

# Church Database Management User Doc


## Account Register

<https://mychurch.churchdatabasemanagement.com/register>

Create a new main church account. Info required are;

- Church Name
- Contact Name: name to be used when CDM contacts the account via email.
- Email Address
- Phone Number
- Password

On successful creation, you will be taken to the Church Admin Login page



The screenshot shows the 'Register' form for Church Admin. At the top is the CDM | CHURCH DATABASE MANAGEMENT logo. Below the logo is the title 'Register'. The form contains five input fields: 'Church Name' (with a placeholder 'Name'), 'Contact Name' (with a placeholder 'Contact Name' and a note 'Name to use when CDM contacts you via email'), 'Email Address' (with a placeholder 'e.g example@mail.com'), 'Phone Number' (with a placeholder '+1 2345 6789'), and 'Password' (with a placeholder 'Password' and a note 'At least 8 characters'). A purple 'Register' button is at the bottom of the form. Below the button is a link: 'Already have an account? Login as Church Admin'. At the bottom left of the page is the copyright notice: '2021 © Church Database Management. All Rights Reserved. CDM Ver 1.0'. At the bottom right is the CDM | CHURCH logo.

## Church Admin Login

<https://mychurch.churchdatabasemanagement.com/login>

Login here using the email and password provided during registration.




The screenshot shows the 'Church Admin Login' form. At the top is the CDM | CHURCH DATABASE MANAGEMENT logo. Below the logo is the title 'Church Admin Login'. The form contains two input fields: 'Email Address' (with a placeholder 'e.g example@mail.com') and 'Password' (with a placeholder 'Password'). Below the password field is a checkbox labeled 'Remember me'. A purple 'Login' button is at the bottom of the form. Below the button are three links: 'Don't have an account? Create an account', 'Forgot Password?', and 'Login as Church Member'. At the bottom left of the page is the copyright notice: '2021 © Church Database Management. All Rights Reserved. CDM Ver 1.0'. At the bottom right is the CDM | CHURCH logo.

## Church Admin Forgot Password

<https://mychurch.churchdatabasemanagement.com/forgot>

When you need to change your password due to whatever reason, just provide the email used when registering. A Password Reset Link which is valid for an hour will be sent to the email provided.



The image shows a web form titled "Church Admin Forgot Password". At the top, there is a logo for "CDM CHURCH DATABASE MANAGEMENT". Below the logo, the title "Church Admin Forgot Password" is centered. The form contains a label "Email Address" followed by a text input field with the placeholder text "e.g. example@mail.com". Below the input field is a prominent purple button labeled "Send Password Reset Link". At the bottom of the form, there is a smaller link that says "Back to Login".

## Church Admin Reset Password

The reset password link brings you here if the link is still valid, you will be prompted to enter your new password and password confirmation. Afterwards you will be directed to the login page to continue.

