

ST. TIMOTHY'S CONNECTNOW USER GUIDE

This document focuses on getting you connected to the ST. TIMOTHY'S –
PARISH DATABASE (aka ConnectNow), and enabling you to view and
maintain your own contact details.

*Getting Started with
our Parish Database*

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1. Introduction to My Own Church

St. Timothy's is using new software called **ConnectNow** to manage our parish data. Within **ConnectNow** each parishioner will be able to set up an account in My Own Church for online access to their own data. Here's an introduction of what that means for you.

The My Own Church application in **ConnectNow** is your personal portal to your family's church records. This application enables you to quickly and easily view and make changes to your own church records. You can do this anytime and anywhere from any Web-enabled device as long as you have an Internet connection. As a church member and registered user of the **ConnectNow** Family Suite, you can log in and perform any of the following tasks in My Own Church:

- Manage your own church records and keep your personal information accurate and up to date. For example, if you move or change phone numbers, you can quickly and easily log in to your account and update this information for yourself. No need to call your church, fill out and submit paper forms, and then wait for someone at the church to update your records.
- Add a record for a new family member.
- View your personal giving history.
- Upload a family photo and individual photos of family members.
- Check your ministry schedule and the schedules of all family members.

Changes you make are processed electronically and without the delays typically experienced from the processing of paper forms. Note that any changes you make to your records must first be approved by an authorized church administrator so there may be a short delay in getting your records updated.

For a quick overview:

View the two (2) videos:

1. [Member Registration](#), and
2. [Member Navigation](#).

2. How to Sign Up for a New Account

1. If you haven't already done so, before beginning this process, view the video [Member Registration](#).
2. All users, including church members, administrators, and church staff, must have an account to access the **ConnectNow** website. Users who do not have an account must sign up for an account to receive login credentials (username and password).

Creating a user account is a one-time process. The process requires you to submit a few details of personal information to verify your identity to the system. It takes just a few minutes to complete the information required to set up an account. Use the following procedure to set up an account.

In your web browser, enter the URL for **ConnectNow**:

<http://ConnectNow.logoscms.com/cn/Default.aspx>

The **ConnectNow** Welcome screen is displayed:

ConnectNow
POWERED BY PARISHSOFT

Connecting People and the Church

Welcome! Sign In Below

Username:

Password: [Login](#)

[New User?](#) [Lost password?](#)

For security purposes - we only support the following browsers:
IE 8.0+, Firefox 3.0+, Safari 3.0+ and Chrome 2.0+.
If you do not have any of these installed on your system you must install or upgrade to one of them before you can login.

Use of this software, website, and services is subject to the [Terms of Use](#)

New User? Link

3. Click the **New User?** link to display the **New User Registration Form**:

NOTE: A prerequisite for gaining access to the system is having a valid personal *Email* address as you'll see in the **New User Registration Form**.

4. Complete Steps 1 -3 on the form. Required fields are marked with a red asterisk: *.
 - a. For **Organization**, begin typing **St. Timothy's** and it will automatically fill.
 - b. For **User Name** create a name of 5-20 characters using letters and numbers, no spaces or special characters.
 - c. Complete the rest of the form (Steps 2 and 3) with your information.

Step 1: Account Request

Organization Not in List? If your organization is not available in the dropdown, please contact them for assistance.

Organization:* St. Timothy's Episcopal Church, Danville

User Name:*

Password: **A temporary password will be emailed to you following account approval.**
Please monitor your spam folder. If you do not receive an email in the next few days, contact your organization.

4a. Type or press to select St. Tim's

Step 2: Personal Information

This information is used to verify your identity in the database OR create a new family record.

First Name:* Country:*

Last Name:* Address:*

Nick Name: City:*

Primary Phone:* eg. 555-123-1234 State:*

Birth Date:* eg. MM/DD/YYYY Postal Code:*

4b. Enter a 5-20 character personal ID

4c. Fill out all the mandatory fields marked with an *

Step 3: Email Address

Why Multiple Email Addresses? People occasionally change email addresses. If you are in the family database, the additional email fields help us find or update your family record.

