



Ministries Training Manual

1. Ministries icon
2. Click on the 'Add Ministry' button, type in your Name, and 'Add'
3. Click on the + icon next to All Ministries to drop down your list of ministries
4. Click on the + dropdowns to see sub ministries
5. Click on a main ministry, and it will populate with the appropriate sub-ministries
6. Click on 'Add Sub-Ministry,' Name it, and 'Add' to create a new sub ministry
7. Select a ministry to view, and within a ministry click on, 'Add Member to Ministry'
8. Type in name, select their name from the dropdown, followed by the 'Add' button
9. Select 'Leaders' from dropdown list, and click on, 'Add Leader to Ministry'
10. Type in name, select it from the dropdown, followed by the 'Add Leader' button
11. Within both your member's and leader's list, bulk email and text your members and leaders, export their information in excel or csv, and print off mailing or name labels via the 'With Selected' options list
12. At any time go into a member's profile from your member's or leader's list within a ministry, and click on the 'back arrow' to return to the previous page
13. Delete a ministry by clicking on 'Delete ministry' and confirming via the 'Delete Ministry' popup button
 - a. *Keep in mind that all sub ministries will also be deleted if you delete a main ministry