

eADVENTIST FOR PASTORS



# eAdventist

technology for churches



# Getting Started: Pastors

You probably thought that eAdventist was just for clerks. That **is** where we started but we've been growing eAdventist to help pastors and churches, too. Here's a quick summary of several tools designed specifically to help pastors.

## Tags

Create "tags" to track small groups, spiritual gifts, Bible study requests, visitation lists and other groups in a way that's fast and flexible. Use your tags to select people, create mailing labels, or send email messages. Find out more about tags starting at [Tags - the Basics \(//help.eadventist.net/article/146-tags-the-basics\)](http://help.eadventist.net/article/146-tags-the-basics).

## Photos

Membership records come to life when you add photos of individual members and entire families. Use family photos to create a pictorial directory. Learn more in this blog article - [pictorial church directory \(https://eadventistnews.com/2014/02/18/photo-directories/\)](https://eadventistnews.com/2014/02/18/photo-directories/) - and [Printing a Church Directory \(//help.eadventist.net/article/36-printing-a-church-directory\)](http://help.eadventist.net/article/36-printing-a-church-directory).

## Church Directory

In addition to the family pictures, eAdventist makes it easy to print a current, up-to-date directory whenever you need one. Include mobile phone numbers and email addresses for the adults, if you choose to. Learn more in this blog article - [pictorial church directory \(https://eadventistnews.com/2014/02/18/photo-directories/\)](https://eadventistnews.com/2014/02/18/photo-directories/) - and [Printing a Church Directory \(//help.eadventist.net/article/36-printing-a-church-directory\)](http://help.eadventist.net/article/36-printing-a-church-directory).

## Attendance

Capture a valuable indicator of church health and growth by recording attendance. Learn more in this blog article - [attendance \(https://eadventistnews.com/2014/10/09/attendance-in-eadventist/\)](https://eadventistnews.com/2014/10/09/attendance-in-eadventist/) - or [Attendance \(//help.eadventist.net/article/72-attendance\)](http://help.eadventist.net/article/72-attendance). eAdventist makes it easy to start by recording attendance counts for each service or event.

## Messaging Lists

Start a Messaging List ([//help.eadventist.net/article/152-starting-a-messaging-list](http://help.eadventist.net/article/152-starting-a-messaging-list)) (email and texting, that is) and use it to send your church newsletter, pastor's letter, small group invitations, church calendar or announcements. Get your message out quickly and avoid spam folders.

## Member Maps

Use **People Map** in the **Graphs & Maps** section (under Reports) to help you create a map of members. Use it to plan visitation, outreach events and more.

## Graphs

The **Graphs & Maps** section (under Reports) offers charts and graphs of members and baptism – by gender, by age. Explore the makeup of your church now and through time.

## Pastor Notes

Now you can use eAdventist to record that are available to the pastoral staff – and only the pastoral staff – in your church. Track visits, needs and background that will help you serve your members safely and confidentially. To learn more, see [Pastor Notes \(//help.eadventist.net/article/43-pastor-notes\)](https://help.eadventist.net/article/43-pastor-notes).

## Contacts

Use **Contacts** to stay in touch with "interests" and members of other churches. To learn more see [Contacts \(//help.eadventist.net/article/45-adding-contacts\)](https://help.eadventist.net/article/45-adding-contacts).

## myEADVENTIST app

Use the myEADVENTIST web app (<https://my.eadventist.net>) to provide your members with a church directory and tools for officers and leaders. To learn more, see this intro to myEADVENTIST ([//help.eadventist.net/article/223-intro-to-myeadventist](https://help.eadventist.net/article/223-intro-to-myeadventist)) and then configuring myEADVENTIST ([//help.eadventist.net/article/222-configuring-myeadventist-for-your-church](https://help.eadventist.net/article/222-configuring-myeadventist-for-your-church)).

✉ [Still need help? Contact Us \(#\)](#)

*Last updated on March 2, 2022*

### RELATED ARTICLES

-  [Printing a Church Directory \(/article/36-printing-a-church-directory\)](/article/36-printing-a-church-directory)
-  [Attendance \(/article/72-attendance\)](/article/72-attendance)
-  [Contacts - the Basics \(/article/45-contacts-the-basics\)](/article/45-contacts-the-basics)
-  [About myEADVENTIST \(/article/223-about-myeadventist\)](/article/223-about-myeadventist)
-  [Tags vs Committees \(/article/80-tags-vs-committees\)](/article/80-tags-vs-committees)
-  [Pastor Notes \(/article/43-pastor-notes\)](/article/43-pastor-notes)
-  [Managing myEADVENTIST \(/article/219-managing-myeadventist\)](/article/219-managing-myeadventist)
-  [Adding Member Photos \(/article/37-adding-member-photos\)](/article/37-adding-member-photos)
-  [Tagging people \(/article/81-tagging-people\)](/article/81-tagging-people)
-  [Untagging People \(/article/117-untagging-people\)](/article/117-untagging-people)

# **TAGS**

# **THE BASICS**

# Tags - The Basics

Tags are a fast, flexible way to identify groups of people in your congregation. Once you've created a tag and tagged the people, you can print a contact list, create mailing labels or send email messages.

Tags work great for:

- small groups
- spiritual gifts
- ministry interests
- identifying core, active members
- visitation

Tags are not the best choice for:

- church officers - use **Officers** features instead
- age groups - use "Born" criteria in **Person Labels** instead
- geographic areas - use "Postal codes" criteria in **Person Labels** instead
- occupation - use "Occupation" criteria in **Person Labels** instead

## Creating a Tag

Choose the "tags" menu option (under the People menu section), then click the "Add a tag" button. Once you've entered the tag's name, assigned it an "owner" church and clicked "Save", you're ready to start tagging people.

**TIP:** Each church's tags are shared by every eAdventist user with access to that church (e.g. pastor, clerk, secretary).

## Tagging People

You can tag one person at a time or multiple people at once. To tag one person, find their record using **Person Search**. On the **Person** page, click the "Tags" tab, select a Tag and click the "Add" button.

To tag multiple people, see [Tagging people \(//help.eadventist.net/article/81-tagging-people\)](http://help.eadventist.net/article/81-tagging-people).

## Untagging People

Similarly, you can untag one person at a time or multiple people at once. To untag one person, find the person's record, click the "Tags" tab and click the "delete" link for the tag.

To untag multiple people, see [Untagging people \(//help.eadventist.net/article/117-untagging-people\)](http://help.eadventist.net/article/117-untagging-people),

## Using tags

**Contact list** - Choose "Tags" under the People menu section, click on a tag name to display all of the tagged people. Then click on the "Print list" button.

**Mailing label** - Choose "Person Labels" under the People menu section, select a "Tag" and any other criteria. There is also a "Tagged" option to select only recent tags.

The screenshot displays the 'PERSON LABELS/EXPORT' page in the eAdventist system. The left sidebar contains navigation links: HOME, PEOPLE, search, advanced search, person labels, new family, transfers, tags, committees, CONTACTS, ORGANIZATIONS, SUBSCRIPTIONS, and REPORTS & TOOLS. The main content area is titled 'PERSON LABELS/EXPORT' and features a search form with the following fields and options:

- Organization: --- North Pacific Union Conference ---
- Member status: Member/Nonmember
- Postal codes: e.g. 986 98623 986-989
- Last name: [ ] to [ ]
- Born: on [ ] m/dd/yyyy
- Gender: [ ]
- Marital status: [ ]
- Occupation: [ ]
- Retired: [ ]
- Ethnic class: [ ]
- Language: [ ]
- Region: [ ]
- Member by: [ ]
- Membership date: on [ ] m/dd/yyyy
- Grade: [ ] to [ ]
- Tag: Experimental Tag #1
- Tagged: At any time [ ] m/dd/yyyy
- Label options ---:
- Recipients: Matching people [ ]
- Problem addresses: Exclude "Stopped & Empty" [ ]
- Include:  Confidential addresses,  'No promo mail' addresses,  Organization name [ ]
- Additional info: [ ]
- Sort by: Name [ ]
- Export data: Address only [ ]
- Label type: Avery 5160 [ ]
- Email list separator: Semi-colon (Microsoft Outlook) [ ]

Buttons for 'Export CSV', 'Print Labels', and 'Export Email' are located at the bottom right. A 'Search' button is at the bottom center. The eAdventist logo and user information (Brian Ford, Logout) are in the top right corner.

