

Our church maintains your personal and church-related data in a database called ChurchDB. Did you know that you can review your information and change things as your circumstances change? In fact, you are the best source for keeping your data up to date. In these instructions, I will show you how to access your data in ChurchDB and how to update it.

Of course, ChurchDB is protected with user IDs and passwords so you will need to know what yours are in order to sign in. When you joined the church, our church secretary, Connie, sent you an email with your ID and password on it. If you don't know what they are, just send Connie an email at [cuuc-office@communityuuchurch.org](mailto:cuuc-office@communityuuchurch.org) and she will tell you what your ID is and issue you a new password. Current passwords are not accessible so she has to give you a new one if you don't know yours. **Please Note:** This is NOT the same as the ID/password you use to get into the Members Portal – they are two separate systems. If you need help with your Members Portal ID or password, contact Gene Verinder at [webguru@communityuuchurch.org](mailto:webguru@communityuuchurch.org).

The link to ChurchDB is located along the top row of options on each page of our website, just to the left of the **Search** field. There is also a quick reference link **Church DB Help** there as well (try it out). Click on **ChurchDB** and enter your ID and password then click on **Login**. Your main options are listed on the left.

To get to your data, click on **Family Info**. On the Family Info Page there will be one block for your family data at the top and a separate block for each family member. These blocks have just your names, phones, email and street addresses and your age. To view all the information on your Family Record, click on **View** on the right hand side of the family block. If you see something that needs updating, click on **Back** then click on **Edit** on the family block. As you can see, there are things you can change and things you can't. To change your data, enter the new information in the field and click on **Save** to make the change permanent. Clicking on **Cancel** ignores any changes you made. In either case, you will be taken back to the Family Info Page.

An individual's Member Record has lots of information in it, some of which can be changed by you. The same process works for viewing and editing your Member Record as it does for your Family Record like above, by clicking on **View** or **Edit**. Try it out. You also see there is an option to change your password by clicking on **Change Password**. Please follow the "User ID and Password Guidelines" on that page to create your new one and, of course, you need to remember it for your next sign in. Back on the Family Info Page, there is also an option to review and/or update your involvement in the church's various ministry groups by clicking on **Ministry Sign-Up**. The instructions on that page will guide you on how to join or leave a group.

The **Directory** link on the left of any page is how you can look up other members to get their contact information. In order to control what information is displayed, each family and member has a Privacy Record, which is under your control. Along the top of the Family Info Page under the word “Membership” you will find a **Privacy** link which takes you to your family’s Privacy Records. By default, none of your family or individual information is displayed in the Directory. To be displayed, make sure the box next to the red “Check this box to override...” line has a check mark in it. Then make sure the box under the “Name” column for your family name is checked. Now, any other information that you would like to display in the Directory can be authorized by you by putting check marks in the correct columns for both your Family Record and your Individual Record and clicking on **Save**. Just remember – the default for Directory information is NONE and that clicking the boxes on the Privacy Page allows that info to be viewed by other church members.

You can also view and update your Stewardship Records and your Group Records by clicking on those options on the right of each page. You can join or leave any of the groups by just checking the appropriate box. You can also see all the members that are in any of your groups.

To get help with anything on ChurchDB, just contact Gene Verinder at [webguru@communityuuchurch.org](mailto:webguru@communityuuchurch.org) and remember – it’s your information. Keeping it current helps all of us.