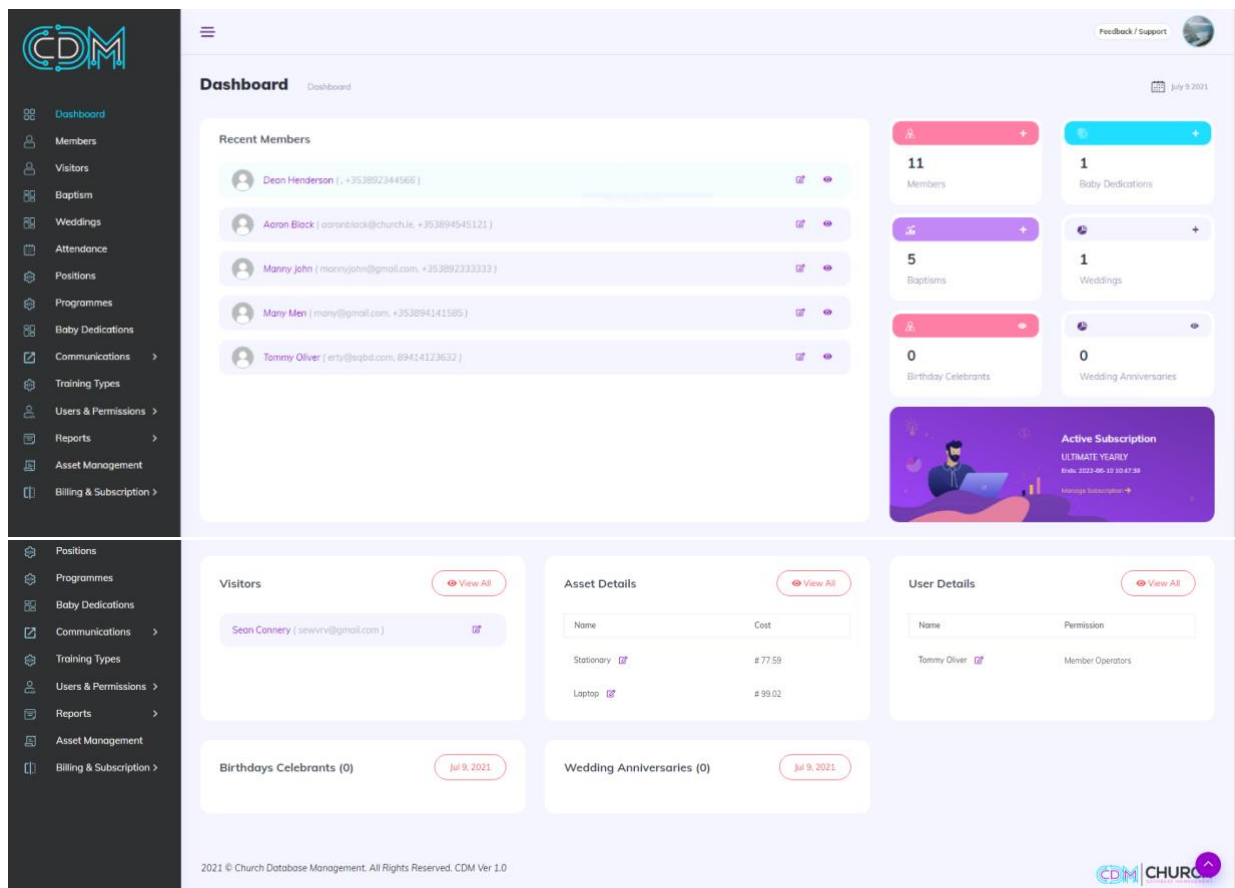


The image shows a web form titled "Church Admin Reset Password". At the top, there is a logo for "CDM CHURCH DATABASE MANAGEMENT". Below the logo, the title "Reset Password" is centered. The form contains three input fields: "Email Address" (with placeholder "e.g. example@mail.com"), "Password", and "Confirm Password". Below these fields is a prominent purple button labeled "Reset Password". At the bottom of the form, there is a smaller link that says "Back to Login".

## Dashboard

<https://mychurch.churchdatabasemanagement.com/dash>

The dashboard gives a brief overview of your most recent activities and metrics e.g., total number of members, list of recently added members, current subscription status, total number of baptisms, etc. Also, some quick links are provided relative to each data provided.



## Members

The members module allows you to add, update, and view members, along with other member records such as baptisms, ordinations, and trainings.

### Members List

<https://mychurch.churchdatabasemanagement.com/members>

This shows a comprehensive list of the members available on a table format, broken down into several pages with 20 records per page.

Member List

Dashboard / Members

July 9 2021

Column

Enter Value...

Submit

Add Member

Add Visitor

Import Members

S/N	Full Name	Email Address	Phone Number	Date of Birth	Gender	Marital	Membership	Action
1	Dean Henderson	N/A	+353892344566	1/12	Male	Married	deceased	
2	Aaron Black	aaronblack@church.ie	+353894545121	9/11	Male	Married	left	
3	Manny John	mannyjohn@gmail.com	+35389233333	4/25	Male	Single	active	
4	Many Men	many@gmail.com	+353894141585	4/25	Male	Single	active	
5	Tommy Oliver	erty@sqbd.com	89414123632	5/10	Male	Single	active	
6	Renny West	renny@gmail.com	+35389246387	5/7	Male	Single	active	
7	Tom Cruise	tomcruise@sqbd.com	+353892412363	4/25	Male	Separated	active	
8	Different Church Christ	victor@gmail.com	+35389888888	4/22	Female	Divorced	deceased	
9	New School	newschool@gmail.com	(894) 141-2363	1/1	Female	Single	active	
10	George Sergio	georgesergio@church.com	+3538944745521	5/5	Male	Married	active	
11	Tommy Oliver	tommyoliver@sqbd.com	+353894455567	6/15	Female	Single	active	

## Add Member

<https://mychurch.churchdatabasemanagement.com/members/create>

Add Member

Dashboard / Members / Add

July 9 2021

First Name

First Name

Last Name

Last Name

Email (if applicable)

example@gmail.com

Enter parent email address if member is a child

Phone Number (if applicable)

+1 2345 56789

Enter parent phone number if member is a child

Gender

Choose...

Date of Birth (month / day)

month / day

Nationality

Choose...

Join Date (if applicable)

mm/dd/yyyy

Approximate date if unknown

Marital Status

Choose...

Professional Occupation

Position in Church

Choose...

Department in Church

Street Address

1234 Main St

City

Town

Country

Code

Date of New Birth (if applicable)

mm/dd/yyyy

Church of New Birth (if applicable)

Church Name

Leave blank if it is same church

Member's Photo

Choose File

No file chosen

Status

Active

Select Group(s) (optional)

☐ Intending Members
 ☐ Newcomers

Add Member

Fill the member form to add new members on the application, details required are names, gender, full address, phone number, photo, etc. Now there are some special fields here:

1. Position in Church: if the member serves in any capacity in the church, select the position from a dropdown here, if no positions are available to select then go to the [Positions](#) module to create a list of positions
2. Select Group(s): If any messaging groups are available, they will be listed here so you can just add members to groups easily during creation/updating. To create your messaging groups, go to [Group](#) module under Communications.

3. Date of New Birth: optional, should be provided if the member has been baptized (providing a date here will automatically create a baptism record for the member)
4. Church of New Birth: optional, should be provided is the case the member being added is baptized and the baptism was done in a different church, so that other church's name should be entered here, leave blank if baptism was done in this same church.
5. Status: their current membership status:
  - a. Active: they are currently an active member
  - b. Inactive (left): the individual has left the church and is no longer a member.
  - c. Inactive (deceased): the individual is no longer an active member due to being deceased. If this is the case, then a new field appears.
    - i. Decease Date: required if the status is Inactive (deceased), provide date which the member passed on.

<b>Status</b>	<b>Decease Date</b>
Inactive (deceased) ▼	mm/dd/yyyy
	Date member passed away (required)

## Update Member

Works the exact same way as explained in add member above. Only differences are:

- if the Date of New Birth is changed/updated, this will update the baptism date on their baptism record (changes to this new date provided)
- if status is updated from deceased to any other option, the deceased date will also be cleared since the status is no longer deceased.

To edit/update a member, click the pencil icon on their record in the member list.

## Visitor

The visitor module allows you to add list of visitors attending the church for the first time or those who are simply new.

### Visitor List

<https://mychurch.churchdatabasemanagement.com/newcomers>

This shows a comprehensive list of the members available on a table format, broken down into several pages with 20 records per page.