**Email list** - The **Mailing List** feature (under the Reports & Tools menu section) allows you to create an email list for **organizations** (church, conference) or **officers** (e.g. pastors, deaconesses). When you create a message, you can use tags to send the message to a specific segment of the entire list.

# Tagging people

On **Person Search** and **Advanced Search**, the results list has checkboxes beside the names. As soon as you check one of them (1), a tool bar will appear (2) with the option to choose a **tag** or **committee** for the selected people.

**PERSON SEARCH**

Last name:  TIP: Enter a portion of name (e.g. SMI to find Smith)  
 First name:   
 Status:  TIP: You can now enter a person's ID number in the Last name field  
 Tag:  [create tags](#)  
 Tagged:

History search  
 Duplicate search  
 Volunteers

Show 50 entries

Showing 1 to 3 of 3 entries

NAME	BIRTHDATE	ADDRESS	LOCATION	STOPPED	ORGANIZATION	STATUS
<input checked="" type="checkbox"/> Flintstone, Fred	04/01/1970	123 Granite Blvd	Bedrock, OR		Meadow Glade SDA Church	Member
<input checked="" type="checkbox"/> Flintstone, Pebbles	12/25/2001	123 Granite Blvd	Bedrock, OR		Meadow Glade SDA Church	Nonmember
<input type="checkbox"/> Flintstone, Wilma	07/04/1966	123 Granite Blvd	Bedrock, OR		Meadow Glade SDA Church	Member

Select a tag...

Show 50 entries

Showing 1 to 3 of 3 entries

- Select a tag -

NAME	BIRTHDATE	ADDRESS	LOCATION	STOPPED	ORGANIZATION	STATUS
<input checked="" type="checkbox"/> Flintstone, Fred	04/01/1970	123 Granite Blvd	Bedrock, OR		Meadow Glade SDA Church	Member
<input checked="" type="checkbox"/> Flintstone, Pebbles	12/25/2001	123 Granite Blvd	Bedrock, OR		Meadow Glade SDA Church	Nonmember
<input type="checkbox"/> Flintstone, Wilma	07/04/1966	123 Granite Blvd	Bedrock, OR		Meadow Glade SDA Church	Member

... and it's done. eAdventist lets you know what happened with each selected person. Green = "added". Yellow = "already added before". Red = "couldn't add". Hover over any of the indicators to see an explanation.

Show 50 entries

Showing 1 to 3 of 3 entries

NAME	BIRTHDATE	ADDRESS	LOCATION	STOPPED	ORGANIZATION	STATUS
<input type="checkbox"/> Flintstone, Fred	04/01/1970	123 Granite Blvd	Bedrock, OR		Meadow Glade SDA Church	Member <span style="color: green;">●</span>
<input type="checkbox"/> Flintstone, Pebbles	12/25/2001	123 Granite Blvd	Bedrock, OR		Meadow Glade SDA Church	Nonmember <span style="color: green;">●</span>
<input type="checkbox"/> Flintstone, Wilma	07/04/1966	123 Granite Blvd	Bedrock, OR		Meadow Glade SDA Church	Member

# Untagging People

There are a couple of ways to "untag" people:

1. Remove tags for a person
2. Remove people for a tag

## Remove Tags for a Person

Click the "Tags" tab on the **Person** screen and click the "trash-can" icon to delete individual tags.

**PERSON**

Salutation: Mr.  
 Last name: Flintstone  
 First name: Fred  
 Middle/Suffix:  
 Legal name:  
 Former/Maiden:  
 Email: [fred@bedrock.org](mailto:fred@bedrock.org)  
 Mobile phone: 123-456-7890  
 Work phone:

Church: [Meadow Glade SDA Church](#) – since 04/01/2000  
 Status: Member  
 – by Baptism  
 – since 04/01/2000

Gender: Male  
 Marital: Married  
 Born on/Age: 04/01/1970 – 46 years old  
 Changed: 01/04/2017 (Brian Ford)

▶ statistics ▶ history [Change Status](#) [Edit Person](#)

Family Unit Personal Membership Student Volunteer Notes Offices Committees **Tags\*** Lists

▶ create tags [Add](#) [Background](#)

TAG	ORGANIZATION	ADDED	BY
Children's Ministries	Meadow Glade SDA Church	02/09/2016	Brian Ford

## Remove People for a Tag

Click the "tags" menu item (in the "People" menu section) to see all of your church's or conference's tags.

**TAGS**

[Add a tag](#) ▶ Church tags

TAG	VISIBLE TO	CREATED BY	TAGGED PEOPLE
<a href="#">Background</a>	Meadow Glade SDA Church	Andrew Rich (03/12/2013)	30 <a href="#">edit</a> <a href="#">delete</a>
<a href="#">Children's Ministries</a>	Meadow Glade SDA Church	Karen Mallory (08/21/2013)	61 <a href="#">edit</a> <a href="#">delete</a>
<a href="#">Church Office 2014-16</a>	Meadow Glade SDA Church	Karen Mallory (11/13/2013)	153 <a href="#">edit</a> <a href="#">delete</a>
<a href="#">Core I</a>	Meadow Glade SDA Church	Karen Mallory (01/07/2013)	329 <a href="#">edit</a> <a href="#">delete</a>
<a href="#">Core II</a>	Meadow Glade SDA Church	Karen Mallory (01/07/2013)	1 <a href="#">edit</a> <a href="#">delete</a>
<a href="#">Elder</a>	Meadow Glade SDA Church	Karen Mallory (11/13/2013)	28 <a href="#">edit</a> <a href="#">delete</a>
<a href="#">Lifetouch - Day 1</a>	Meadow Glade SDA Church	Karen Mallory (12/08/2013)	22 <a href="#">edit</a> <a href="#">delete</a>
<a href="#">Lifetouch - Day 10</a>	Meadow Glade SDA Church	Karen Mallory (01/14/2014)	16 <a href="#">edit</a> <a href="#">delete</a>
<a href="#">Lifetouch - Day 11</a>	Meadow Glade SDA Church	Karen Mallory (01/15/2014)	18 <a href="#">edit</a> <a href="#">delete</a>
<a href="#">Lifetouch - Day 2</a>	Meadow Glade SDA Church	Karen Mallory (12/09/2013)	21 <a href="#">edit</a> <a href="#">delete</a>

Click on a tag name to see the people that have been tagged. To "untag" people, select them and click the "Untag Selected" button.