Current Email:* eg. email@domain.com Prior Email #1: optional

Confirm Current:* Prior Email #2: optional

5. After filing out all your information, Press this button to request usage authorization

5. Click the **Submit Registration** button to submit your information to the system.

6. The system attempts to verify your personal information.

Do one (1) of the following:

- If the system can verify all of the information in your registration request:
 - It displays a confirmation message to inform you that your registration was successful.
 - The system sends an email containing your login credentials (**username** and **temporary password**) to the email address you provided in your registration.

(After you receive the email, log in to your account. Check your Spam or Junk E-mail folder if the email does not arrive within a few hours after you submit your request.)

- If the system cannot verify ALL of the information in your registration request:
 - It displays an acknowledgement message to notify you that your registration was received.
 - Your registration is put on hold until an administrator can personally review it.
- If the system cannot verify the information in your registration request:
 - It displays a message to inform you that the registration was not successful. The message provides one or more options to help you resolve the problem. Choose the option that best fits your particular circumstance.

**If you need assistance resolving problems,
contact our Treasurer or their delegate (treasurer@sainttimothysdanville.org)**

3. How to Log in to My Own Church

1. In your web browser, enter the URL for **ConnectNow**:

<http://ConnectNow.logoscms.com/cn/Default.aspx>

The **ConnectNow** Welcome page is displayed:



2. Enter your **user name** and **password** in the appropriate fields. Then, click **Login**.

You may want to bookmark the website to make it easier to access in the future.

If you are prompted to change a temporary password, keep the following in mind: your password is case sensitive and must contain at least six characters, two of which must be numbers.

If you forget your password, click “**Lost password?**”

After you log in, your Home page is displayed:



3. Click any tab or button to go to a page and begin working.

You may want to bookmark the website to make it easier to access in the future.

4. About your Home page

After you log in to your account, your personal Home page is displayed:

Your Home page is the first page you see after you log in to the My Own Church website. The page serves as your starting point for working in the application. The page provides links to important information as well tabs that give you access to main areas of the application.

You can start anywhere you want by clicking a [Quick Link](#) or one of the [main buttons](#) or [main tabs](#). Elements on the Home page are identified in the callout links accompanying the illustration below. Place your mouse pointer over a link (without clicking) to view a brief description of the element. For a more detailed explanation, click the callout link to jump to the description.



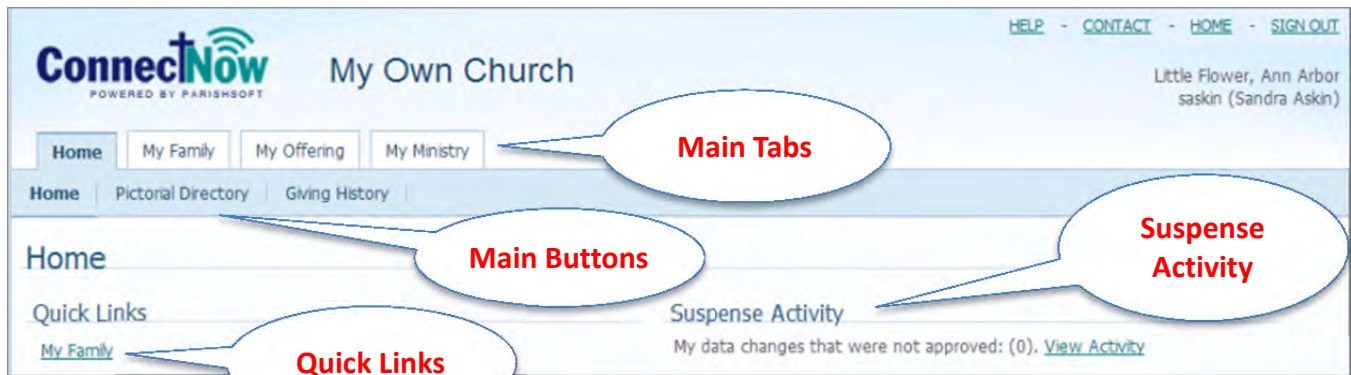
Important Links and Controls

In the upper-right, your **Home** page contains these important links:

- **HELP:** opens the application's Help file, an online resource that provides information and instructions on how to use My Own Church to perform a given task.
- **CONTACT:** opens an email window where you can write and [send an email to your church](#).
- **HOME:** opens the **Home** page
- **SIGN OUT:** [logs you out of My Own Church](#).

Church and Username

Shows the name of your church and the username of the logged-in member.



