



December 2022 Tech Tips

Current Church Windows version 23.21.0/Payroll 2021SR6

January Hours and Help – New Year Resources

The holidays and New Year preparations are upon us. The End-of-Year and New Year often bring increased support calls in January. Due to this increase, we have extended January hours. We also have many resources on our website to help you move into the new year in Church Windows. You do not have to wait until January to open your new year and start working on pledging or budgets or anything you want to start on for 2022. Take a look at the help files to see how you can move into the future now! We advise saving this month's tech tips to your Favorites so you can access this handy list of free documents and movies to assist in making your transition to 2022 a smooth one.

December – closing at 1 on 12/23

closed 12/24 & 25

January – closed 1/1/2022

January extended hours – EST

9 am – 8 pm Monday – Thursday

9 am – 5 pm Friday

10 am – 1 pm Saturday

[New Year Prep & Help Page](#)

Documents and movies specific to the different modules are available on the New Year Prep & Help page. We also have a myriad of free videos and documents available at any time. If you have a question after support hours, make sure you look at our Resource Center (formerly Support Center) to see if you can find an answer to your question. You can reach support at 1-800-533-5227 or support@churchwindows.com.

[Resource Center](#)



'Tis the Season for Increased Giving. Are You Ready?

Christmas will be here in just a few short weeks. Prepare for the influx of guests and gifts during this holiday and beyond by perfecting your giving appeals.

Vanco, an integrated eGiving partner of Church Windows, has created [a free holiday giving kit](#) to help you make the most of this season. In this kit, you'll find templates for emails, bulletins, giving appeal letters, and social media posts, along with how-to guides to boost donations during this critical time of year.

Be prepared to encourage generosity this Christmas and beyond by downloading your free kit now.

[Get the Kit!](#)

Changes

To ensure that you receive updates, news, tech tips, and other important information from Church Windows, please take a moment to ensure we have your church's current email or contact information. This can be done by emailing info@churchwindows.com with your current contact person and email address, or call 800-533-5227 and verify current contact information.

Backing up

Remember to make backups of your data regularly. Back up often to prevent possibly having to re-enter data! You can perform this function yourself, and it only takes seconds. Don't depend on someone else. Even if your data is hosted on Church Windows Web, a secondary backup never hurts.

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