**HOME**

**PEOPLE**

search

advanced search

person labels

new family

transfers

tags

committees

**CONTACTS (BETA)**

**ORGANIZATIONS**

SUBSCRIPTIONS

REPORTS

ADMIN

**eAdventist**  
technology for churches

help Brian Ford Logout

**TAGGED PEOPLE**

Tag: Children's Ministries

Visible to: Meadow Glade SDA Church

List type: Name/address/phone/email Print list

Back to Tags Select all Select none **Untag Selected**

#	NAME	TAGGED ON	STATUS	CHURCH
1	[Name]	08/21/2013	Member	Meadow Glade SDA Church
2	[Name]	08/21/2013	Member	Meadow Glade SDA Church
3	[Name]	08/21/2013	Member	Meadow Glade SDA Church
4	[Name]	08/21/2013	Member	Meadow Glade SDA Church
5	[Name]	08/21/2013	Member	Meadow Glade SDA Church
6	[Name]	08/21/2013	Member	Meadow Glade SDA Church
7	[Name]	08/21/2013	Member	Meadow Glade SDA Church
8	[Name]	08/21/2013	Member	Meadow Glade SDA Church
9	[Name]	08/21/2013	Member	Meadow Glade SDA Church
10	[Name]	08/21/2013	Member	Meadow Glade SDA Church
11	[Name]	08/21/2013	Member	Meadow Glade SDA Church
12	[Name]	08/21/2013	Member	Meadow Glade SDA Church
13	[Name]	08/21/2013	Member	Meadow Glade SDA Church

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Last updated on March 2, 2022

**RELATED ARTICLES**

- 📄 Tags vs Committees (/article/80-tags-vs-committees)
- 📄 Tagging people (/article/81-tagging-people)



**PHOTOS**  
**&**  
**CHURCH**  
**DIRECTORY**

# Adding Member Photos

In eAdventist, you can add photos for individual people and for families.

## Adding a person's photo

Just click the **add person photo** link and select an image file on your computer. eAdventist will automatically resize and store 2 copies of the image -- 768x1024 pixels and 120x160 pixels (thumbnail).

**PERSON**

Salutation: Flintstone  
Last name: Flintstone  
First name: Wilma  
Middle name:  
Former/Maiden:  
Suffix:  
Email:  
Mobile phone:  
Work phone:

Church: Meadow Glade SDA Church – since 04/01/1990  
Member status: Member – since 04/01/1990  
Gender: Female  
Marital status: Married  
Birth date:  
Age:  
Last change: Brian Ford - 05/18/2015 07:51:17 PM

statistics history Change Status Edit Person

1 add person photo

Family Unit Personal Membership Student Volunteer Notes Offices Committees Tags Lists

Primary contact: Fred Flintstone (Member) Change

Mailing name:  
Allow promo mail: Yes  
Union paper: Yes  
Adventist World: Yes  
SubscriberID: M2485367/IFK1/5 update

Addresses Street Mail/PO Box Alternate Work  
Default / Valid? i  
123 Granite Ave  
Bedrock OR 97123  
USA  
Google Maps

Phones Home Fax Alternate  
503-123-4567 – Default i

3 Photo caption:

2 add family photo

Change Family Print Envelope Print Family New Person

#	NAME	GENDER	MARITAL STATUS	CHURCH	STATUS
1	Fred M. Flintstone	M	Married	Meadow Glade SDA Church	Member
2	Wilma Flintstone	F	Married	Meadow Glade SDA Church	Member

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## Adding a family's photo

Just click the **add family photo** link and select an image file on your computer. eAdventist will automatically resize and store 2 copies of the image -- 1024x768 pixels and 160x120 pixels (thumbnail). Like the other information on the "Family Unit" tab, you only need to add the photo to one family member and it will show on

all the rest.

Enter the names of the people in the **Photo caption** if you plan to create a photo directory. For example, "Fred, Wilma & Pebbles Flintstone".

The screenshot shows the 'PERSON' edit form with the following details:

- Primary contact:** Fred Flintstone (Member)
- Mailing name:** [Empty field]
- Default address type:** Street
- Default phone type:** Home
- Allow promo mail:**
- Union paper:**
- Adventist World:**
- SubscriberID:** M2485367/IFK1/5
- Phones:** Home: 503-123-4567, Unlisted?
- Photo caption:** Fred, Wilma & Pebbles Flintstone
- Addresses:** Street: 123 Granite Ave, City/StateProv: Bedrock OR, Postal code: 97123, Carrier route: USA

The finished product will look like this.

The finished product displays the following information:

- PERSON Summary:**
  - Salutation: [Empty]
  - Last name: Flintstone
  - First name: Wilma
  - Middle name: [Empty]
  - Former/Maiden: [Empty]
  - Suffix: [Empty]
  - Email: [Empty]
  - Mobile phone: [Empty]
  - Work phone: [Empty]
  - Church: Meadow Glade SDA Church - since 04/01/1990
  - Member status: Member - since 04/01/1990
  - Gender: Female
  - Marital status: Married
  - Birth date: [Empty]
  - Age: [Empty]
  - Last change: Brian Ford - 05/18/2015 07:54:26 PM
- Photo:** Fred Flintstone (with actions: change, delete, show full)
- Family Unit Table:**

#	NAME	GENDER	MARITAL STATUS	CHURCH	STATUS
1	Fred M Flintstone	M	Married	Meadow Glade SDA Church	Member
2	Wilma Flintstone	F	Married	Meadow Glade SDA Church	Member

NEW FEATURE

## Photo Directories



BY ROB GARVIN

FEBRUARY 18, 2014

 COMMENTS 4



The Allen Family



Mickey & Minnie Mouse



Woody & Jessie  
Bullseye



Donald & Daisy Duck



The Saling Family



The Schwisow Family

Use eAdventist to print the photo directory pages for your church directory. All you need to do is upload the photos for each family, fill in the captions, and print! Here is how:

### Upload Family Photos

The screenshot shows the 'PERSON' page in the eAdventist system. The left sidebar contains navigation options: HOME, PEOPLE (selected), search, advanced search, person labels, new family, transfers, tags, committees, ORGANIZATIONS, SUBSCRIPTIONS, REPORTS, and ADMIN. The main content area is divided into sections: PERSON (with fields for salutation, names, church, membership, gender, marital status, birth date, last change, email, mobile phone, and work phone), Family Unit (with primary contact, mailing name, and subscription info), Addresses (with street, PO box, alternate, and work addresses), and a Photo Directory Report table. A table at the bottom lists family members with columns for #, NAME, GENDER, MARITAL STATUS, CHURCH, and STATUS.

#	NAME	GENDER	MARITAL STATUS	CHURCH	STATUS
1	Fred Flinstone	M	Married	Aleknagik SDA Church	Member
2	Wima Flinstone	F	Married	Aleknagik SDA Church	Nonmember

On the Family Unit section of the Person page you can:

1. Preview the family photo if one exists.
2. Add, change or delete a family photo.
3. View the photo caption. Click “Edit this person” to edit the photo caption.

## Photo Directory Report

The screenshot shows the 'REPORTS MENU' in the eAdventist system. The left sidebar contains navigation options: PEOPLE (selected) and ORGANIZATIONS. The main content area shows the 'REPORTS MENU' with options for Labels/Export, People, Committees, Officers, and Churches.

SUBSCRIPTIONS

**REPORTS**

menu

conference directory

membership data

**ADMIN**

- ▶ Schools
- Church**
- ▶ Member List (alphabetical, members only)
- ▶ Family Unit Records by change date
- ▶ Family Unit Records by church
- ▶ Family List (members and nonmembers by family unit)
- ▶ Church Directory (by family or by person)
- ▶ Membership Statistics
- ▶ Statistical Analysis
- ▶ Birthdays
- ▶ Anniversaries
- ▶ Officers
- ▶ Photo Directory

1

PEOPLE

**ORGANIZATIONS**

SUBSCRIPTIONS

**REPORTS**

menu

conference directory

membership data

**ADMIN**

## PHOTO DIRECTORY

2

Organization: Alaska Conference SDA Church

3

Starting page #: 5

Report format: Adobe Reader (PDF)

4

View report



To open the Photo Directory report:

1. Click the Photo Directory link on the Reports menu.
2. Select the desired organization to print. For most users you will only see your church in the list.
3. Select the starting page number for the report. The photos will generally just be one section somewhere in the middle of your directory.
4. Click View Report to download the PDF report.

## **Printing Your Directory**

The photo directory feature is designed to work along with the existing Church Directory report, which prints just the names, address and phone number of each family. We suggest using Adobe Acrobat to make any last minute edits to the PDF as well as insert blank pages for proper printing. You can then use Adobe Acrobat or the free Adobe Reader to print in “booklet” format so the pages come out in the proper order to be saddle stitched.

