

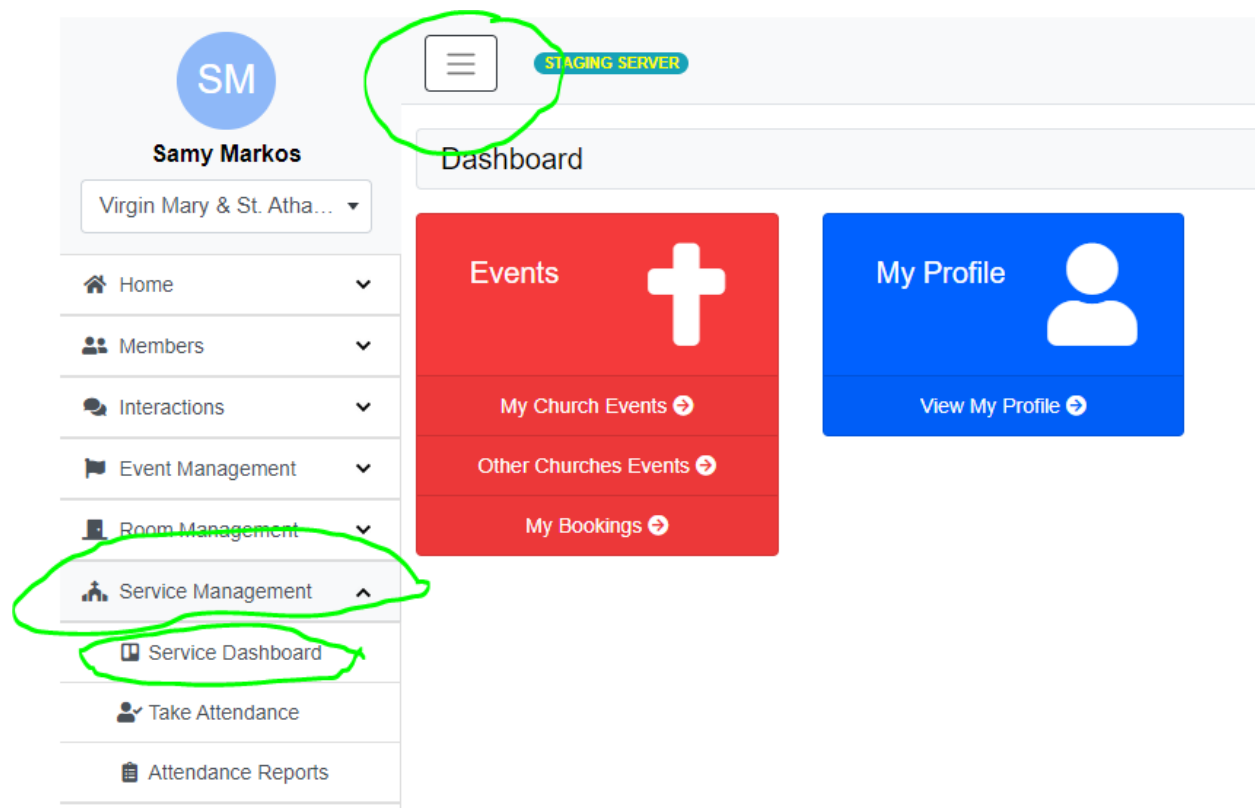
Church management software (Database) URL

<https://Unityapp.ca/>

User manual is available

Common Tasks


1. Create an account – See user manual pages 2-8
2. Add logon to a member in the family – see user manual pages 9-12
3. Access Class on the system – Steps A+B+C below
 - A. Menu > Service Management > Service Dashboard





- B. See all services > VMSA High School Ministry > View service


STAGING SERVER


Services Dashboard


1 Services  See all Services ↗

5 Classes  See all Classes ↗

3 Service Groups  See all Groups ↗

0 Servants  See all Servants ↗

1 Participants  See all Participants ↗

Take Attendance  Take Attendance ↗

SM

STAGING SERVER

Samy Markos

Virgin Mary & St. Atha...

