidate's Life of Faith](#): Using a pointing system, the church leader of the affiliated church assesses the Sunday Service attendance and church donation history of the candidate couple according to the life of faith standard and regulations in each continent.

5) [Special Awards](#): The candidate uploads photos as evidence of each award (or certificate) received from the National Leader (of affiliated nation) and True Parents by the date of CheonBo application in accordance with the regulations set in each continental headquarters.



## 5. Evaluation Schedule

	Task	Mar.	Apr.	May.	Jun.	Jul.	Aug.	Sep.	Oct.
Candidate	Create Website Account								
	Upload Documents to Website								
Administrative Staff in each HQ	Create Website Account								
	Preparation for Issuance of Documents								
Church Leader	Create Website Account								
	Assessment								
1 <sup>st</sup> / 2 <sup>nd</sup> Level Evaluation	Create Website Account								
	Evaluation								
Final Evaluation	Evaluation								

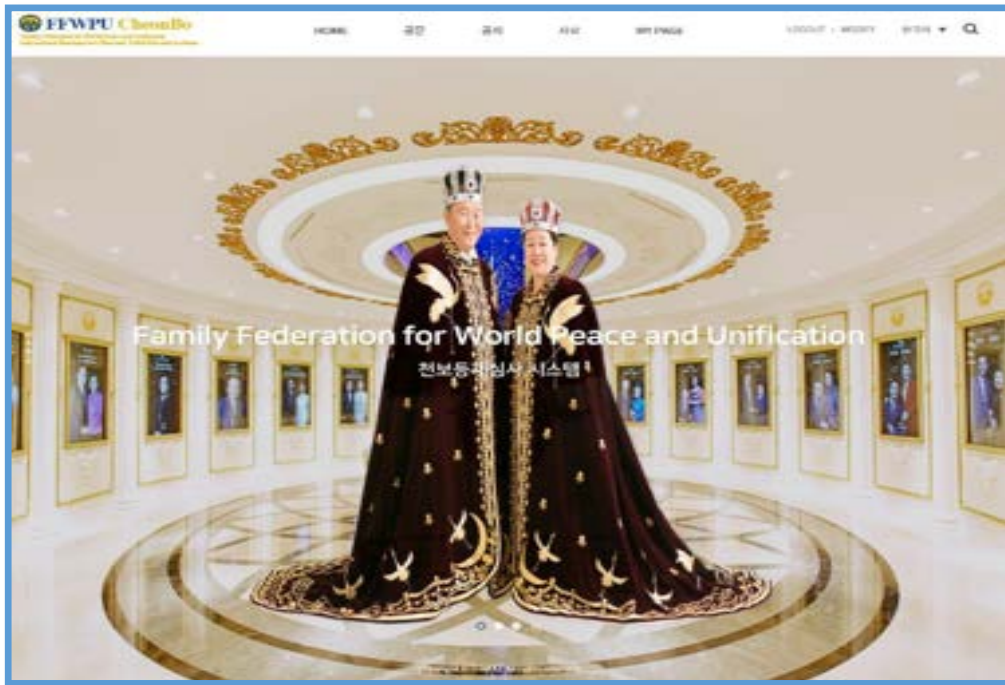
## II. Website Overview





## 1. Website Guide

- Website URL: <https://cheonbov.org>



## 2. Website User Classification

Position	Responsibility	Authorization
CheonBo Candidate	<ul style="list-style-type: none"> <li>Application for CheonBo Evaluation</li> </ul>	<ul style="list-style-type: none"> <li>Browsing</li> <li>Editing</li> </ul>
National, Continental Manager	<ul style="list-style-type: none"> <li>Account approval</li> <li>Supporting and guiding CheonBo candidates</li> <li>Supporting and guiding evaluation administration</li> </ul>	<ul style="list-style-type: none"> <li>Browsing</li> <li>Editing</li> </ul>