As always, don't hesitate to contact [help@eAdventist.net](mailto:help@eAdventist.net) if you have further questions.

# Printing a Church Directory

eAdventist makes it easy to print a current **church directory** whenever the need arises. You can also include a photo section to create a **photo directory**. To create them, choose "directories" (under the "Reports" menu section).

## Church directory

The "Church directory" is available on the **Directories** page. Most churches use the "by Family" layout but you also have a "by Person" option. The directory will automatically filter out any "confidential" addresses, "stopped" addresses and "unlisted" phone numbers. If you choose to include mobile phone numbers or email addresses, they will be included for the Primary Contact and Spouse.

If you are comfortable with desk-top publishing and want to design your own layout, use "Export as CSV" to download the data.

## Photo directory

The photo directory uses the family photos (<http://eadventist.helpscoutdocs.com/article/37-adding-member-photos>) that have been added for your members. It also prints the "Photo caption" to help identify the people in each photo. The "Starting page #" can be changed to fit the layout of your directory.

## Putting it all together (printing and binding)

eAdventist creates both the **church directory** and **photo directory** as PDF files. To create a complete directory, use your favorite PDF tool (e.g. Adobe Reader, Acrobat, Preview) to:

- combine these two files
- add a cover

- add other pages (e.g. letter from pastor, candid photos)

Once you have a single PDF for your complete directory, Adobe Reader (and Acrobat) provides a variety of printing options -- paper size, booklet format. This article shows to use the "Booklet" features:

<https://helpx.adobe.com/acrobat/kb/print-booklets-acrobat-reader.html>  
(<https://helpx.adobe.com/acrobat/kb/print-booklets-acrobat-reader.html>)

If you are printing on a photocopier with finisher options (i.e. stapler, folder), your printer software will include similar printing options as well as finishing options -- for example, printing magazine-style with 11x17 paper that is folded and stapled in the middle.

 *Still need help? Contact Us (#)*

*Last updated on July 26, 2022*

## RELATED ARTICLES

 [Adding Member Photos \(/article/37-adding-member-photos\)](/article/37-adding-member-photos)

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# **RECORD ATTENDANCE**

# Record the Attendance for a Meeting

The screenshot shows the eAdventist Attendance page. On the left is a navigation sidebar with categories: HOME, PEOPLE, CONTACTS, ORGANIZATIONS, search, attendance, church labels, school labels, officer labels, request new, more..., SUBSCRIPTIONS, and REPORTS & TOOLS. The main content area is titled 'ATTENDANCE' and includes a breadcrumb trail: 'Add attendance' > 'Meetings' > 'Attendance Report' > 'Getting Started'. Below this is a filter for 'Show last 45 days for Alaska Conference of SDA'. A table lists meetings with columns for MEETING, DATE, CHECK-IN, ATTENDANCE, WEEK, QUARTER, and UPDATED. A 'New Attendance' modal form is open over the table, with callouts 1-6 pointing to: 1. 'Add attendance' button; 2. 'Meeting' dropdown; 3. 'Meeting on' date field; 4. 'Head count' field; 5. 'Online count' field; 6. 'Save' button.

MEETING	DATE	CHECK-IN	ATTENDANCE	WEEK	QUARTER	UPDATED
Belfair SDA Church - Sabbath Service	08/10/2019	<input checked="" type="checkbox"/>	46	6	Q3, 2019	08/10/2019 (Anthony Butler)
Canby Spanish Adventist Co - Weekly Church Service	08/10/2019	<input checked="" type="checkbox"/>	46	6	Q3, 2019	08/12/2019 (Cindy Birmingham)
Cloverdale SDA Church - 11 am worship	08/10/2019	<input checked="" type="checkbox"/>	272	6	Q3, 2019	08/12/2019 (Teri Tamayose)
Cloverdale SDA					Q3, 2019	08/12/2019 (Teri Tamayose)
					Q3, 2019	08/10/2019 (Adra Chastain)
					Q3, 2019	08/11/2019 (Allison LaTour)
					Q3, 2019	08/13/2019 (Susan Hunter)
					Q3, 2019	08/12/2019 (Sophia Fullerton)
Eugene Adventist Church - Weekly Church Service	08/10/2019	<input checked="" type="checkbox"/>	93	6	Q3, 2019	08/10/2019 (Rosemary Cress)

1. Click the "Add attendance" button.
2. Select the "Meeting" to record attendance for
3. Enter the date the meeting occurred on
4. Enter the "Head count" for the meeting
5. OPTIONAL: Enter the "Online count" for the meeting (those "attending" via streaming)
6. Click the "Save" button.

# Attendance Report

MEETING	DATE	HEAD COUNT	INTERNET COUNT	QTR	YEAR	UPDATED	UPDATED BY
Early Service	06/07/2014	250	30	2	2014	10/09/2014	Rob Garvin - eA (Live)
Early Service	06/14/2014	265	32	2	2014	10/09/2014	Rob Garvin - eA (Live)
Early Service	06/21/2014	245	35	2	2014	10/09/2014	Rob Garvin - eA (Live)
Early Service	06/28/2014	382	22	2	2014	10/09/2014	Rob Garvin - eA (Live)
Late Service	06/07/2014	320	50	2	2014	10/09/2014	Rob Garvin - eA (Live)
Late Service	06/14/2014	305	40	2	2014	10/09/2014	Rob Garvin - eA (Live)
Late Service	06/21/2014	275	15	2	2014	10/09/2014	Rob Garvin - eA (Live)
Late Service	06/28/2014	240	22	2	2014	10/09/2014	Rob Garvin - eA (Live)

(<https://eadventist.files.wordpress.com/2014/10/attendance-report.png>)

First, notice that the quarter and year have automatically been assigned to each attendance entry based on the date of the meeting. It has also suggested that we add the Sabbath number for each attendance entry, which is something we'll look into doing.

To view your attendance on a graph click the "Attendance Report" link on the Attendance screen.

Meetings:  Early Service  Late Service

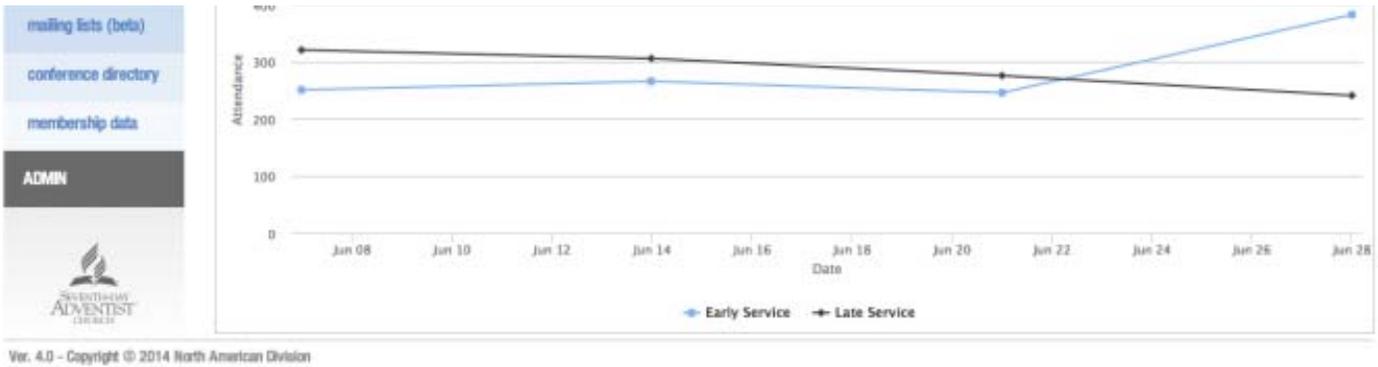
Start date: 06/01/2014 m/d/yyyy

Stop date: 06/30/2014 m/d/yyyy

Show

Meeting Attendance

500



(<https://eadventist.files.wordpress.com/2014/10/attendance-report-2.png>)

Select the meetings you wish to appear on the graph, enter the start and stop dates (if desired) and click "Show" to view the graph. In this scenario we're comparing the Early Service with the Late Service for June. Looks like more people are getting up early!

