

Summary Instructions for ChurchDB

Registering Elementary and Middle School Youth

The pages following have the instructions and screen shots.

Log into the database using this link:

Link: <https://www.churchdb.com/churchdb/Login.asp?iOrgzKey=118>

Enter username

Enterpassword

Click on Education

Click Class Registrations

It will pull up your family members

Choose the child/youth you wish to register

Enter Grade as of 2012 Fall Semester

Select the class – it should come up correctly!

Pre-k through 2nd – Spirit Play

3rd-5th –Toolbox of Faith

6th-8th – Heeding the Call

Please enter all the emergency information and any allergies/special needs

You do not have to enter Dr. Name and Insurance Information – these are default in the system but not required!

Save

You will receive a confirmation screen

To register another child in your family - click Add Another Registration

When you have registered all your children click continue to next page

Parent Participation – please volunteer!

Check the role(s) you would be willing to have. Don't see something that you think needs doing use the "Notes to the Volunteer Coordinator."

Privacy Settings

In privacy settings you choose what is available in the directory either for your whole family or for individual family members.

Under Membership

Click Privacy

Click the box to override default settings

Default settings are that everything is available including photo.

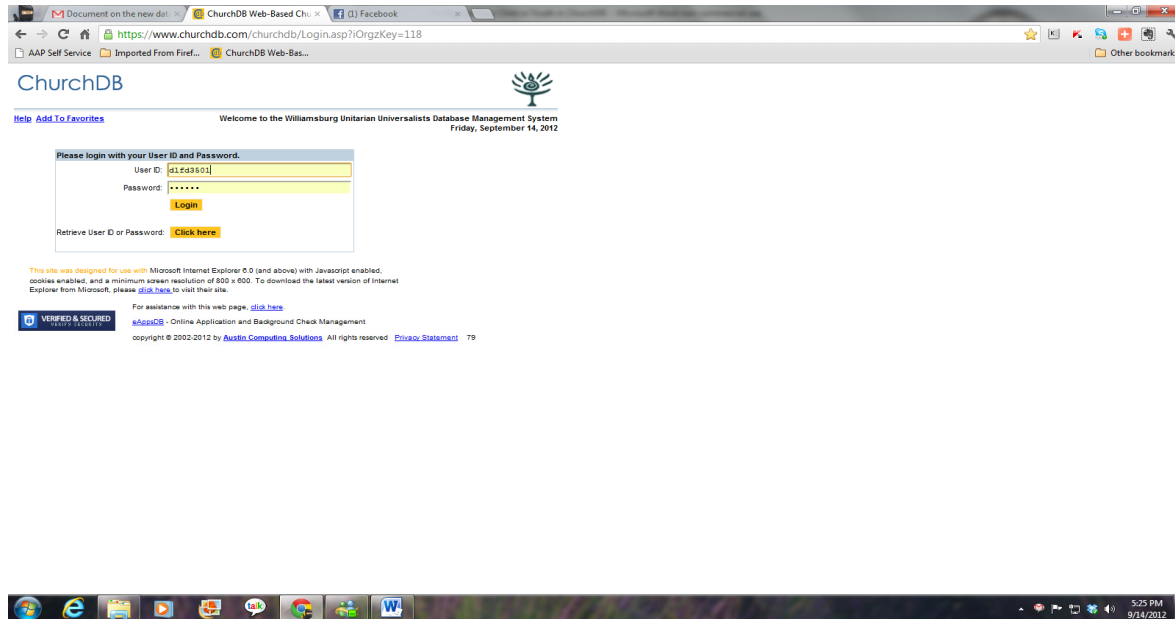
We are working on changing this so that one has to opt-in on photo and listing children.