The screenshot shows the 'Visitors' dashboard. At the top, there's a search bar with a dropdown menu for 'Column', a text input 'Enter Value...', and a 'Submit' button. On the right, there are two buttons: 'Add Member' and 'Add Visitor'. Below this is a table with the following columns: S/N, Full Name, Email Address, Phone Number, Gender, Age Group, Marital Status, and Action. The table contains one record for Sean Connery, with email sewvrv@gmail.com, phone N/A, gender Male, age group Young Adult, and marital status Single. At the bottom of the table, it says 'Showing 1-1 of 1 entries' with navigation arrows.

S/N	Full Name	Email Address	Phone Number	Gender	Age Group	Marital Status	Action
1	Sean Connery	sewvrv@gmail.com	N/A	Male	Young Adult	Single	

## Add Visitor

<https://mychurch.churchdatabasemanagement.com/newcomers/create>

Collects mostly the same data as members module excluding some and including two new fields:

1. Age Group: the age group the visitor falls in e.g., young adult.
2. Purpose of Visit: whether they are simply visiting or would like to join, if joining then this record will be converted into a member record instead, we can fill any missing details in their update form.

**Visitors** Dashboard / Visitors / Add July 9 2021

---

First Name

Last Name

Email (if applicable)  
Enter parent email address if newcomer is a child

Phone Number (if applicable)  
Enter parent phone number if newcomer is a child

Gender  
Choose...

Age Group  
Choose...

Street Address  
1234 Main St

City

Town

Country

Code

Marital Status  
Choose...

Purpose of Visit  
Choose...

Occupation

Add Visitor

## Update Visitor

Works the exact same way as explained in add visitor above. Only difference is when updating their Purpose of Visit from visiting to Joining, they will then be moved from visitor list to member list automatically.

To edit/update a visitor, click the pencil icon on their record in the visitor list.

## Baptism

The baptism module allows you to add baptism records for both existing members and non-members.

### Baptism List

<https://mychurch.churchdatabasemanagement.com/baptisms>

This shows a comprehensive list of the baptism records available on a table format, broken down into several pages with 20 records per page.

**Baptism** Dashboard / Baptisms July 9 2021












---

Column

Enter Value...

Submit

Add Baptism

S/N	Full Name	Place	Baptism Date	Gender	Minister	Church	Action
1	Manny John	Last Church of Man	2021-04-25	Male	N/A	Last Church of Man	 
2	Many Men	Last Church of Man	2021-04-25	Male	N/A	Tommy Oliver	 
3	Sean Connery	Churches	2021-03-19	Male	Tommy Oliver	Tommy Oliver	  
4	Gregory Johnson	Port Centre	2021-03-25	Female	N/A	Tommy Oliver	 
5	Sean Manny	Logos Centre	2021-03-04	Male	N/A	Tommy Oliver	 

Showing 1-5 of 5 entries < 1 >

## Add/Update Baptism

There are 2 ways of creating baptism records:

For Non-members

<https://mychurch.churchdatabasemanagement.com/baptisms/create>

This is a baptism record for an individual who is not in our membership database. Info required are name, gender, date of baptism, place. Then you could declare if they had this in a different church by ticking the box for **“Not a local member or was baptized in a different Church?”**, this will show a box to enter the church name where they had the baptism, if left unticked then you will have to select the officiating minister from our member records.

Baptism

Dashboard / Baptisms / Add

July 9 2021

Name

Name

Gender

Choose...

Baptism Date

mm/dd/yyyy

Baptised At

Place

☒ Not a local member or was baptised in a different Church?

Church of Water Baptism

Church Name

Enter non local member church name, parish or branch. Leave blank if it is same church

Add Baptism

## For Members

This is a baptism record for an individual who is in our membership database. Select the baptism icon relative to their record on the member list, you will see a page showing their baptism record if available along with an update link to update the record, else there is an add button which shows a form asking for the baptism date, place and the **“Not a local member or was baptized in a different Church?”** field, same as explained above.

Baptism

Dashboard / Baptisms / Add

July 9 2021

Name

Name

Gender

Choose...

Baptism Date

mm/dd/yyyy

Baptised At

Place

☐ Not a local member or was baptised in a different Church?

Officiating Minister

Search

Add Baptism

## Baptism Certificate

To generate a baptism certificate, simply click the eye icon at the tail end of the record on the baptism list page. It will generate a certificate onto a new tab which you can then download to your local storage.



## Weddings

The wedding module allows you to add wedding records for both existing members and non-members.




### Wedding List

<https://mychurch.churchdatabasemanagement.com/weddings>

This shows a comprehensive list of the wedding records available on a table format, broken down into several pages with 20 records per page.

**Weddings** Dashboard / Weddings July 9 2021

Column Enter Value... Submit Add Wedding

S/N	Groom	Bride	Wedding Date & Time	Venue	Address	Minister	Action
1	Many Men	New School	2021-06-02 02:25	New Center 2	qwer	Tommy Oliver	  

Showing 1-1 of 1 entries < 1 >

### Add/Update Wedding

<https://mychurch.churchdatabasemanagement.com/weddings/create>

We can add wedding records for both members and non-members. The details required are bride's & groom's names, addresses, and age, as well as the officiating minister selected from a dropdown, the wedding date and time, venue, and address.



**Weddings** Dashboard / Weddings / Add July 9 2021

**Groom's Details**

☐ Groom is a member?

Groom's Name

Groom's Address

Groom's Age

Officiating Minister

Wedding Date

Venue

Add Wedding

**Bride's Details**

☐ Bride is a member?