Our hope is that this will be a useful tool for the local church and not just an easier way of reporting to the conference. We've had several pastors tell us, "Who wouldn't want to know what's happening in their church every week?" The goal of this attendance feature is to make it easy it easy for the church to track these numbers and view them in a meaningful way on a graph.

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*Last updated on March 27, 2020*

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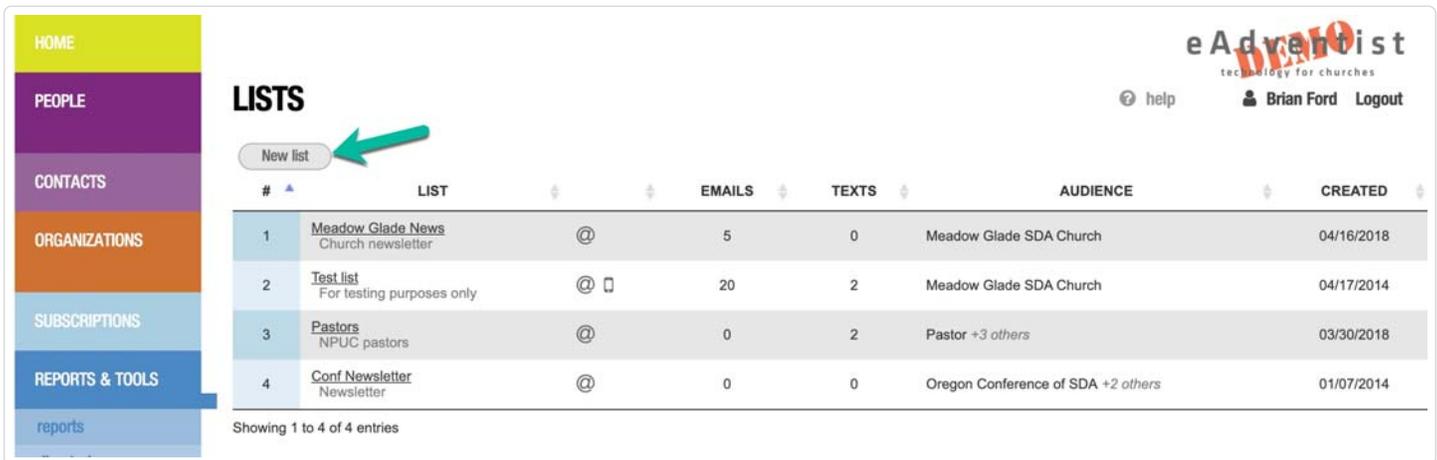
# MESSAGING LIST

# Messaging Lists - Create a List

It only takes a few steps to create a new **Messaging List** - a powerful way to communicate by email and text messaging.

## 1. Create the list

Choose the "messaging lists" menu option (under the "Reports & Tools" menu section). On the **Messaging Lists** page, click the "New list" button.



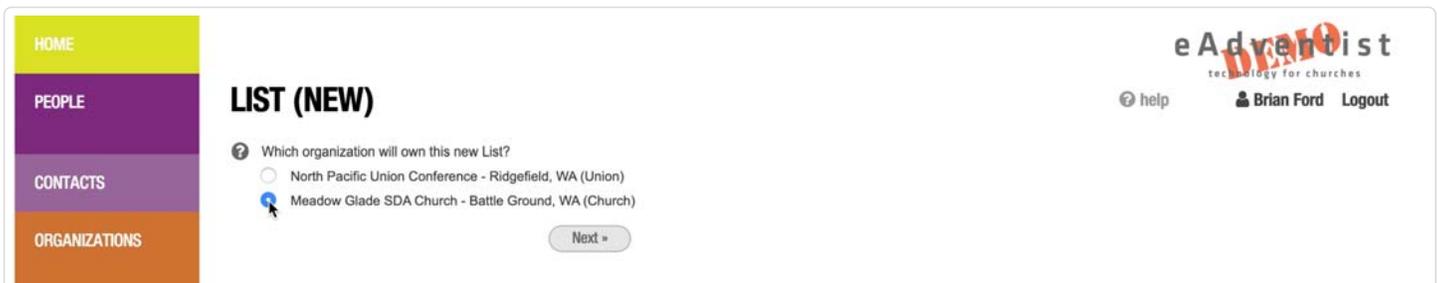
**LISTS**

[New list](#)

#	LIST		EMAILS	TEXTS	AUDIENCE	CREATED
1	Meadow Glade News Church newsletter	@	5	0	Meadow Glade SDA Church	04/16/2018
2	Test list For testing purposes only	@ 📱	20	2	Meadow Glade SDA Church	04/17/2014
3	Pastors NPUC pastors	@	0	2	Pastor +3 others	03/30/2018
4	Conf Newsletter Newsletter	@	0	0	Oregon Conference of SDA +2 others	01/07/2014

Showing 1 to 4 of 4 entries

If your eAdventist account has access to more than one church, you will need to choose from them.



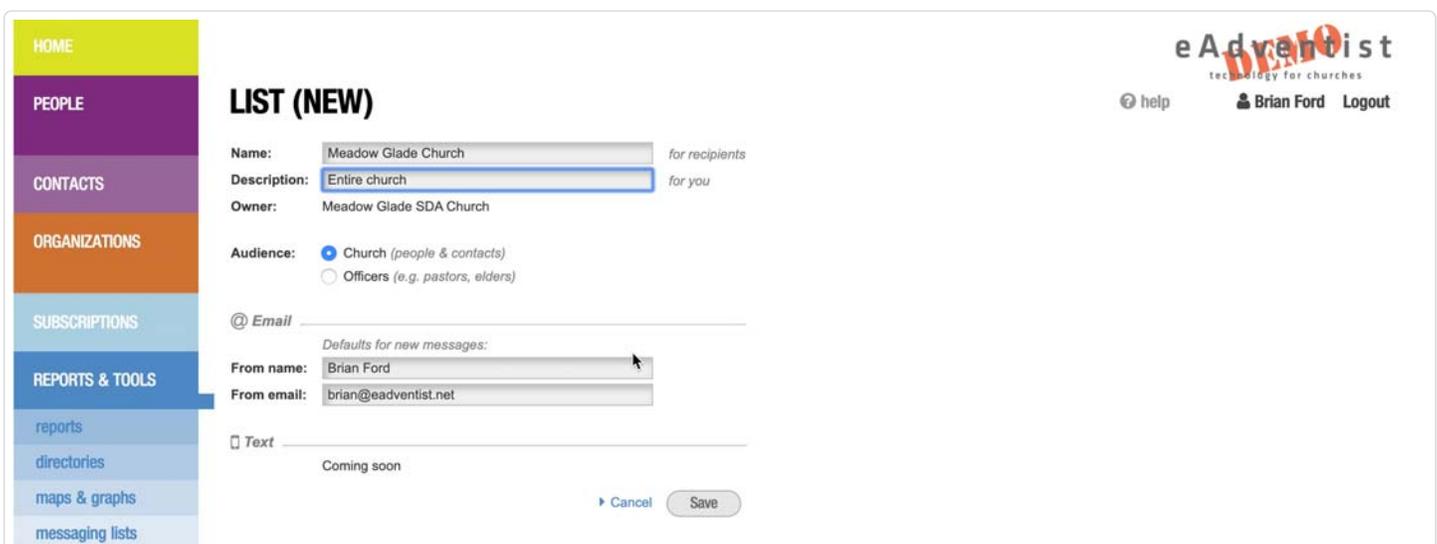
**LIST (NEW)**

Which organization will own this new List?

