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August 2022 Tech Tips

Current Church Windows version 23.21.2/ Payroll 2022 SR5

Back to School

It's almost time for school to start, so why not go back to school too? Church Windows offers free training webinars to help you get up to speed on different areas of the program. Go to our [Free Training Webinars](#) page, and you can see the offerings for the month. Each webinar runs for about twenty minutes, and a live trainer presents the information and answers questions on the topic at the end of the webinar. You can sign-up by clicking the register button and filling in the form. You are then sent an email with a link to the webinar and information on how to connect.

Emailing and Gmail

Emailing documents and statements from Church Windows is a great way to save money on postage. If you are using Gmail as your email provider, they changed how their email connects with other programs or third-party apps. If your Gmail worked in the past, but suddenly you cannot send emails through Church Windows, you probably need to generate a third-part app password within your Gmail account. Once this is done and input on the SMTP Setup screen in Church Windows in the password field, you should be able to email again through Church Windows and your Gmail account.

[Membership & Donations: Emailing with Gmail](#)

Online Giving

Did you set up online giving but have difficulty encouraging people to use the service? This article – [4 Simple \(But Often Overlooked\) Ways to Increase Online Giving](#) – from Church Tech Today contains some great suggestions to increase online donations.

Groups & Classes Preparation

Within the Membership module, before your new groups and classes begin, you can print a roster for each teacher to take attendance. If you go to **Reports/Export > Attendance > Attendance Worksheet**, you can create a blank form with dates and an area to check off attendance. This form can also include information regarding each child.



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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. A secondary backup never hurts, even if your data is hosted on Church Windows Web.

[Desktop & Web Backup Information](#)



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