Bride's Name

Bride's Address

Bride's Age

Wedding Time

Address

If either or both the bride and groom are members, simply tick the box to that says, **“Groom is a member”**, **“Bride is a member?”**, then you can select each party from the members list dropdown.

**Weddings** Dashboard / Weddings / Add July 9 2021

**Groom's Details**

☒ Groom is a member?

Groom

Search

Choose

Dean Henderson ()

Aaron Black (aaronblack@churchie)

Manny John (mannyjohn@gmail.com)

Many Men (many@gmail.com)

Tommy Oliver (erty@sqbd.com)

Renny West (renny@gmail.com)

Tom Cruise (tomcruise@sqbd.com)

George Sergio (georgesergio@church.com)

**Bride's Details**

☒ Bride is a member?

Bride

Search

Bride's Age

Wedding Time

Address

## Wedding Certificate

To generate a wedding certificate, simply click the eye icon at the tail end of the record on the wedding list page. It will generate a certificate onto a new tab which you can then download to your local storage.

*Tommy Oliver*  
50 Hanset Roads, Navvy, Dublin, D34 56UJ, Ireland

## Certificate of Marriage

*This is to certify that the under mentioned persons have been joined together in Holy Matrimony as ordained in the Holy Bible, in the above mentioned Church, having previously performed the necessary customary rights.*

Groom's Name..... *Mary Men* ..... Age.. *33* ..... Address ..... *50 Hanset Road, Dublin, Dublin, Andorra* .....

Bride's Name..... *New School* ..... Age.. *22* ..... Address..... *50 Hanset Road, Dublin, Ireland* .....

Took place at ..... *New Center 2* .....

_____ Groom's Signature	_____ Groom's Witness	_____ Bride's Signature	_____ Bride's Witness
_____ Groom's Family	_____ Signature	_____ Bride's Family	_____ Signature

\_\_\_\_\_ *2021-06-02* \_\_\_\_\_ *Tommy Oliver* \_\_\_\_\_  
 Date of Marriage                      Officiating Minister's Name                      Officiating Minister's Signature

## Attendance

The attendance module allows you to keep attendance records for church program.

### Attendance List

<https://mychurch.churchdatabasemanagement.com/attendance>

This shows a comprehensive list of the attendance records available on a table format, broken down into several pages with 20 records per page.

**Attendance** Dashboard / Attendance July 9 2021

T

Column

Enter Value...

Submit

New

S/N	Date	Programme	Men	Women	Children	Total	Action
1	2021-04-08	Thursday Sermons	10	10	110	130	<a href="#">Edit</a> <a href="#">Delete</a>
2	2021-03-03	Bible Study	5	5	0	10	<a href="#">Edit</a> <a href="#">Delete</a>
3	2021-03-04	Sunday School	10	0	0	10	<a href="#">Edit</a> <a href="#">Delete</a>
4	2021-03-02	Sunday School	3	2	5	10	<a href="#">Edit</a> <a href="#">Delete</a>
5	2021-03-01	Sunday Service	10	5	0	15	<a href="#">Edit</a> <a href="#">Delete</a>
6	2021-03-23	Sunday Service	109	22	5	136	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1-6 of 6 entries    < 1 >

### Add/Update Attendance

<https://mychurch.churchdatabasemanagement.com/attendance/create>

We can add attendance records for programs we have prepopulated on the application. To create your programs list, go to [Programmes](#) module. The details required for an attendance record are date of program, number of men, women, & children in attendance, and the program taking place, selected from a dropdown.

**Attendance** Dashboard / Attendance / Add July 9 2021

Date

mm/dd/yyyy

Programme

Choose...

Men

0

Women

0

Children

0

Add Attendance

## Positions

The positions module allows you to keep a list of the occupiable positions available in your church e.g. deacon, pastor, etc. This is used on the member's profile if they currently partake of any position.

### Positions List

<https://mychurch.churchdatabasemanagement.com/positions>

This shows a comprehensive list of the positions available on a table format, broken down into several pages with 20 records per page.

**Positions** Dashboard / Positions July 9 2021

Column

Enter Value...

Submit

Add Position

SN	Title	Action
1	Deacon	<a href="#">Edit</a> <a href="#">Delete</a>
2	Pastor	<a href="#">Edit</a> <a href="#">Delete</a>
3	Usher	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1-3 of 3 entries

### Add/Update Position

<https://mychurch.churchdatabasemanagement.com/positions/create>

To add/update a position, we only required the name/title of the position e.g., Usher, Pastor, Deacon, etc.

**Positions** Dashboard / Positions / Add July 9 2021

Title

Title

Add Position

## Programmes

The positions module allows you to keep a list of the programs available in your church. This will be used when creating an attendance record.

### Programmes List

<https://mychurch.churchdatabasemanagement.com/programmes>

This shows a comprehensive list of the programs available on a table format, broken down into several pages with 20 records per page.

**Programmes** Dashboard / Programmes July 9 2021

Column Enter Value... Submit Add Programme

S/N	Title	Action
1	Bible Study	<a href="#">Edit</a> <a href="#">Delete</a>
2	Sermon	<a href="#">Edit</a> <a href="#">Delete</a>
3	Sunday School	<a href="#">Edit</a> <a href="#">Delete</a>
4	Sunday Service	<a href="#">Edit</a> <a href="#">Delete</a>
5	Thursday Sermons	<a href="#">Edit</a> <a href="#">Delete</a>
6	Vigil	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1-6 of 6 entries < 1 >

## Add/Update Program

<https://mychurch.churchdatabasemanagement.com/programmes/create>

To add/update a program, we only required the name/title of the program e.g., Vigil, Bible Study, etc.