North Pacific Union Conference - Ridgefield, WA (Union)

Meadow Glade SDA Church - Battle Ground, WA (Church)

[Next >](#)



**LIST (NEW)**

Name: Meadow Glade Church *for recipients*

Description: Entire church *for you*

Owner: Meadow Glade SDA Church

Audience:  Church (people & contacts)  
 Officers (e.g. pastors, elders)

Email

Defaults for new messages:

From name: Brian Ford

From email: brian@eadventist.net

Text

Coming soon

[Cancel](#) [Save](#)

The **From name** and **From email** are required. Each time you create a Message, you have the option to use the defaults or enter a different name and email.

## 2. Add your audience

On the **Messaging List** page, the "Audience" box shows who is on your list. You can add Subscribers from both the **People** (members and nonmembers of your church) and **Contacts** (visitors, interests, former members, etc.) sections of eAdventist.

**LIST**

List: Meadow Glade Church – Entire church  
 Owner: Meadow Glade SDA Church  
 Church(es): Meadow Glade SDA Church [Edit Churches](#)

Text

SMS phone: [request an SMS number](#)

[Back to Lists](#) [History](#) [Edit List](#)

**Audience**

411 potential subscribers [Add subscribers](#)

People	Total	Email	Text
Subscribers	0	0	0
Bounced	—	0	0
Unsubscribed	0	—	—
<a href="#">Add subscribers</a>			
Contacts	Total	Email	Text
Subscribers	0	0	0
Bounced	—	0	0
Unsubscribed	0	—	—
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>

Navigation: [Emails 0](#) [Templates \(0\)](#) [Texts \(beta\) 0](#) [Images \(email\)](#) [Files \(email\)](#)

[New Email](#)

EMAIL MESSAGE	VER	TO	EDITED	SENT	RECIPIENTS	REPLICATE
No data available in table						
No entries found						

Click the "Add subscribers" button to see the people in your audience who have email addresses. You can subscribe them one-by-one or click the "Subscribe all" button. Each message you send will include an "Unsubscribe" link that they can use to unsubscribe from the list, if they choose to.

**ADD SUBSCRIBERS**

List: Meadow Glade News – Church newsletter  
 Owner: Meadow Glade SDA Church  
 Organizations: [- All -](#)

[Back to List](#) [Add all](#)

Show  entries

**Audience**

[Add subscribers](#) 252

Subscribers	0
Bounced	0
Unsubscribed	0
<b>Followers</b>	<b>0</b>
Bounced	0
Unfollowed	0
<b>Total</b>	<b>0</b>

Search:

Navigation: [NAME](#) [EMAIL](#) [PROBLEM](#) [CHURCH](#)

maps & graphs



Anna, Ann Marie	anna.annmarie@gmail.com	<a href="#">add</a>	Meadow Glade SDA Church
Anna, Michael J	anna.michaelj@gmail.com	<a href="#">add</a>	Meadow Glade SDA Church
Anna, Thomas J	anna.thomasj@gmail.com	<a href="#">add</a>	Meadow Glade SDA Church
Anna, Steve J	anna.stevej@gmail.com	<a href="#">add</a>	Meadow Glade SDA Church
Back, Thomas William Andrew	back.thomaswilliamandrew@gmail.com	<a href="#">add</a>	Meadow Glade SDA Church
Barbara, Rosemary J	barbara.rosemaryj@gmail.com	<a href="#">add</a>	Meadow Glade SDA Church
Beavette, Steve	beavette.steve@gmail.com	<a href="#">add</a>	Meadow Glade SDA Church
Beavette, Paul	beavette.paul@gmail.com	<a href="#">add</a>	Meadow Glade SDA Church
Beavette, Steve W	beavette.stevew@gmail.com	<a href="#">add</a>	Meadow Glade SDA Church
Beavette, Andrew	beavette.andrew@gmail.com	<a href="#">add</a>	Meadow Glade SDA Church
Beavette, Paul W	beavette.paulw@gmail.com	<a href="#">add</a>	Meadow Glade SDA Church
Beavette, James	beavette.james@gmail.com	<a href="#">add</a>	Meadow Glade SDA Church
Beck, Leslie	beck.leslie@gmail.com	<a href="#">add</a>	Meadow Glade SDA Church

Click the "Subscribers" link to see the complete list of subscribers. You can unsubscribe them, if necessary.

HOME

PEOPLE

CONTACTS

ORGANIZATIONS

REPORTS & TOOLS

reports

directories

email lists

maps & graphs

## SUBSCRIBERS

List: Meadow Glade News - Church newsletter

Owner: Meadow Glade SDA Church

Subscribers: -- All --

[Back to List](#)

Show 50 entries

Search:

NAME	EMAIL	SINCE	CHURCH
Beavette, Steve	beavette.steve@gmail.com	04/17/2018	Meadow Glade SDA Church
Beavette, Paul	beavette.paul@gmail.com	04/17/2018	Meadow Glade SDA Church
Back, Steve, Steve W	back.stevew@gmail.com	04/17/2018	Meadow Glade SDA Church

Showing 1 to 3 of 3 entries

Previous 1 Next

**eAdventist**  
technology for churches

help Brian Ford - Test Logout

**Audience**

<a href="#">Add subscribers</a>	249
<b>Subscribers</b>	3
<b>Bounced</b>	0
<a href="#">Unsubscribed</a>	0
<b>Followers</b>	0
<b>Bounced</b>	0
<a href="#">Unfollowed</a>	0
<b>Total</b>	3

The "Unsubscribed" link shows a list of people that have unsubscribed themselves or been unsubscribed by you. The "Bounce" link shows any subscribers that eAdventist has been unable to deliver a message to.

The "Audience" box shows the total number of Subscribers - both People and Contacts that your messages will reach.

### Ready to send

You're ready to create your first Message! Just click the "New Message" button.

### Adding other List users

You can allow other people in your church or conference to use the List. Click the "Edit Users" button to add them.

**LIST**

List: Sandy Seventh-Day Adventist Church – Community Contacts / Church Family

Owner: Sandy SDA Church

Church(es): Sandy SDA Church

Users: Brian Ford +3 others

[Edit Churches](#)

[Edit Users](#)

**Audience**

3 potential subscribers [Add subscribers](#)

People	Total	Email	Text
<b>Subscribers</b>	181	163	113
<b>Bounced</b>	—	13	8
<b>Unsubscribed</b>	5	—	—

[Add subscribers](#)

Contacts	Total	Email	Text
<b>Subscribers</b>	642	413	429
<b>Bounced</b>	—	46	0
<b>Unsubscribed</b>	0	—	—

**Total** 823 576 542

**EMAIL MESSAGE**    **VER**    **TO**    **SENT**    **RECIPIENTS**    **DELIVERED**    **OPENED**    **REPLICATE**    **CREATED**

John Guher, Vanessa	3	list	07/30/2022	240	100%	39%		07/30/2022 Jon Bealy
Prayer Request from Linda Pease	3	list	07/30/2022	240	100%	38%		07/30/2022 Jon Bealy
								07/28/2022

Choose the appropriate permissions. "List admin" can change anything on the List, "Sender" can manage Subscribers and send messages.

