

ChurchDB

Thank you so much for using our online database system! We hope you will find this system easy, fun and useful. If you have any questions, please contact a member of the IT Committee. Please bear with us if you have quite a bit of computer experience. We are trying to make these instructions easy even for beginners. So, if some items seem obvious to you, remember that they might not be so for others!

Logging in to the Church DB database system

After turning on your computer, open your web browser. For most users, this will be **Internet Explorer**. You can use ChurchDB from any computer hooked to the internet, including Macs. You may find the icon (picture) for this program on your opening page (desktop). Click the mouse button twice to open it. Or, in Windows XP, click the Start button (lower left) and look for it in the list, then click once and it will open. At the top of the screen, you will see the web address for your *home page*. Click in the space and delete that address if necessary; then enter the address in blue below:

- The website for the login page is <https://www.churchdb.com/churchdb/login.asp?iorgzkey=10>
- If you are using these instructions from your computer, just click on the link above and you will automatically be connected to the login page!
- See the picture below to see what you will be looking at on the screen; notice the blue ["Add to Favorites"](#) link under the ChurchDB logo; click on this to add this website address to your Favorites list so you will never have to type it in again! In the future, just click the Favorites button (usually a star) to find it in the list and click to log on.

The screenshot shows the login interface for ChurchDB. At the top left is the ChurchDB logo with a cross icon. To its right is the text 'Allen Avenue Unitarian Universalist'. Below the logo is a blue link 'Add To Favorites'. The main content area has a heading 'Please login with your User ID and Password.' followed by two input fields: 'User ID:' and 'Password:'. Below these fields is a yellow 'Login' button. At the bottom of the form area, it says 'To retrieve User ID or Password' followed by a yellow 'Click here' button. A dotted arrow points from the 'Add to Favorites' link in the text above to the 'Add To Favorites' link on the page.

- Notice at the bottom of this box it says **To retrieve User ID or Password Click Here**; click the yellow button, and fill in the information asked for. Then click **Submit**. Within a few minutes, you will receive an email telling you your User ID and Password (see page 8). It may take a few seconds,

or up to 10 minutes, but this is the only time you will need to do this! Open your email program and find the new email. Copy this information on a slip of paper. You will change it in a few moments to be easier for you to remember.

- Back on the ChurchDB login page, enter your UserID and Password into the spaces and click **Login**. The page will change to a new screen. **If you have been given a special role as Staff/Volunteer, the screen will look like this:**



- Notice the blue box says **Please select a User Role and then click the Proceed Button**. Click on the arrow and select **Church Member**. Then click **Proceed**. **NOTE: if you have not been given a special Staff/Volunteer role, you can skip this step!**
- Instructions for Members using ChurchDB are located on the first page (Messages) after logging in. Please click on this link and print the instructions if you like. Feel free to contact a member of the IT Committee if you need help.