Once you check override default settings you can choose what is available

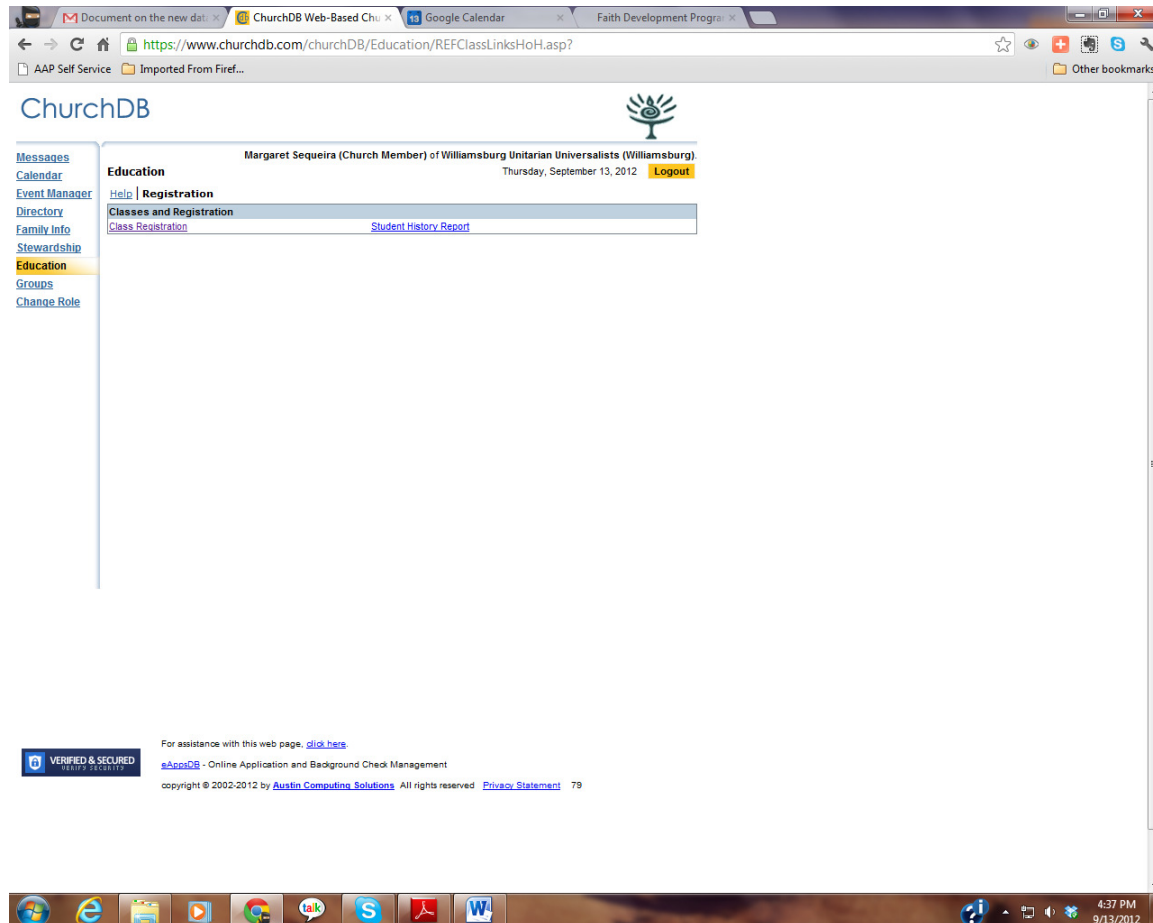
When you are done click save

You can always go back in and edit these settings

Logging in



Click on Education



Click Class Registrations
It will pull up your family members
Choose the child/youth you wish to register

ChurchDB

Margaret Sequeira (Church Member) of Williamsburg Unitarian Universalists (Williamsburg)
Thursday, September 13, 2012 [Logout](#)

Education
[Help](#) | [Registration](#)

RE Registration Instruction
Family Members listed are only those whose Primary Affiliation is to this family.

- 1) Review and update your Family and Family Member information by clicking on the name in the column below.
- 2) Review and update Family Emergency information (this step is also included as part of the registration process).
- 3) Add any Family Members that do not exist in the database.
- 4) Select a Family Member to register by clicking on the radio button to the left of the name.
- 5) Click on the "Next" button.

[Add New Member](#) [Education Menu](#)

Name	Age	Last School Attended	*Highest Education Achieved
<input type="radio"/> Donna Sequeira	Adult		Adult Level Classes
<input type="radio"/> Margaret Sequeira	Adult		Adult Level Classes
<input type="radio"/> Mollie Sequeira	Child		as of the <input type="text"/> Fall Semester

*Education Level must be selected before registering for classes.