Home

Members

Interactions

Event Management

Room Management

Service Management

Mahragan Management

Safe Ministry

Admin

Help

Back to Services Dashboard

Services List

Church: Virgin Mary & St. Athanasius

Actions

<input type="checkbox"/>	Details	Service Name
<input type="checkbox"/>	▲	VMSA High School Ministry

Number of Participants: 1

Number of Servants: 0

View Service Edit Service

Show 25 entries

Showing 1 to 1 of 1 entries

C. Locate class > expand arrow beside class name > view class > Action

Markos & St. Atha...
Service Name: VMSA High School Ministry
Church: Virgin Mary & St. Athanasius
Service Leaders

Participants Servants Classes Service Groups

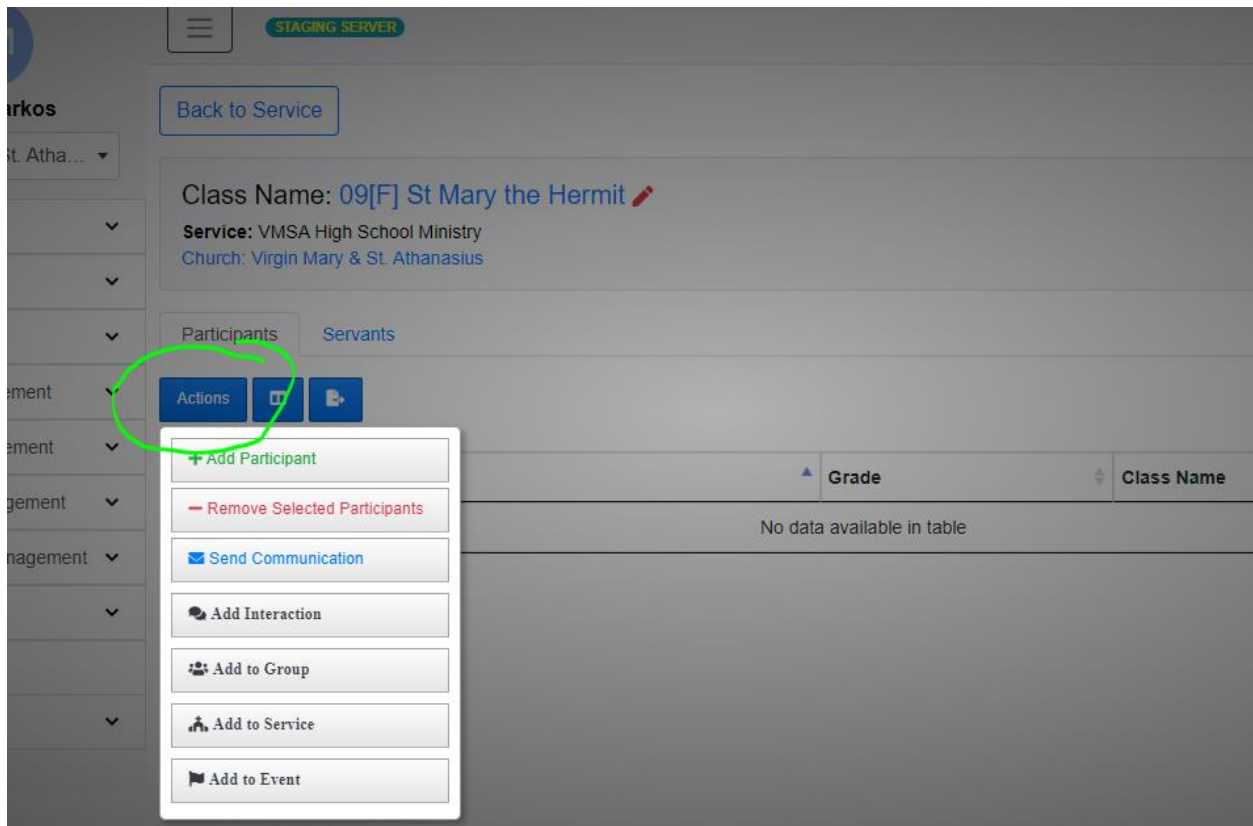
Actions [Add] [Edit]

<input type="checkbox"/>	Details	Grade	Class Name	Service Group
<input type="checkbox"/>	▼	Grade 09	09[F] St Barbara and St Julianna	Grade 9 Girls
<input type="checkbox"/>	▲	Grade 09	09[F] St Mary the Hermit	Grade 9 Girls