## III. Candidates

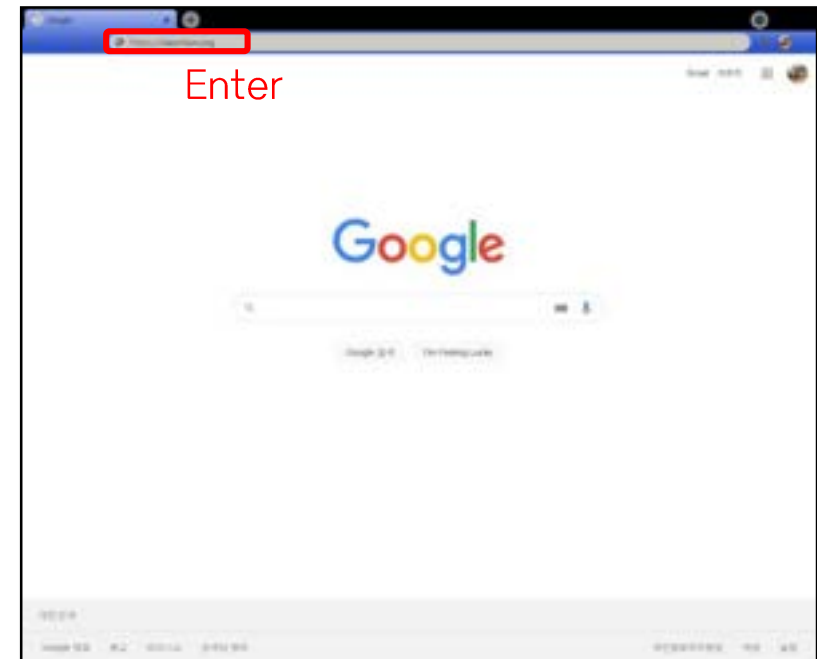
### ► Create Website Account

1) Enter the **website address** as shown below.

