



churchwindows
MANAGEMENT SOFTWARE



May 2023 Tech Tips

Current Church Windows version 24.22.2

Membership Training

Church Windows offers a variety of free resources to help you learn all the functions and capabilities of the program. You can find training documents and videos at our Resource Center, and you can sign up for live Webinars on our Free Training Webinars page—all at no cost. Below is some basic information to help you get started in the Membership module:

[Membership – Adding Families/Creating Individuals](#)

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

[Membership – Assigning Groups/Classes](#)

[Membership – Building a New Membership Report](#)

Database Clean-up Tips

With summer approaching, you may find that you have more time to dedicate to improving your Church Windows database. Here are some things to consider:

- **Simplify queries:** Keep field codes simple and consistent for best results.
- **Prioritize important information:** Set up your records to highlight the essentials.
- **Check for empty fields:** Check for blanks in key fields
- **Create your own reference:** Make a list of code definitions so that everyone at your organization who uses Church Windows is on the same page.
- **Delete unused codes:** Redundant or unused codes can be deleted or made inactive in order to make your data more clear.
- **Protect your data:** Don't forget to backup before any major overhauls

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!](#)

Emails and Changes

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 backup your data regularly to prevent having to re-enter data. 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](#)