**Programmes** Dashboard / Programmes / Add July 9 2021

Title

Title

Add Programme

## Baby Dedications

The baby dedication module allows you to add baby dedication records for both existing members and non-members (parents).

## Baby Dedications List

[https://mychurch.churchdatabasemanagement.com/baby\\_dedications](https://mychurch.churchdatabasemanagement.com/baby_dedications)

This shows a comprehensive list of dedication records available on a table format, broken down into several pages with 20 records per page.

**Baby Dedications** Dashboard / Baby Dedications July 9 2021

Column Enter Value... Submit Add Baby Dedication

S/N	Full Name	Dedication Date	Place of Birth	Date of Birth	Gender	Minister	Action
1	Tommy Oliver	2021-06-02	Italy	2021-05-30	Female	Tommy Oliver	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1-1 of 1 entries < 1 >

## Add/Update Baby Dedication

[https://mychurch.churchdatabasemanagement.com/baby\\_dedications/create](https://mychurch.churchdatabasemanagement.com/baby_dedications/create)

We can add dedication records for both members and non-members (parents). The details required are baby's first name, last name, other names (optional), date of birth and gender, as well as the dedication date, father & mother's names (if either or both parents are members simply tick the box to that says, "**Father is a member**", "**Mother is a member?**", then you can select each party from the members list dropdown), officiating minister and guest minister (optional).

**Baby Dedications** Dashboard / Baby Dedications / Add July 9 2021

First Name

Last Name

Other Names

Place of Birth

Dedication Date

Date of Birth

Gender

Father's Details  
☒ Father is a member?  
Father

Mother's Details  
☐ Mother is a member?  
Mother's Name

Officiating Minister(s)  
Resident Minister

Guest Minister

Add Baby Dedication

## Communications

The communications module allows you to keep records of emails and/or SMS sent to the members.

### Contact Groups

The groups module allows you to keep a list of the groups that members might be associated with for the purpose of sending messages. You can simply select a group to send a message to and all members of the group will receive the message. This is for easing the sending of messages to members.

#### Groups List

<https://mychurch.churchdatabasemanagement.com/groups>

This shows a comprehensive list of the groups available on a table format, broken down into several pages with 20 records per page.

**Contact Groups** Dashboard / Group July 9 2021

Column  Enter Value...

S/N	Title	Description	No of Members	Action
1	Intending Members	People who are wanting to join	1	<a href="#">Edit</a> <a href="#">Delete</a>
2	Newcomers		2	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1-2 of 2 entries <  >

#### Add/Update group

<https://mychurch.churchdatabasemanagement.com/groups/create>

To add/update a program, we only required the name/title of the group along with an optional description.

**Contact Groups** Dashboard / Contact Groups / Add July 9 2021

Title

Description

Add Group

## Message History

<https://mychurch.churchdatabasemanagement.com/communications>

This shows a comprehensive list of the emails & SMS sent, on a table format, broken down into several pages with 20 records per page. At the top of the list is shown the amount of messaging credits left on the account.

The screenshot shows the 'Communication' page in the MyChurch dashboard. At the top, there's a breadcrumb trail: 'Dashboard / Communication'. A date selector shows 'July 9 2021'. Below this, there's a search bar with a 'Column' dropdown, an 'Enter Value...' input, and a 'Submit' button. To the right is a 'Send New Message' button. A status bar indicates 'Available SMS Credits: 3595.89'. The main content is a table with columns: S/N, Type, Recipient, Subject, Date, Status, and Action. The first row shows a message sent on 2021-07-08 to 'Intending Members (Group)' with a status of 'pending'. The table is followed by a pagination bar showing 'Showing 1-1 of 1 entries'.

## Add/Update Message

<https://mychurch.churchdatabasemanagement.com/communications/create>

We can add messages by filling the message, the information required here is the subject of the message, the message itself, the type of message (email or SMS), and the group we are sending to, selected from a dropdown of our contact groups.

The screenshot shows the 'Add' page for creating a new message. It has a breadcrumb trail: 'Dashboard / Communication / Add'. A date selector shows 'July 9 2021'. The form includes a 'Group' dropdown menu, a 'Type' dropdown menu, a 'Subject' text input, and a 'Message' text area. At the bottom, there is an 'Add Message' button.

## Send Message

To send any of the messages we have added then we have to go to the message info page, to get there simply click the eye icon on the tail end of each/any record on the message history page or the app usually takes you there after adding a message. On this page you will get a brief of the message, the subject, if it is an SMS, you'll be shown how much credit it will take to send the message, as well as the status of the message (pending, failed, or sent). If the status is either pending or failed, you can send the message by clicking the send button at the end of the page. If the message status is sent, then the send button will not appear.

The screenshot shows the 'Message Info' page. The breadcrumb trail is 'Dashboard / Communication List / Neque porro quisquam est qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit...'. A date selector shows 'July 9 2021'. The message details are displayed: '2021-07-08' with a 'pending' status, 'Group: Intending Members (1 Recipients)', 'SMS Cost: 2, Available Credits: 3595.89', 'Subject: Neque porro quisquam est qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit...', and 'Message: Neque porro quisquam est qui dolorem ipsum quia dolor sit amet, consectetur, adipisci velit...'. At the bottom, there is a 'Send' button.