Number of Participants: 0
Number of Servants: 0

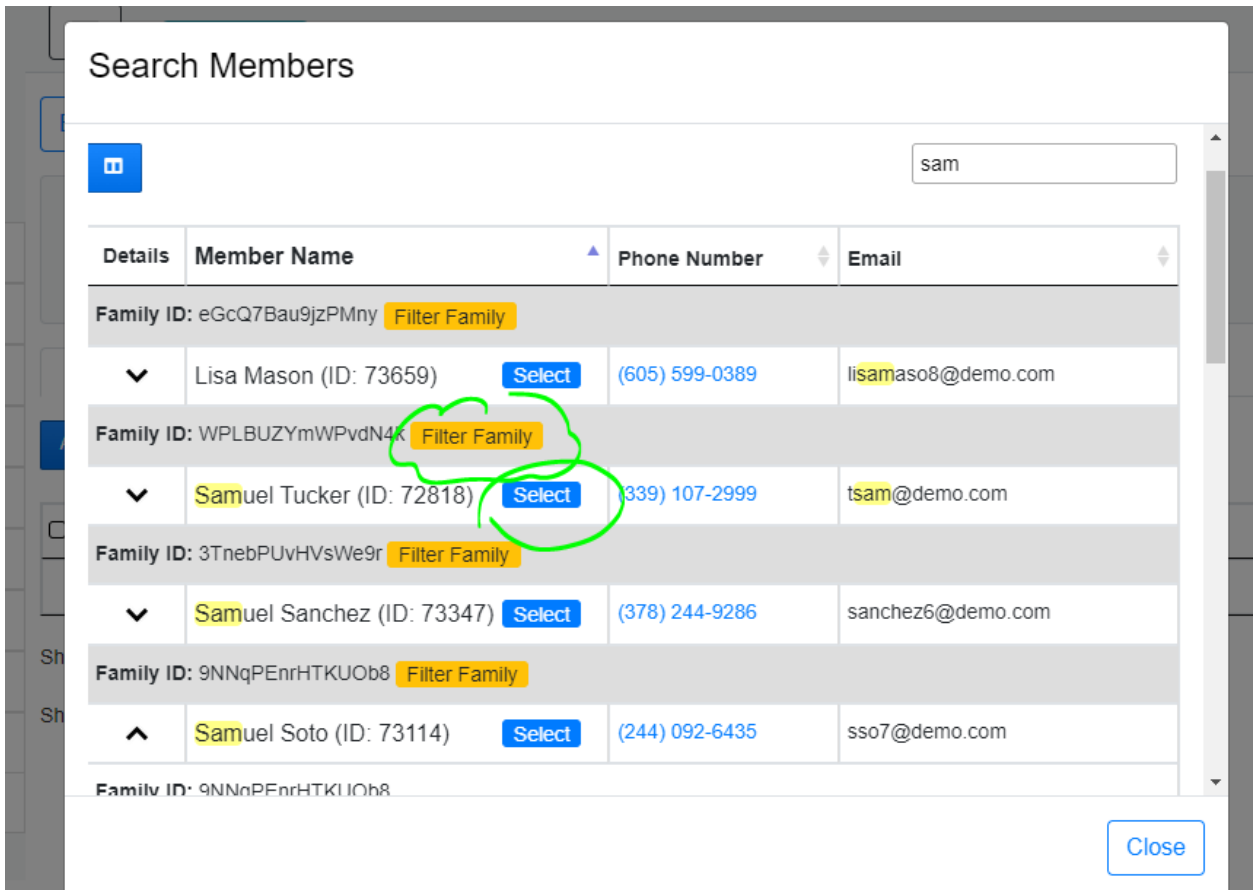
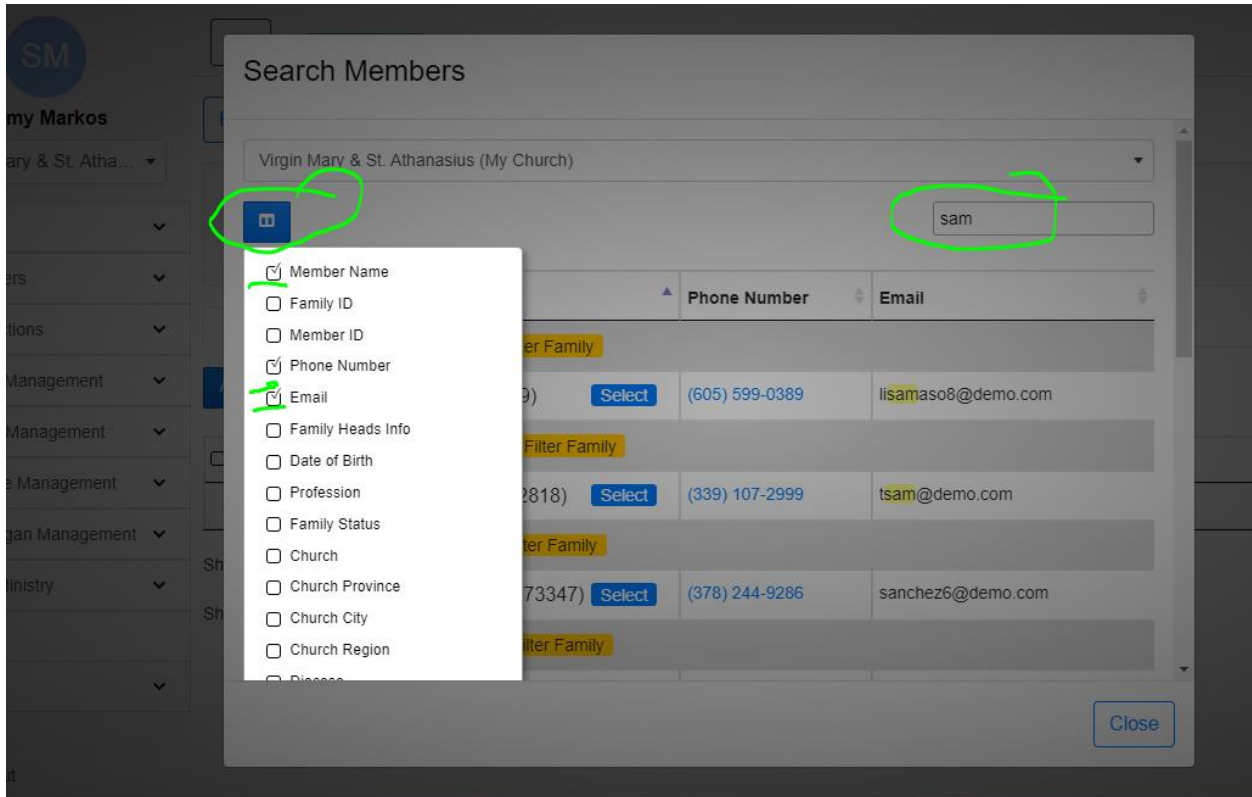
View Class

