



churchwindows
MANAGEMENT SOFTWARE



May 2022 Tech Tips

Current Church Windows version 23.21.2 / Payroll 2022 SR3

Membership Training

Did you know Church Windows offers a variety of free options to help you learn all the functions and capabilities of the Church Windows program? You can find free documents and videos at our [Resource Center](#), and you can sign up for free live Webinars on our [Free Training Webinars](#) page. Below are some of the more basic topics for starting in the Membership module.

[Membership – Adding Families](#)

[Membership – Creating Individuals](#)

[Membership – Setting up Groups/Classes](#)

[Membership – Assigning Groups/Classes](#)

Financial Transparency

Maintaining accurate and transparent financial records is vital for any organization. The Accounting module is ideal for tracking your finances, but it is only as good as the data you enter. Here - <https://www.religiousproductnews.com/church-finance-church-financial-transparency-and-accountability/> - is an excellent article from Religious Product News on keeping good financial records.

Your Complete Kit for Summer Giving

Vanco, an integrated eGiving partner of Church Windows, has created [a free Summer giving kit](#). With guidelines for increasing offerings, a promotional letter, an email template, bulletin messages, PowerPoint slides, and an online church ministry eBook, this kit has everything you need to engage members and boost giving this Summer.

Get everything your church needs to boost giving this Summer.

[Download the Kit!](#)



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Emails and Changes

Church Windows utilizes Constant Contact to communicate important information to our users. DO NOT UNSUBSCRIBE TO CHURCH WINDOWS EMAILS THROUGH CONSTANT CONTACT! If you unsubscribe, you will not receive any of our emails, **including updates and service releases**. To ensure that you receive updates, news, tech tips, and other important information from Church Windows, please take a moment to make sure we have the current email and contact information for your church. This can be done by emailing info@churchwindows.com with your current contact person and email address or calling 800-533-5227 and verifying your current contact information.

Backing Up

Unfortunately, we have recently heard from many customers who have suffered data loss that a regular backup routine could have prevented. Please remember to regularly make backups of your data using the Backup function within Church Windows (Administration -> Backup.) Back up often to prevent possibly having to re-enter data! While a third-party backup provider is often helpful for system backups, some of our customers who have lost Church Windows data found that, unfortunately, their third-party backup was not functioning as expected. Even if your data is hosted on Church Windows Web, a secondary backup never hurts.

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



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