## Alerts

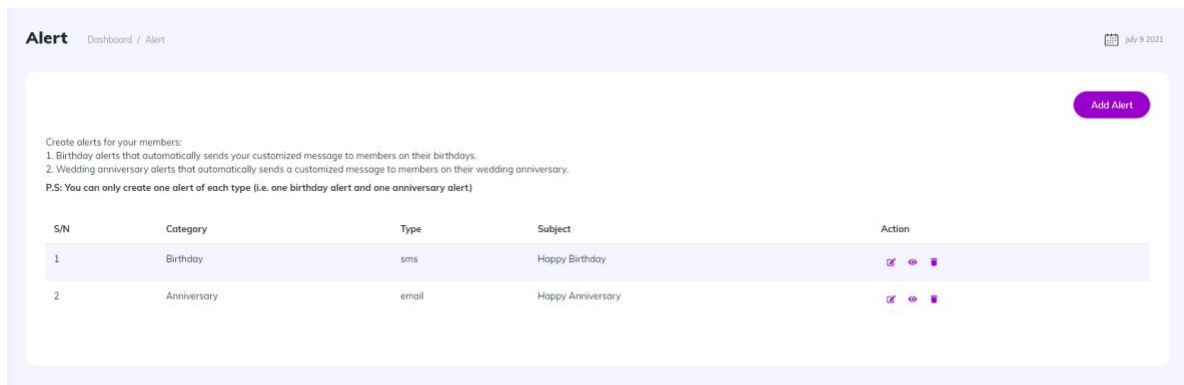
<https://mychurch.churchdatabasemanagement.com/alerts>

Create alerts for your members:

1. Birthday alerts that automatically sends your customized message to members on their birthdays.
2. Wedding anniversary alerts that automatically sends a customized message to members on their wedding anniversary.

**P.S: You can only create one alert of each type (i.e., one birthday alert and one anniversary alert)**

When an alert message is sent to a member, this messages also appear in the message history page.



Add/Update Alert

<https://mychurch.churchdatabasemanagement.com/alerts/create>

To add/edit an alert works just like adding a message above. The key difference is instead of selecting a group, you will have to select the alert category instead (either birthday or anniversary), followed by configuring the message subject and text and type (email / SMS).

The screenshot shows the 'Add Alert' form with a header 'Alert Dashboard / Alert / Add' and a date 'July 9 2021'. The form has two dropdown menus: 'Category' with a 'Choose...' option and a note 'Is this a birthday alert or an anniversary alert.', and 'Type' with a 'Choose...' option and a note 'Would you like to send an Email or SMS?'. Below these are text input fields for 'Subject' (with a note 'Type subject here...' and 'Required only when sending an Email') and 'Message' (with a note 'Type message here...' and 'Maximum of 160 characters when sending an SMS. Emails have no character limit.'). A purple 'Add Alert' button is at the bottom.

## Training Types

The training type module allows you to keep a list of the trainings available for church members. This will be used when creating a training record. This module is configured with 4 default training types that you can't edit/delete;

1. Believers Class
2. Bible College
3. Marriage Class
4. Workers Training

Training Types List

[https://mychurch.churchdatabasemanagement.com/training\\_types](https://mychurch.churchdatabasemanagement.com/training_types)

This shows a comprehensive list of the training types available on a table format, broken down into several pages with 20 records per page.

### Add/Update Training Type

[https://mychurch.churchdatabasemanagement.com/training\\_types/create](https://mychurch.churchdatabasemanagement.com/training_types/create)

To add/update a training type, we only required the name/title of the training along with an optional description.

## Trainings

The trainings module allows you to keep a list of the trainings any church member has undergone or is undergoing.

### Trainings List

Go to the trainings page by clicking the training icon on the actions tab for any member on the member's list page. This shows a comprehensive list of a member's trainings on a table format, broken down into several pages with 20 records per page.

### Add/Update Training

To add/update a training for a member, on the trainings list page click the add training button or click the edit button for any training listed. The information required are training type which is selected from a dropdown of the training types we've configured in the [Training Types Module](#), the status of the training (enrolled, not enrolled, completed), and the completion date (only necessary when the status selected is "completed"). Once a training record is marked as completed, it can no longer be edited.



Tommy Oliver's Training
Dashboard / Members / Tommy Oliver's Training / Training / Add
July 9 2021

Training Type

Search

Status

Choose

Completion Date (optional)

mm/dd/yyyy

Date that the training was completed. Leave blank if not completed yet

Add Training

## Ordinations

The ordination module allows you to keep a list of ordinations for any church member.

### Ordinations List

Go to the ordinations page by clicking the ordination icon on the actions tab for any member on the member's list page. This shows a comprehensive list of a member's ordinations on a table format, broken down into several pages with 20 records per page.

Dean Henderson's Ordinations
Dashboard / Members / Dean Henderson / Ordination
July 9 2021

Add Ordination

S/N	Position	Decision	Action
1	Pastor	Pending	<div></div> <div></div> <div></div>

Showing 1-1 of 1 entries

### Add/Update Ordination

To add/update a ordination for a member, on the ordinations list page click the add ordination button or click the edit button for any ordination listed. Fill the form presented and submit. The new ordination will now be listed on that member's ordination lists page.

Dean Henderson's Ordinations
Dashboard / Members / Dean Henderson / Ordination / Add
July 9 2021

Name of Parish Pastor

Date Parish was Established

mm/dd/yyyy

Current Parish Name

Current Parish Town

Date Joined Current Parish

Numerical Strength (Adults only)

mm/dd/yyyy

Number of Ordained Ministers

Ratio of Minister to Congregation

General Comment

Ordinand's Tithing Frequency

Choose...

Position to be Ordained

Name of Area Pastor

Choose...

Area

Name of Zonal Pastor

Zone

Name of Province Pastor

Province

Add Ordination

## Download Ordination Form

The ordination form can be downloaded in a pdf format, containing all the relevant ordination information as well as the member's details including their photograph (if provided). To download this just click the eye icon next to the ordination listing and the pdf will be generated and downloaded onto your device.

## Users & Permissions



### Users

The user's module allows you to keep church user accounts. Each account is allowed to login and interact with the app in the modules allowed for them.

