



August 2023 Tech Tips

Current Church Windows v24.22.4

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, the way their email system connects to other programs or third-party apps has changed. If your Gmail has worked in the past, but you suddenly cannot send emails through Church Windows, you probably need to generate a third-party app password within your Gmail account. Once you have done that, you should be able to email again through Church Windows and your Gmail account.

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

Groups & Classes Preparation

Before your new groups and classes begin, you can print a rooster for each teacher to take attendance within Membership. You can do this by going 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 individual.

Free Training Webinars

Church Windows provides free, live training webinars every month on a number of different subjects. Here attendees can chat directly with a trainer and ask relevant questions. If you are unable to make the live presentation, each webinar is recorded and can be accessed at any time on our website.

[Browse and Sign Up](#)

[View Past Webinars](#)

Download Vanco's Definitive Guide to Churchgoer Giving

It's here – the newest edition of Vanco's Churchgoer Giving study. *The Definitive Guide to Churchgoer Giving: Key Trends in Online Giving, Attendance and Engagement* features insights from 1,000 churchgoers across multiple Christian denominations about how they give to and participate in their churches. It's built to help churches thrive in a new era that combines in-person and virtual participation. Download your free copy today and put this valuable knowledge into action at your church.

[Download the study!](#)

Resource Center & Help Files

Our support techs are available to help you with any issue you might encounter, but you may find that many of your questions can be answered by having a look at our Help Files or searching our Resource Center for webinars and downloadable pdfs. You can access our Help files in Church Windows at any time by pressing the F1 button on your keyboard. This will automatically open the Help article most closely related to the area of Church Windows you are currently working in.

[Resource Center](#)

[Help Files](#)

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 losing your work and having to re-enter information. 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](#)