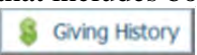


Main Tabs

You can access the main areas of My Own Church by clicking any one of these tabs:

- **Home:** returns you to the Home page.
- **My Family:** lets you access your [family records](#) and [member records](#).
- **My Offering:** lets you access your [giving history records](#).
- **My Ministry:** lets you access your minister records, including your [schedules](#), [scheduling preferences](#), and manage [schedule exceptions](#) and [event exceptions](#). You can also [volunteer for a ministry](#).

Main Buttons

-  **Home**: displays the Home page.
-  **Pictorial Directory**: displays the [Pictorial Directory](#), a directory listing of members in your church that includes both family and member photos.
-  **Giving History**: displays your personal [giving history records](#).

Quick Links

Click the **My Family** link to view your family and member records.

Suspense Activity

Click the View Activity link to open your activity log. This log provides a history of any and all requests you make to change information in your family record. You can view the type of request made and the date. You can also see the administrative action taken to approve or deny each change request.

5. Your Data & How to Update

Our database was established through a conversion from our old desktop system. Some data did not come across; other data gave us strange results. These are the areas we would like you to review and correct if necessary:

On the **Family Detail** page

1. All contact information
2. The Publish buttons

On the **Member(s) Detail** pages

1. **Role** – many married couples converted with both the husband and wife marked as Head. If you change any data for either person and don't change the role, you will get an error message that you cannot have two people in the role of Head (even though that's how it converted!).
2. **Birthdate**
3. **Marital Status** – the conversion made a lot of people single, even married couples.
4. **Who is shown** – if you discover a member of your family who is no longer a member of St. Timothy's please let us know. Some families have adult married children who have moved away but were still in our old database. Just drop an email to Bea or the bookkeeper. Thanks.

Procedure for Updates

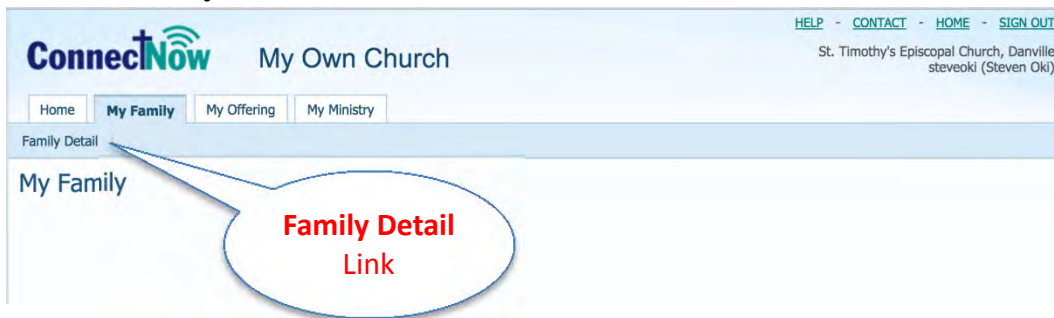
Login to My Own Church.

1. Click on the **My Family** under **Quick Links** or on the **My Family** tab.



To Update Family Detail information:

2. Click on **Family Detail** link



3. You will be on the **Family Detail** page. If any information needs to be updated, click the **Edit Details** button near the bottom. Make your changes.

The screenshot shows the 'Family Detail' page for 'Joseph and Mary Nazareth (123456) Env#: 999'. The page is divided into 'Family Information' and 'Member Details (3)'. The 'Family Information' section includes a photo placeholder, a 'Change' button, and a form with the following fields: Last Name: Nazareth, First Name(s): Joseph and Mary, Email Address: JMNazareth@gmail.com, Primary Phone, Emergency Phone, and Emer. Ph. Desc. The 'Member Details' section includes a 'Primary Address' dropdown set to 'Home Address', a 'Country' dropdown set to 'United States', and fields for Postal Code, Address Line 1, Address Line 2, City, State/Region, and Phone Number. At the bottom right, there are four 'Publish' buttons: 'Publish Address', 'Publish Phone', 'Publish Photo', and 'Publish Email'. A red speech bubble points to these buttons with the text 'Publish buttons'. Another red speech bubble points to the 'Edit Details' button at the bottom of the page with the text 'Edit Details button'. A third red speech bubble points to the 'Email Address' field with the text 'Your Email, Phone, Emergency Contact'. A fourth red speech bubble points to the 'Address' fields with the text 'Address & associated phone'.