#### Users List

[https://mychurch.churchdatabasemanagement.com/local\\_users](https://mychurch.churchdatabasemanagement.com/local_users)

This shows a comprehensive list of the users available on a table format, broken down into several pages with 20 records per page.

S/N	Name	Email	Permission	Action
1	Tommy Oliver	tommyoliver@sqbd.com	Member Operators	 

### Add/Update User

[https://mychurch.churchdatabasemanagement.com/local\\_users/create](https://mychurch.churchdatabasemanagement.com/local_users/create)

To add/update a user, we only required the name, email, and permission which is selected from the permissions we have configured. A password is emailed to the user account which they use to login afterwards.

Name:

Email:

Role:

### Permissions

The permissions module allows you to keep a list of permissions available for church user accounts. This is used to determine what modules any church user account can view and interact with.

#### Permissions List

<https://mychurch.churchdatabasemanagement.com/roles>

This shows a comprehensive list of the permissions available on a table format, broken down into several pages with 20 records per page.

**Permission** Dashboard / Permission July 9 2021

Column Enter Value... Submit Add Permission

S/N	Title	Description	Permissions	Action
1	Member Operators		Members Communications Baby Dedications Local Users	Off
2	Ushers	People who are wanting to ush	Attendance Communications Reports Assets	Off

Showing 1-2 of 2 entries < 1 >

## Add/Update Permission

<https://mychurch.churchdatabasemanagement.com/roles/create>

To add/update a training type, we only required the name/title of the permission, an optional description, and a selection of modules allowable for that permission (selected from a list of checkboxes provided).

**Permission** Dashboard / Permission / Add July 9 2021

Title Description

Title Description

Permissions

☐ Members ☐ Attendance ☐ Communications ☐ Baby Dedications

☐ Baptisms ☐ Weddings ☐ Local Users ☐ Reports

☐ Assets ☐ Trainings

Add Permission

## Reports

### Attendance APR

<https://mychurch.churchdatabasemanagement.com/attendance/mpr>

This module gives a cumulative progress report for the attendance of any particular month & year.

To generate the APR, select a month and year and submit the form. If there are any attendance records for that period, then the APR will be displayed below the form.

**Attendance APR** Dashboard July 9 2021

Select Date

Month Year

April 2021

View

The report also includes the average monthly attendance and monthly growth which includes the number of members joined for that period, the number of baptisms for that period, the number of baby dedications for that period, the number of marriages for that period, and the number of members who passed away during the select period.

Attendance Progress Report (April / 2021)							
#	Date	Day	Programme	Men	Women	Children	Total
1	2021-04-08	Thursday	Thursday Sermons	10	10	110	130
Average Monthly Attendance							
Programmes			Men	Women	Children		Total
Bible Study			0	0	0		0
Sermon			0	0	0		0
Sunday School			0	0	0		0
Sunday Service			0	0	0		0
Thursday Sermons			10	10	110		130
Vigil			0	0	0		0
Monthly Growth							
Number of New Members		Number of Baptisms		Number of Dedications		Number of Marriages	
2		2		0		0	

## Asset Management

The asset module allows you to keep a list of assets and their costs.

### Asset List

<https://mychurch.churchdatabasemanagement.com/assets>

This shows a comprehensive list of the assets available on a table format, broken down into several pages with 20 records per page. At the top of the list is displayed the total number of assets and the total costs for all assets.

Assets

Dashboard / Assets

July 9 2021

Column

Enter Value...

Submit

Total Asset Number: 2

Total Cost: 176.61

Add Asset

S/N	Name	Description	Purpose	Cost	Action
1	Stationary	People who are wanting to join	For staff	77.59	<a href="#">Edit</a> <a href="#">Delete</a>
2	Laptop	A laptop udco q	For staff	99.02	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1-2 of 2 entries

1

>

### Add/Update Asset

<https://mychurch.churchdatabasemanagement.com/assets/create>

To add/update an asset, we only required the name, of the asset, its description, purpose, and cost.

Assets Dashboard / Assets / Add		July 9 2021
<div>Name</div> <div>Name</div>	<div>Description</div> <div>Description</div>	
<div>Purpose</div> <div>Purpose</div>	<div>Cost</div> <div>Cost</div>	
<div>Add Asset</div>		

## Billing & Subscription

### Billing

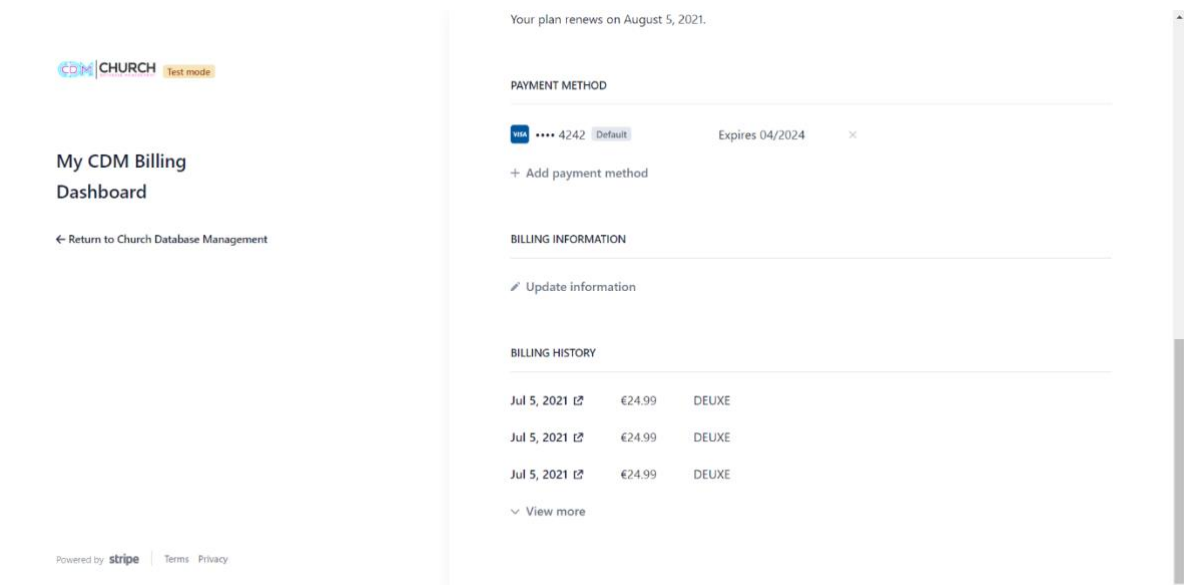
<https://mychurch.churchdatabasemanagement.com/billing>