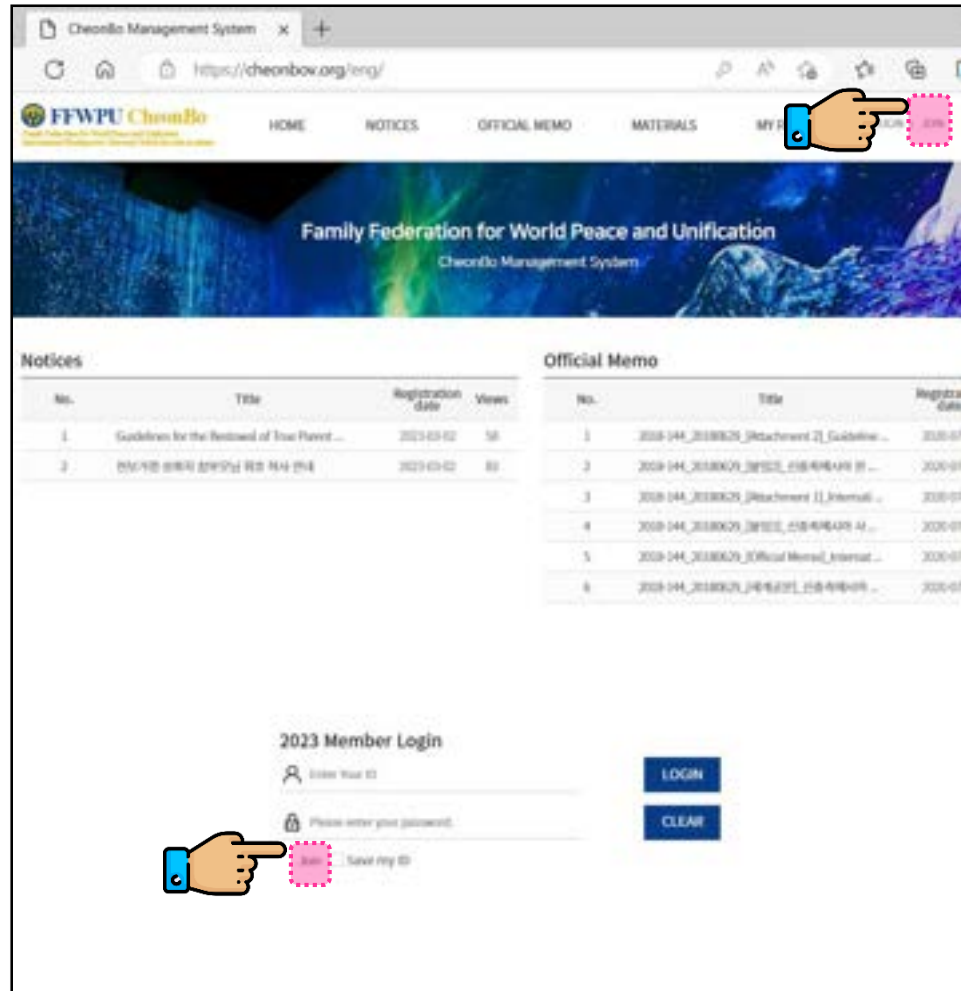
→ Site URL: <https://cheonbov.org>



Ex)    
Chrome Edge

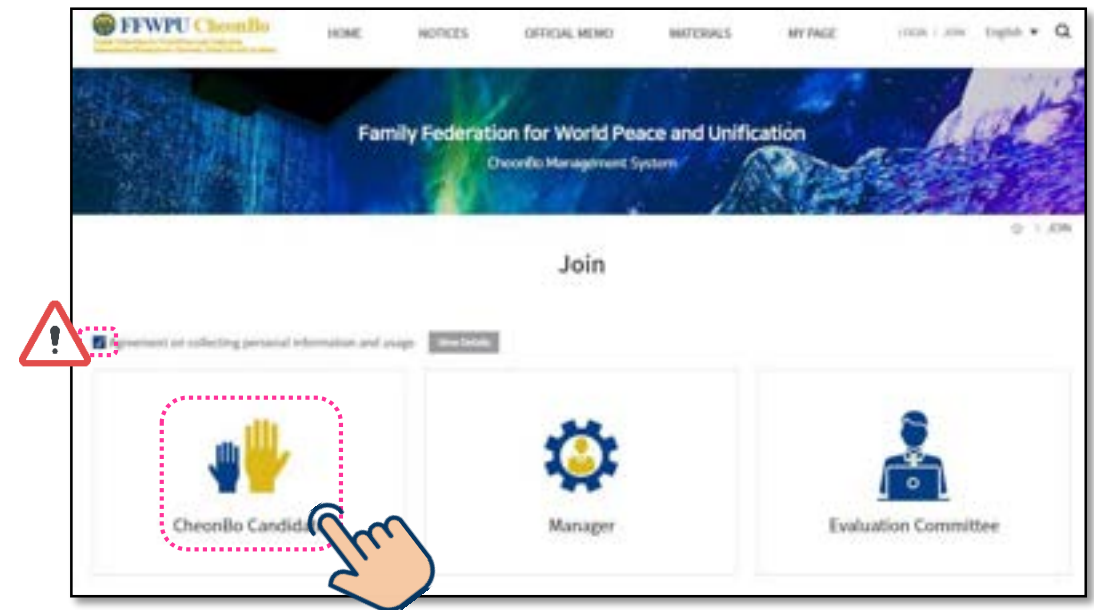


2) Click [\[JOIN\]](#) located at the upper right corner or click [\[JOIN\]](#) located at the bottom part of the website page .



3)  Click [\[Agreement on collecting and handling of personal information\]](#).

4) Click [\[CheonBo Candidate\]](#).





## 5) Fill in [Applicant's Information]

!! Check ID Availability (Required)!!

Applicant's Information

ID

Password

Re-enter Password

Regional Group

Sub-Region

Nation(District)

Marital Status ☐ Blessing for Single Candidates ☐ Blessing for Married Couples ☐ True Family ☐ 2nd Generation Couple

Blessing Group

Gender ☐ Male ☐ Female

Mobile phone

Email

Re-enter email

Cheonbo Award

Boodrecipient Address

\*Please enter the exact address where the recipient will be receiving the package in English capital letters.

Zip code

Country

Address

!! Input the current country of affiliation !!

Items with a '√' mark are required to be filled in.

- Candidates are unable to register if marked items are not filled in.

Applicant's Information

ID

Password

Re-enter Password

Regional Group

Sub-Region

Nation(District)

Marital Status ☐ Blessing for Single Candidates ☐ Blessing for Married Couples ☐ True Family ☐ 2nd Generation Couple

Blessing Group

Gender ☐ Male ☐ Female

Mobile phone

Email

Re-enter email

Cheonbo Award

Boodrecipient Address

\*Please enter the exact address where the recipient will be receiving the package in English capital letters.

