



January Extended Hours (Eastern)

Monday - Thursday 9 am - 7 pm
Friday - 9 am - 5 pm
Saturday - 11 am - 2 pm

Regular Hours (Eastern)

Monday - Friday 9 am - 5 pm

Support & Office Closed

Thanksgiving - November 27th & 28th
Christmas - December 25th & 26th
New Years - January 1st

Membership Versions 27, 26, 25, 24, 23, 22, 21, 20, 19 and 18

Enhancements have eliminated the need for the End of Year Procedure.

Membership Version 17

You may start using Church Windows Membership in the New Year at any time. Before recording attendance, however, you need to change the default year to the current year.

- Click *Membership>Special Functions>Settings*.
- Type in the new year in the Attendance Year box.
- Click *OK*.

Membership Version 16 and earlier

Membership may be used in the New Year at any time. Change the default year to the current year before recording attendance.

- Click *Membership>Special Functions>Settings*.
- Type in the new year in the Attendance Year box.
- Click *OK*.

Note: If you are using a denominational version of Church Windows (Methodist Church Windows, Lutheran Church Windows, etc.), you will need to run the Set Year utility.

- Go to *Membership>Special Functions>Set Year in Annual Reports* and set the year.
- Click *Select All*.
- Click *OK*.