This is where you manage your billing info (payments methods). You can set up a direct debit and add debit cards for payment, if multiple payment methods are provided then you must select which one to use as the default payment method. You are allowed to set up multiple direct debits and add as many cards as possible.



## Add/Update Cards

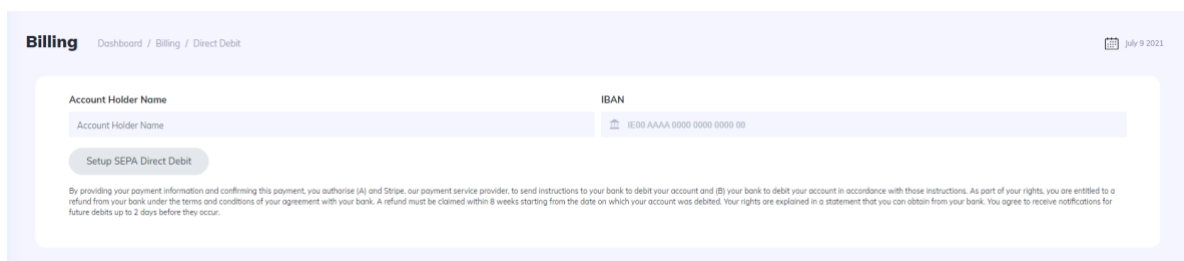
To add debit cards simply click the **Add/Update Cards** button which will take you to the STRIPE billing portal where you can add your cards safely with ease. Upon completion you will be redirected to the CDM billing page.



## Setup Direct Debit

<https://mychurch.churchdatabasemanagement.com/billing/create>

To add direct debits simply click the **Setup Direct Debit** button which takes to you the direct debit form page. Fill in the Account Holder Name and the IBAN, submit and if the details are validated, you'll be redirected to the CDM billing page where you'll see all your payment methods that were successfully added.



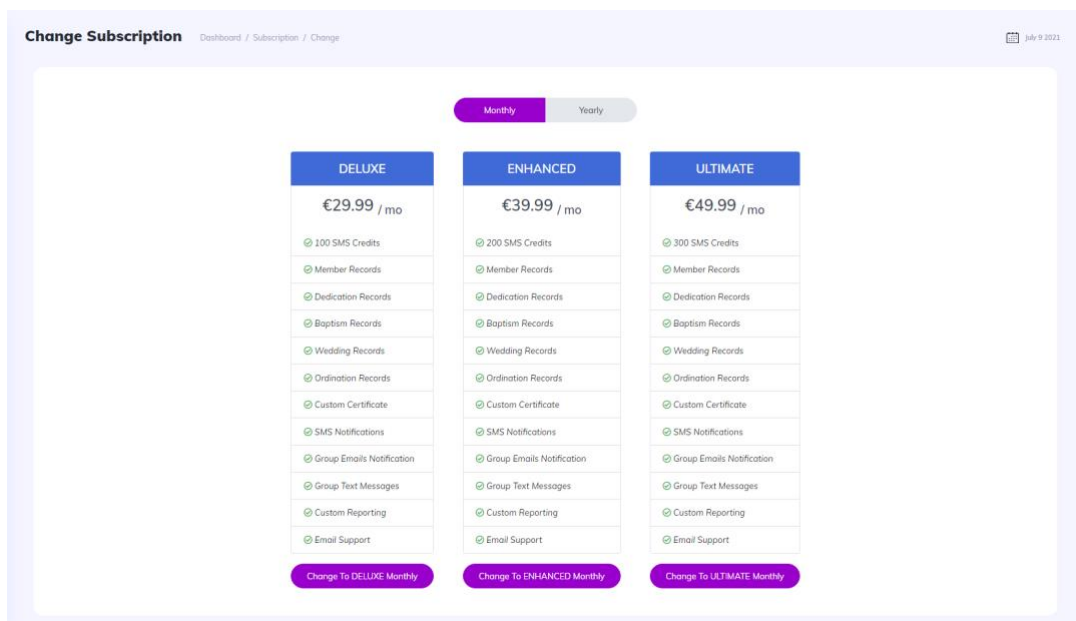
## Subscription

<https://mychurch.churchdatabasemanagement.com/subscriptions>



Here you can view your current subscription details as well as the ending date. You can do the following on this page.

1. Upgrade a subscription: if the account is on trial then you can upgrade to an actual subscription.
2. Change to a different subscription: if you wish to change your subscribed plan then you can do that here, the current subscription will be terminated and a new subscription will begin, there are multiple confirmations here to make sure you do not terminate your subscription



3. Cancel a subscription: this simply means the subscription will not be auto renewed at the end of the current period.
4. Resume a subscription: If a subscription is cancelled, you can also resume it which will reinstate the auto renewal status for the current subscription.