Zip code

Country

Address



!! Click the button of corresponding classification!!



When 'Blessing for Single Candidates' or 'Blessing for Married Couples' is selected, [Blessing Group] category appears.

Marital Status ☒ Blessing for Single Candidates ☐ Blessing for Married Couples ☐ True Family ☐ 2nd Generation Couple

☐ Spiritual World and Physical World Blessing ☐ Single Person Blessing ☐ Single ☐ Divorced

Blessing Group

Gender ☐ Male ☐ Female

Mobile phone

Email

Re-enter email

## !!PRECAUTIONS!!

- Candidates must create their respective accounts under their current country of affiliation.
- Fill in personal information: Since the information recorded on the website will be used to produce the candidate's **CheonBo Plaque** and **CheonBo Card**, the candidate must input correct data.
- Enter chest measurement and height (in centimeters): Since the information recorded on the website will be used to produce the candidate's **CheonBo Robe**, the candidate must check one's current measurements and input correct data when creating the website account.
- Upload CheonBo couple photo: The photograph must be taken according to the designated standards. The uploaded photograph will be used for **the CheonBo Won exhibition** and **CheonBo Card**.
- Please refer to the photo specifications guidelines on the website when creating your website account.
- **The data and photo recorded on the website by May 1 (KST) will be utilized for the preparation of the CheonBo Holy Items and the CheonBo Won exhibition.** Since A/S services for the items is not provided, candidates must be careful when filling in data and uploading the photo.

## 6) Fill in [Name].

Name (Native Language) ✓	Family Name	Please enter your family name.
	Given Name	Please enter your given name.
Name (English) ✓	Family Name	PLEASE ENTER YOUR FAMILY NAME.
	Given Name	PLEASE ENTER YOUR GIVEN NAME.



? When clicked, regulation details may be viewed.

## 7) Fill in [Holy robe size information].

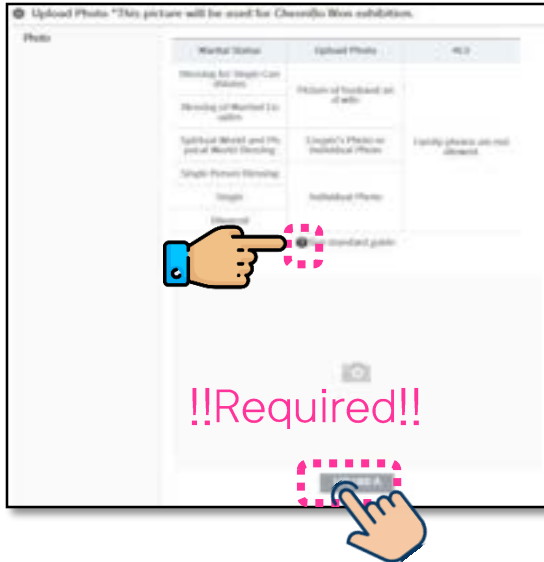
Holy robe Size Information ✓	*Exchange of Cheonbo Robe is not possible in case of input mistake	
	Height (from the t	<input type="text"/> cm ?
	Chest size	<input type="text"/> cm ?



!!Unit of Measurement: CM!!

? When clicked, regulation details may be viewed.

## 8) Upload [Photo].



## 9) Membership registration is completed.



After filling in all required information, click [\[Save\]](#). The website membership is completed and confirmed when this pop-up message appears.