**LIST USERS**

List: Sandy Seventh-Day Adventist Church – Community Contacts / Church Family

[Back to List](#)

**Users**

User:  [Add](#)

NAME	EMAIL	MOBILE	PERMISSION
Brian Ford	brian@eaventist.net	360-606-7885	<input checked="" type="radio"/> List admin <input type="radio"/> Sender
Jon Bealy	jrb@sandyadventistchurch.org		<input checked="" type="radio"/> List admin <input type="radio"/> Sender
Danielle Iseninger	dweeney@gmail.com		<input checked="" type="radio"/> List admin <input type="radio"/> Sender
Diego Silva	diego@sandyadventistchurch.org	540-729-0818	<input checked="" type="radio"/> List admin <input type="radio"/> Sender

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*Last updated on May 26, 2023*

**RELATED ARTICLES**

- [Email - Getting Started \(/article/154-sending-an-email-message\)](/article/154-sending-an-email-message)
- [Texting - Initial Setup \(/article/169-set-up-text-messaging\)](/article/169-set-up-text-messaging)



# PASTORS NOTES

# Pastor Notes

Pastors can save private notes in a Person's record by setting "Who can see this?" to "Local church pastor(s)". To protect the privacy and confidentiality of members, these notes are **not** visible to church clerks, conference staff or pastors of other churches.

The screenshot shows the eAdventist web application interface. On the left is a navigation menu with categories: HOME, PEOPLE, search, advanced search, person labels, new family, transfers, tags, committees, CONTACTS, ORGANIZATIONS, SUBSCRIPTIONS, REPORTS & TOOLS, and ADMIN. The main content area is titled 'PERSON' and displays details for a member named Fred Flintstone. The details include: Salutation: Mr.; Last name: Flintstone; First name: Fred; Middle/Suffix: (blank); Legal name: (blank); Former/Maiden: (blank); Email (personal): fred@bedrock.org; Mobile phone: (blank); Work phone: (blank); Church: Anchorage Northside SDA Church -- since 04/01/2017; Status: Member -- by Reclaim -- since 04/01/2017; Gender: Male; Marital: Married. A 'Family Unit' tab is active, and there is a '+ Add a note' button. An 'Add Note' dialog box is open, containing a text area with the text 'Fred's brother suffers from depression', a date field set to '11/01/2017' with a 'm/d/yyyy' format, and a dropdown menu for 'Who can see this?' set to 'Local Church Pastor(s)'. The dialog has 'Save' and 'Cancel' buttons. In the top right corner, the eAdventist logo is visible along with 'help', 'Brian Ford', and 'Logout' links. A placeholder for a person's photo is shown on the right with an 'add' button below it.

For example, Pastor Sid adds a note about Manny -- a member of Diego SDA Church. If Manny transfers to another church, his new pastor will **not** see this note. If Pastor Sid moves to another church, the new pastor who replaces him **will** be able to see the note.

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*Last updated on November 2, 2017*

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# CONTACTS

# Contacts - the Basics

**Contacts** is the ideal part of eAdventist for recording:

- visitors
- interests
- members of other churches
- business contacts
- ministry partners

Contacts in eAdventist are designed to provide compatibility with Disciples ( [getdisciples.com](http://getdisciples.com) (<http://getdisciples.com/>)).

## Owner

Like **Committees** and **Tags**, contacts are "local" to each organization - the conference has it's own contacts and does not see contacts belonging to churches. A pastor with multiple churches can choose which church to assign a contact to. The conference clerk is able to view each church's contacts in order to answer questions and provide help.

## Source

Knowing how a person first visited or contacted your church will help your team decide the best followup - letter/email, personal visits, Bible studies, event invitations, event/ministry information. Use this information to see which outreach is most effective in your church.

## Interest level

Each contact's interest may vary over time. Use this information to prioritize and plan the best way to reach out to them.

## Status

Track each contact's progress toward joining your church family. Use this information to provide action lists to your "interest" ministry team.

## Birthdate/Age group

If a contact chooses not to provide their birth date, use **Age Group** instead to help your ministry team.

## Notes

Record visits, requests, background information, etc. and use **Search** to find this information later. This is also a good place to record **Attendance** of services or events until that feature is added.

## Timeline

A quick overview of previous activity for each contact.

## Coming soon to Contacts

- Attendance - record visitor participation in services and events
- Relationships - to members or other contacts (e.g. spouse, parent, child, sibling, friend)
- Reminders - coordinate your ministry team's followup
- Expiration date - focus on "fertile ground" by expiring inactive contacts (e.g. 2+ years without response or contact)
- Member logins - will enable your ministry team to use eAdventist for visitor/interest care

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*Last updated on July 30, 2020*

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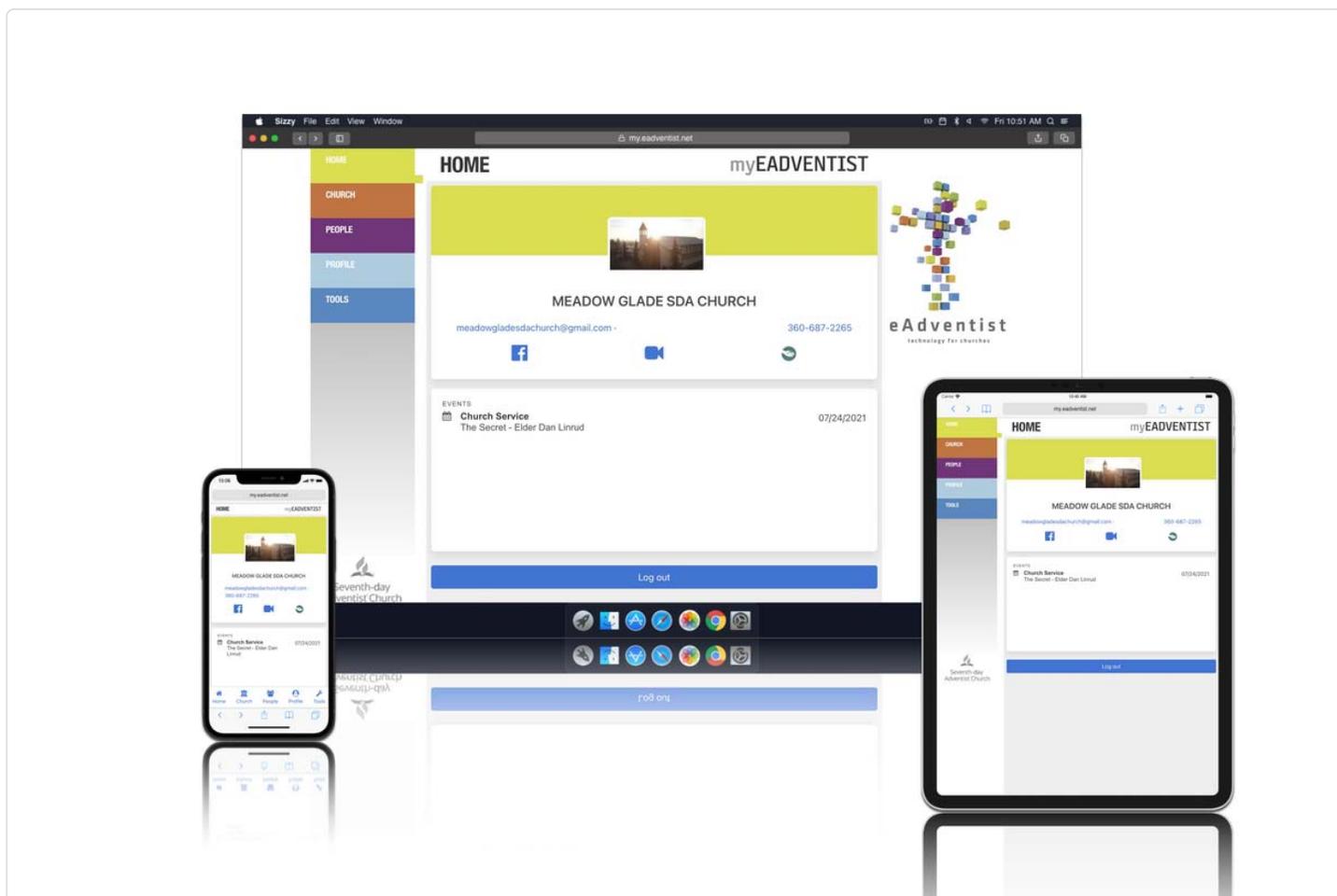
# myEADVENTIST

# About myEADVENTIST

myEADVENTIST is a mobile-friendly web app that provides the people in each church family with:

- the Membership Profiles of the people in their family
- the ability to update these Membership Profiles (optional)
- links to resources (e.g. web site, Facebook, streaming, AdventistGiving, etc.)
- all Church Officers, with contact info
- upcoming Church Events
- a Church Directory (optional)
- Church/School finder (coming soon)
- Tools for pastors and ministry leaders (coming soon)

The app is currently available as a web app that works equally well on phones, tablets and PCs.



