



June Tech Tips

Current Version: 27.25.2

Advantages of the Elite Support Tier

Upgrading to the Elite Tier unlocks exclusive, high-impact support designed to maximize your church's efficiency. With this premium level of support, a skilled consultant will personally analyze your data and provide tailored direction to streamline your daily practices. You will also receive 11 hours of personalized Live Web Training spread throughout the year (excluding January), where a dedicated trainer can view your data in real-time to answer your exact questions. Best of all, the Elite Tier respects your busy schedule by offering exclusive after-hours appointments, ensuring you get expert help exactly when you need it most.

Advance Groups/Classes and School Grades

Summer is a great time to advance your groups/classes and school grades in Church Windows. Within the Membership module, there is a function to move the students in selected groups/classes to the next level. You can advance school grades from a person's individual record as well.

[Advance Groups/Classes and School Grade](#)

Cyber Security Tip from Kloud9 IT: Keep this in mind when using social media

There is no Delete button on the Internet, so here are a few things to keep in mind...

Even if you keep your social media private, when relationships change, this goes out the window. People know how to take a screenshot, and that post you made (even if deleted) can come back to haunt you.

Further, your friends' accounts can get compromised or accessed by others. Are you going to be comfortable in 10 years with what you post today? It will be archived forever, so don't post anything that could be taken the wrong way. Off-color jokes, pictures and posts about less-than-professional activities are never fully gone.

Second, even if you don't plan on actively using Facebook, Instagram, Twitter or LinkedIn, we recommend going in and inactivate your page to prevent a scammer from setting up a fake account to connect with your friends and con them out of money or worse.

Free Training Webinars

Church Windows provides free, live training webinars every month on many different subjects. Here, attendees can chat directly with a trainer and ask relevant questions. If you are unable to attend the live presentation, each webinar is recorded and can be accessed at any time on our website.

[Browse and Sign Up](#)

[View Past Webinars](#)

Resource Center & Help Files

Our support techs are available to help you with any issue you might encounter. Still, you may find that many of your questions can be answered by having a look at our Help Files or searching our Resource Center for webinars and downloadable PDFs. You can access our Help Files in Church Windows anytime by pressing the F1 button on your keyboard. This will automatically open the Help article most closely related to the area of Church Windows you are currently working in.

[Resource Center](#)

[Help Files](#)

Emails and Updating Your Information

Stay up-to-date with Church Windows news, tech tips, and software updates by making sure we have the correct email and contact information for your organization. You can do this by emailing info@churchwindows.com and providing your current contact person and email address. You can also give us a call at 800-533-5227 to verify.

Backing Up

Remember to back up your data regularly to prevent losing your work and having to re-enter information. It's quick and easy. Don't rely on someone else. A secondary backup never hurts, even if your data is hosted on Church Windows Web.

[Church Windows Web & General Backup Information](#)