# IV. Administration Personnel

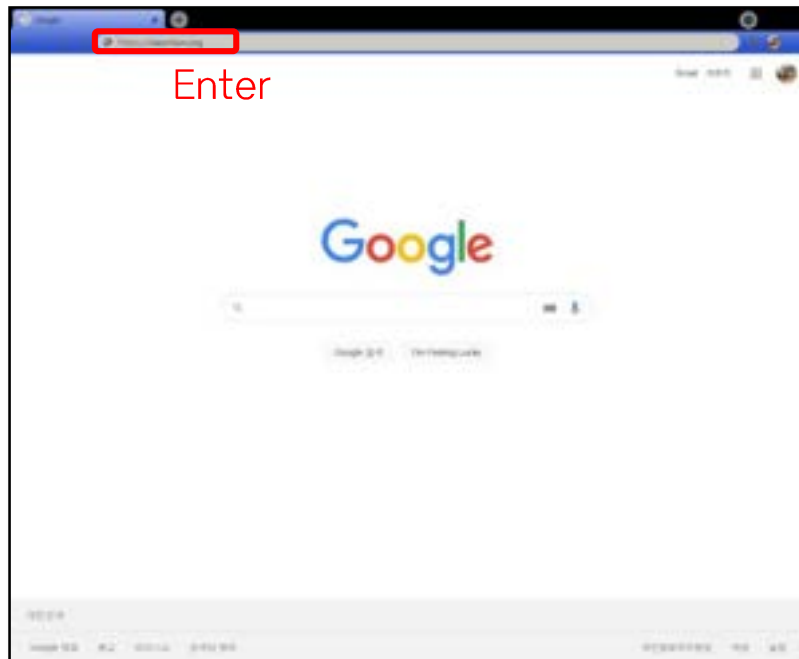


# 1. Create Website Account

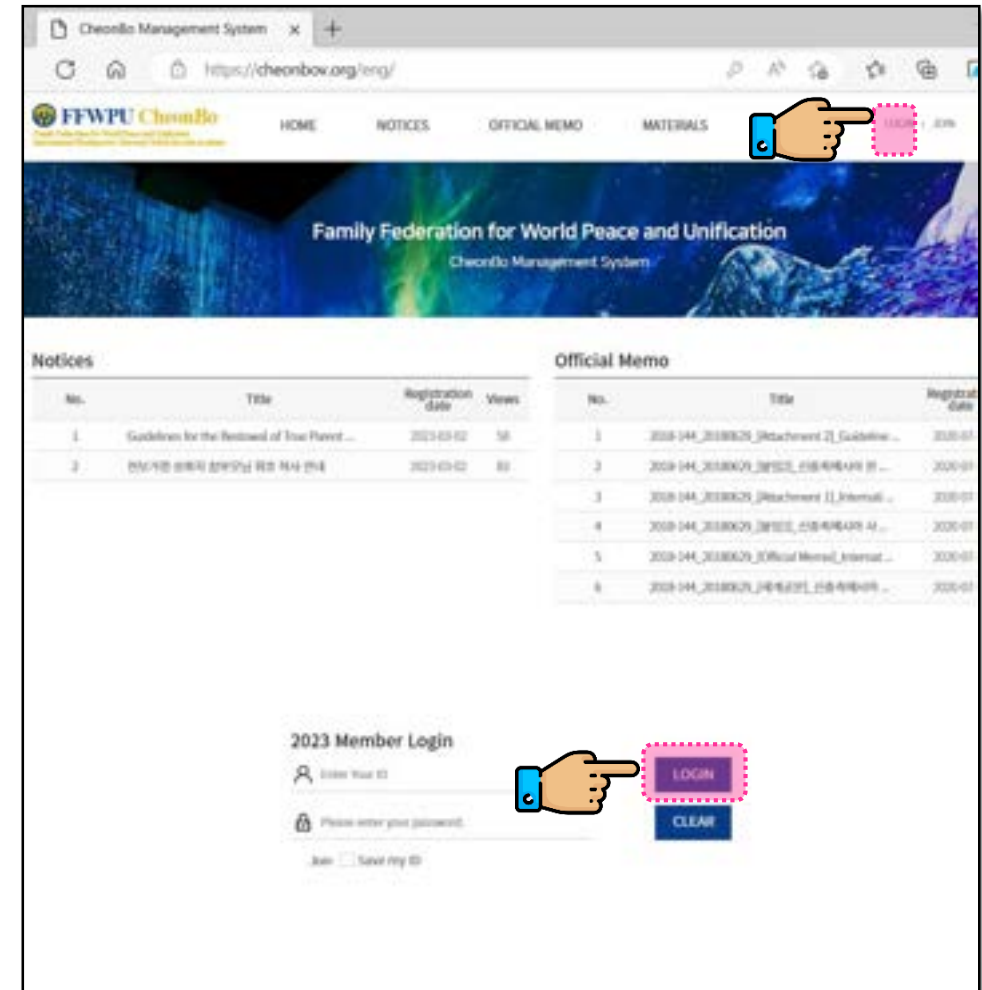
1) Enter the website address as shown below.