4. The four (4) “**Publish**” buttons on the lower right are used to give permission to publish your address, phone, email address and photo in the Pictorial Directory.
 - a. Uncheck any of these boxes if you do not want the associated information made available to other members of St. Timothy’s.
5. Click **Save**, at the bottom of the screen, to save your changes and stay on the page. Click **Save & Close**, at the bottom of the screen, to save your changes and go back to your home page.

To Update Member Detail information:

1. From the **Family Detail** page click on the down arrow on the tab **Member Details**. Select the member you wish to view.
2. If any information needs to be updated, click on the green **Edit Details** button near the bottom. Make your changes and save as above.
3. While you are on this page, you may also click on the **other** tabs in the lower left to enter or edit information. At this time we have not established Member Workgroups, so the **Misc** tab will not be very meaningful. If you click on the **General** tab you will find areas to enter career and education information if you desire.

DO NOT enter your social security number!

St. Timothy's has no need for that information and we prefer that you do not provide it.

The screenshot shows the 'Mary Nazareth' member detail page. At the top, there are tabs for 'Family Details' and 'Member Details (3)'. Below this, there are icons for 'Joseph', 'Mary', and 'Jesus'. The main form contains several fields: 'Gender', 'Title', 'First Name', 'Nick Name', 'Middle Name', 'Last Name', 'Suffix', 'Maiden Name', and 'Role'. To the right, there are fields for 'Birth Date', 'Birth Place', 'Age', 'Religion' (set to 'Episcopalian'), 'Language', 'Ethnicity', and 'Marital Status'. Below the main form, there are tabs for 'General', 'Contact', 'Sacraments', and 'Misc.'. The 'Contact Information' section includes fields for 'Email Address', 'Home Phone', 'Cell Phone', 'Work Phone', 'Pager', and 'Fax'. At the bottom, there are 'Edit Details' and 'Close' buttons. Several callouts provide additional information: 'Member Detail Tab' points to the 'Member Details (3)' tab; 'Optional information' points to the 'Age', 'Religion', 'Language', 'Ethnicity', and 'Marital Status' fields; 'Other Tab that might be of interest.' points to the 'General' tab; 'Gender, First Name, Last Name, Maiden Name, Nick Name' points to the corresponding name and gender fields; 'Role: One HEAD per family, ...' points to the 'Role' field; and 'Edit Details button' points to the green 'Edit Details' button.

6. How to Get Help

Even the best of computer systems can require expert human help to aid in resolving issues. Although we feel that the system is generally very intuitive we want you to know that help is at hand from within our parish family.

Help is available as follows, and each method directs your request to St. Timothy's volunteers:

- **Direct Email:**

If you need assistance resolving problems on **ConnectNow** system whether Financial or not, contact our Treasurer or their delegate (treasurer@sainttimothysdanville.org)

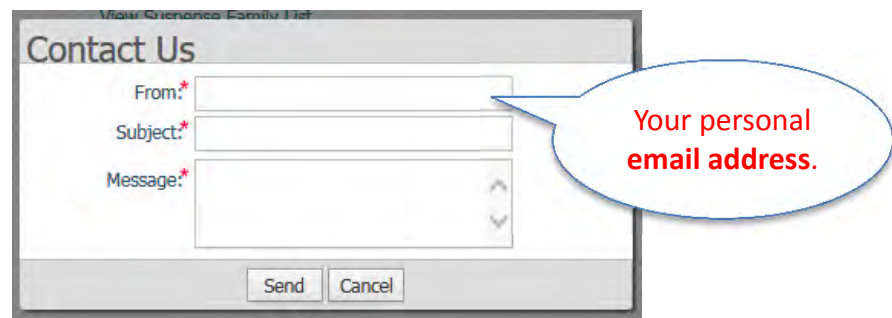
- **System generated Email:**

The system is setup to enable you to generate an email directly.



By selecting the **CONTACT** link on the upper right hand corner the system will show you a pop up dialog box which you can use to issue an email again to our Treasurer or their delegate.

The **From:** box will automatically be populated with the personal email you provided when you established your Username and is used to respond back to you on your question/concern.



Just as in using your regular email software, you provide a **Subject:** and a **Message:** outlining what you need.

When you hit the system will automatically send you a copy of the email as well as forwarding it to our Treasurer or their delegate (treasurer@sainttimothysdanville.org)