



November 2022

CW Current Version 23.21.2/Payroll 2022 SR5

Welcome 2023 – 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 2023. 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 2023 a smooth one.

[New Year Prep & Help Page](#)

January extended hours – EST	Closed
9 am – 8 pm Monday – Thursday	Thanksgiving – November 24 th and 25 th
9 am – 5 pm Friday	Christmas – December 26 th
10 am – 1 pm Saturday	New Year – January 2nd

Documents and movies specific to the different modules are available on the New Year Prep & Help page. We also have a myriad of free movies and documents available at any time. If you have a question after support hours, look at our 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.

[Support Center](#)

Vanco News - Bring #GivingTuesday to Your Church

Have you heard about #GivingTuesday? It's a global day of giving that takes place on the first Tuesday after Thanksgiving. Last year, 35 million people in the U.S. celebrated by donating their time and money to support their favorite charitable causes. Your church can join in this worldwide day of generosity. [Click the link below to watch a short, eight-minute video](#) to learn how you can participate and reach new givers during this year's #GivingTuesday.

[Tap Into #GivingTuesday](#)



Conference Reports

Filing conference reports? Need to know the number of "Members?" For a valid count, we need to have valid data entered. The CW program comes with one Status field by default. In the past, the program came in denominational versions, but now there is one standard CW that can be customized to fit your church's needs. Your CW may include a second status field as part of the denominational version option. The best practice is to enter consistent data. You are not required to use both status fields if you have them. Pick and use the one you prefer, and edit as needed.

Emails and Changes

Church Windows utilizes Constant Contact to communicate important information to our users. **DO NOT UNSUBSCRIBE FROM 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 ensure we have your church's current email and contact information. This can be done by emailing info@churchwindows.com with your contact person and email address or calling 800-533-5227 to verify your current contact information.

Backing Up

Unfortunately, many customers who suffer data loss could have prevented this with routine backups. Please remember to regularly make backups of your data using the Backup function within Church Windows (Administration -> Backup.) Back up often to prevent 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 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](#)