→ Site URL: <https://cheonbov.org>

Ex)    
Chrome Edge

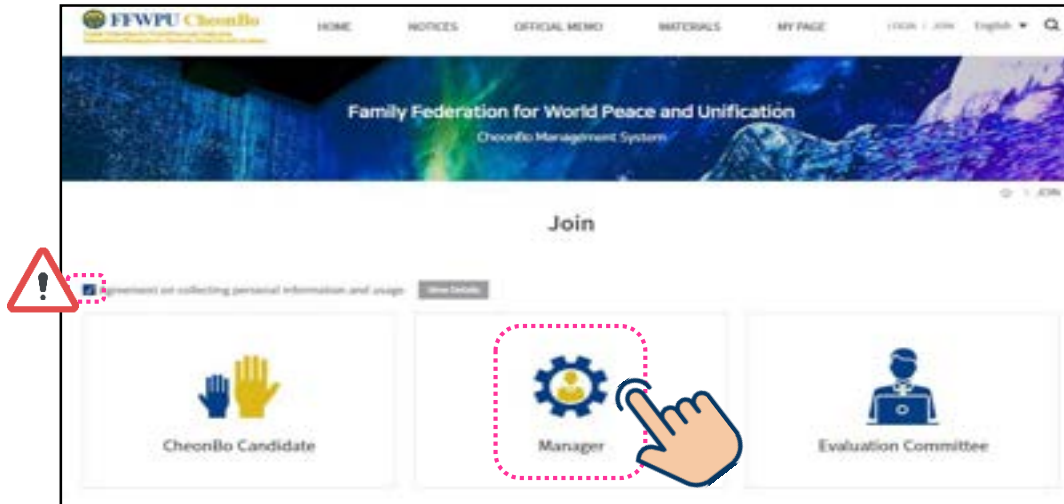


2) Click **[JOIN]** located at the upper right corner or click **[JOIN]** located at the bottom part of the website page .



3)  Click **[Agreement on collecting and handling of personal information]**.

4) Click **[Manager]**.



### !!Precautions when creating an account!!

Administrative personnel must select their respective working level as follows:

**Working Level:** Level of affiliated headquarters

**Example)** Sub-regional staff must select 'Sub-region'.

※ The range of accounts to manage on the website is according to the selected working level.

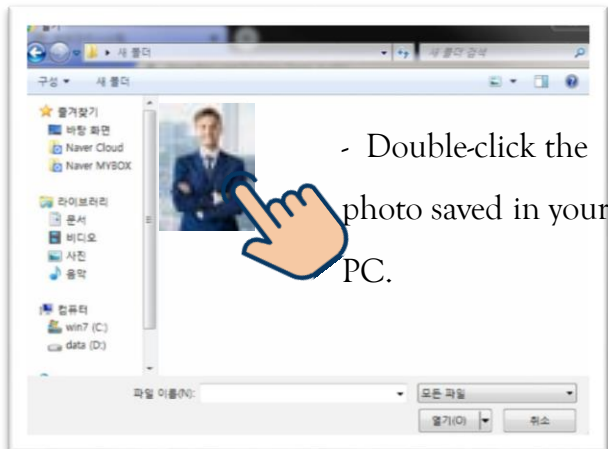
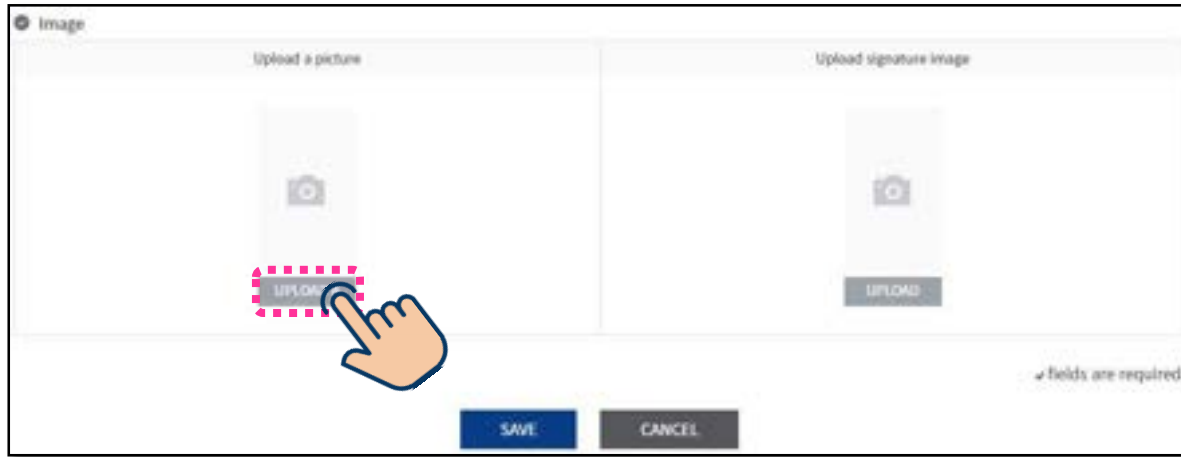
Example) If the selected working level is 'Sub-region' and the region is 'Korea, Sub-region 2', then only the accounts within the range of 'Korea, Sub-region 2' can be managed on the website.