4. Add a participant (student): Participant tab > action > Add Participant > select > confirm
5. Add a servant (coordinators only can add a servant): Servant tab > action > Add Servant > Select > Confirm
6. Add an existing participant/servant to another class: select checkbox for the individual > action > Add to service
7. Move an existing participant/servant to another class: select checkbox for the individual > action > Add to service.
Once added, go back to the original class, select checkbox for the individual > action > Remove selected participant (Servant).



8. Search Tips (when adding a new individual)

- a. Partial first and last names in the search box are accepted
- b. Using the book icon Enable visibility of more unique fields, such as phone number and email address to confirm it is the correct person, not another with similar name.
- c. Filter family (for select churches) can display other family member names
- d. If no exact match of name and contact info, best if you reach out to the individual to confirm they have an account on the unityapp. If not, direct them to the instruction for creating new account (task 1)
- e. For members of other sister churches, contact the coordinators to add them to class. Coordinators can perform search in Unity app across churches.



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l Soto (ID: 73114) **Select** (244) 092-6435 sso7@demo.com

Confirm Add Participant

Participant Name: **Samuel Tucker**

Add to Class ⓘ

09[F] St Mary the Hermit ▼

Function (Optional)

Select a Function ▼

Cancel **Confirm**

8. Request to move own family to another church

Menu > Help > Churches directory > locate admin for new church > email admin with request

9. Create an Interaction (outreach record) or assign one, plus other common tasks See YouTube tutorial: Menu > help > tutorials