## Getting started

Each church can begin using myEADVENTIST with these easy steps:

1. Enable myEADVENTIST and choose optional features
2. Invite members (by email) to activate their accounts
3. Members activate their accounts

## Using the app

Members can access the app by opening the browser on their phone, tablet or PC and going to [my.eadventist.net](https://my.eadventist.net) (<https://my.eadventist.net>). For easier access on phone or tablet, you can add the app to your home screen. This creates an icon and allows you to use TouchID or FaceID to sign in. For easier access on a PC, save the URL in your Favorites or on your desktop.

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*Last updated on April 25, 2023*

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# Configuring myEADVENTIST for Your Church

The pastor or church clerk of each church can enable the myEADVENTIST app and choose the optional features on the "Settings" tab of the **Church Admin** screen.

The screenshot displays the 'CHURCH ADMIN' interface for Meadow Glade SDA Church. The left sidebar contains navigation options: HOME, PEOPLE, CONTACTS, ORGANIZATIONS, SUBSCRIPTIONS, REPORTS & TOOLS, and ADMIN. The ADMIN section is expanded to show 'user accounts', 'churches', 'close quarter', 'roles', 'email addresses', and 'search'. The main content area is titled 'CHURCH ADMIN' and shows church details: Name: Meadow Glade SDA Church « Oregon Conference of SDA, Org type: Church, and a 'Back to Churches' link. Below this is a navigation bar with tabs for Settings, Lists (0), Tags (10), Committees (10), and Users (2). The 'Settings' tab is active, showing the 'myEADVENTIST App' settings. The 'Enable' checkbox is checked. Under 'Features', 'Church directory' and 'Profile update' are checked. A 'Save' button is present. Below the settings is a table of account statuses:

Account Status	Count
Active	1
To invite	501
Invited	0
Expired	0
Disabled	0
Not eligible	1412

Below the table are links for 'Invitation' (Customize) and 'Reports' (Profile changes). To the right, the 'myEADVENTIST Events' section shows a calendar view with an event: 'Church Service' on 07/24/2021, 'The Secret - Elder Dan Linrud'. An 'Add event' button is at the bottom. Further right, the 'Mission groups' section shows 'Involvement categories(0)'.

## Optional features

### Church Directory

This enables the "People" section of the app, which is an online church directory. It allows members to look up names and contact info for other members. This online church directory uses the same member privacy settings as the printed **Church Directory**. For example, the following are **NOT** displayed:

- confidential addresses
- unlisted phones
- unlisted mobile phones
- unlisted email
- families with "Include in directory" unchecked
- mobile phone and email for children

## Profile Update

Each member can view their membership record in the "Profile" section of the app. This option allows the member to update many of the fields in their Profile. The "Primary contact" and "Spouse" can also see the Profiles for any other people in the Family. This option allows them to update the other Profiles in their Family, as well. The **Profile Changes** screen allows the church clerk to monitor these changes easily.

## Customize the Invitation email

Tailor the invitation email for your church by clicking the "Customize" link. The first paragraph and the closing line can be customized.

The screenshot shows the 'CUSTOMIZE INVITATION' interface. On the left is a sidebar with categories: HOME (yellow), PEOPLE (purple), CONTACTS (light purple), ORGANIZATIONS (orange), SUBSCRIPTIONS (light blue), REPORTS & TOOLS (blue), and ADMIN (grey). Under ADMIN, there are links for user accounts, churches, close quarter, roles, email addresses, and search. The main content area is titled 'CUSTOMIZE INVITATION' and shows a preview of an email. The email header includes the eAdventist logo and 'technology for churches'. The body of the email starts with 'Hi FirstName,' followed by a gear icon and a paragraph: 'Bonners Ferry Adventist Church has created a myEADVENTIST account for you and it's ready to activate. You will be able to use the account to manage your membership profile and subscriptions to mail, email and text messages.' Below this is a blue button labeled 'Activate my account'. The next paragraph says: 'Heads up! You have 3 days to accept this invitation. After that, you'll need to ask for a new one. If you have any questions about the myEADVENTIST app, contact [help@eadventist.net](mailto:help@eadventist.net).' At the bottom of the preview, there is another gear icon, the text 'Bonners Ferry Adventist Church', and a grey bar with 'eAdventist by North American Division'. A 'Back to Church' link is visible at the bottom right of the preview area.

✉ *Still need help? Contact Us (#)*

*Last updated on July 29, 2021*

### RELATED ARTICLES

📄 [Managing myEADVENTIST \(/article/219-managing-myeadventist\)](/article/219-managing-myeadventist)

# Managing myEADVENTIST

The pastor or church clerk can create and manage myEADVENTIST accounts using the **Church Admin** screen.

**CHURCH ADMIN**

Name: Meadow Glade SDA Church « Oregon Conference of SDA  
Org type: Church

Back to Churches

Settings Lists (0) Tags (10) Committees (10) Users (2)

**myEADVENTIST App**

Enable

Features  Church directory  
 Profile update

Save

Accounts

Active	1
To invite	501
Invited	0
Expired	0
Disabled	0
Not eligible	1412

Invitation [Customize](#)

Reports [Profile changes](#)

**myEADVENTIST Events**

Church Service 07/24/2021  
The Secret - Elder Dan Linrud

Add event

**Mission groups**

Involvement categories(0)

## Inviting members

Click the "To invite" link to see the members and nonmember that have email addresses. Select the people to invite and click the "Invite selected" button.

**TO INVITE**

Meadow Glade SDA Church

Invite selected Select all Select none Back to Church Admin

#	NAME	EMAIL	MOBILE	STATUS
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				

12	<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]
13	<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]
14	<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]
15	<input type="checkbox"/>	[Redacted]	[Redacted]	[Redacted]

The invitation email contains a link to activate the member's new myEADVENTIST account.

Each invitation is valid for 72 hours (3 days), then expires. Any member with an expired invitation can easily be re-invited.

Members can also be invited (or re-invited) individually on the **Person** screen.

☑ *Still need help? Contact Us (#)*

*Last updated on March 2, 2022*



# USER AUTHORIZATION FORM



# eAdventist

technology for churches

## USER ACCOUNT AUTHORIZATION

Please create an eAdventist.NET user account for:

\_\_\_\_\_  
*First and last name of user (Please print or type)*

\_\_\_\_\_  
*Email address (Please print or type)*

with the following role:

Church clerk (read-only)

Pastor (read-only)

Church clerk

Other \_\_\_\_\_

Church secretary

I will not disclose my password to anyone. If I am aware that my password is being used by anyone else for any reason, I will notify the authorized person at the conference office and request an immediate password change. I also will not give out information from the membership database to unauthorized persons. I understand that if I disclose my password to anyone or give out unauthorized data, my right to use the membership database may be discontinued.

\_\_\_\_\_  
*User signature*

\_\_\_\_\_  
*Date*

I, the  pastor (for church clerk/secretary),  
 conference secretary/HR (for pastor), authorize the person named above to

have the access specified to the membership data for following organization:

\_\_\_\_\_  
*Church name (Please print or type)*

\_\_\_\_\_  
*Authorizing signature*

\_\_\_\_\_  
*Date*

***Please mail or fax this form to  
your conference user administrator or conference clerk.***