5) Fill in **[Basic Information]**, etc.

Items with '✓' mark are required to be filled in.



## 6) Upload [Photo].



After filling in all required information, click [Save]. The website membership is completed and confirmed when this pop-up message appears.

## 2. Administration Personnel Account Approval

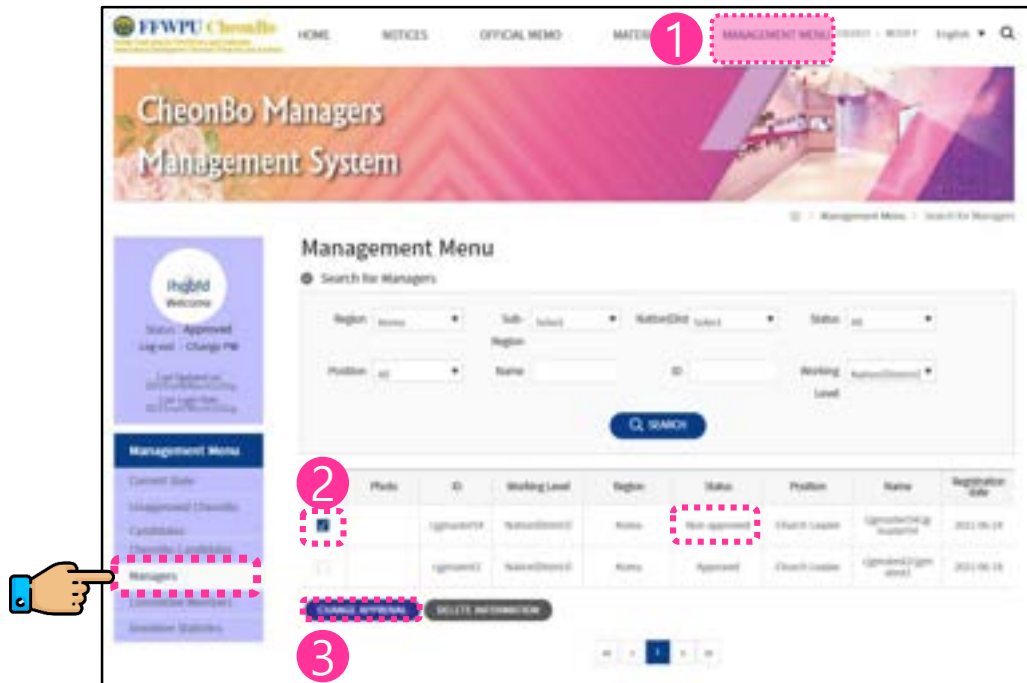
- 1) Receive account approval from the higher-level administrative personnel.

Administrative personnel must receive account approval from the higher-level administrative personnel to login.

- 2) Input account ID and password, then click [LOGIN].

### 3) Account Approval Procedure

#### Administrative Personnel Account Approval



- ① In the 'Management Menu', click [Managers].
- ② Among the unapproved accounts, check the accounts to approve.
- ③ Click [Change Approval] → The account approval is completed after clicking [OK] in the pop-up message.

※ Administrative personnel can login to their account after

29 receiving account approval.