[Next](#)

For assistance with this web page, [click here](#).
aAppDB - Online Application and Background Check Management
copyright © 2002-2012 by [Austin Computing Solutions](#). All rights reserved. [Privacy Statement](#) 81

Enter Grade as of 2012 Fall Semester

ChurchDB

Margaret Sequeira (Church Member) of Williamsburg Unitarian Universalists (Williamsburg)
Thursday, September 13, 2012 [Logout](#)

Education
[Help](#) | [Registration](#)

[Education Menu](#)

Name	Age	Last School Attended	*Highest Education Achieved
<input checked="" type="radio"/> Mollie Sequeira	Child		Eighth Grade as of the 2012 Fall Semester

*Education Level must be selected before registering for classes.

Available Classes for Mollie Sequeira

Term	Class Name	Dates	Course	Registered/ Capacity
<input checked="" type="radio"/> 2012-2013	Heeding the Call Heeding the Call is our class for Middle School youth, those in grades six through eight.	9/8/2012 11:15:00 AM thru 6/2/2013 12:15:00 PM	HC-1	0/

[Next](#) [Cancel](#)

For assistance with this web page, [click here](#).
aAppDB - Online Application and Background Check Management
copyright © 2002-2012 by [Austin Computing Solutions](#). All rights reserved. [Privacy Statement](#) 82

Select the class – it should come up correctly!

Please enter all the emergency information and any allergies/special needs

The screenshot shows a web browser window with the URL <https://www.churchdb.com/churchDB/Education/RegisterIndividual.asp>. The page title is "ChurchDB" and the user is logged in as "Margaret Sequeira (Church Member) of Williamsburg Unitarian Universalists (Williamsburg)". The date is "Thursday, September 13, 2012" and there is a "Logout" button.

The left sidebar contains a navigation menu with the following items: Messages, Calendar, Event Manager, Directory, Family Info, Stewardship, Education (highlighted), Groups, and Change Role.

The main content area is titled "Education" and "Registration". It includes a "Cancel" button and a "Student Registration" section. The "Class Information" for "Heeding the Call" is displayed, with dates from 9/9/2012 to 6/2/2013. The course number is HC-1, the course title is "Heeding the Call: Qualities of a Justice Maker", the number of teachers is 1, the maximum number of students is 1, and the term is 2012-2013.

The "Individual Information" section shows the student's name as "Sequeira, Mollie", address as "124-1 Gov. Berkeley Drive, Williamsburg, VA 23185", and age as 12. The grade is "Eighth Grade" and the semester is "Fall Semester".

The "Emergency Contact Information" section includes fields for the emergency contact's name, relationship, and phone numbers. It also includes fields for the doctor's name and phone number, insurance carrier, policy number, ID number, group number, and the subscriber or card holder's name. There are also fields for the address of the insurer, city, state, zip, and phone number of the insurer.

The "Special considerations to be aware of" section is at the bottom, with a note that it is for allergies, medical conditions, etc.

The default is to ask for Doctor and Insurance information – you DO NOT need to fill this part out – you can leave it blank if you choose!

Save when you are done!

You will receive a confirmation screen

The screenshot shows a web browser window with the URL https://www.churchdb.com/churchDB/Education/RegistrationConfirmation.asp?PAGE=EDIT_STUDENT&SUBMIT_ACTION=SUBMIT_EDIT&iClass. The page title is "ChurchDB" and the user is logged in as "Margaret Sequeira (Church Member) of Williamsburg Unitarian Universalists (Williamsburg)". The page displays a "Registration Confirmation for Mollie Sequeira" with the following details:

Confirmation Number:	176158
Registration Date/Time:	9/13/2012 3:43:35 PM
Term:	2012-2013
Course Number:	HC-1
Course Name:	Heeding the Call: Qualities of a Justice Maker
Class Name:	Heeding the Call
Dates:	9/9/2012 11:15:00 AM thru 6/2/2013 12:15:00 PM
Class Fees / Other Fees:	\$0 / \$0

Note: You may wish to print this page for your records, using your browser's PRINT button.

TO COMPLETE THE REGISTRATION PROCESS, PLEASE:

[Continue to Next Screen](#) [Add Another Registration](#) [Delete This Registration](#)

At the bottom of the page, there is a "VERIFIED & SECURED" badge and a copyright notice: "copyright © 2002-2012 by Austin Computing Solutions All rights reserved Privacy Statement 83".

To register another child in your family - click Add Another Registration

When you have registered all your children click continue to next page

Parent Participation – please volunteer!

Check the role(s) you would be willing to have. Don't see something that you think needs doing use the "Notes to the Volunteer Coordinator."

ChurchDB



[Messages](#)
[Calendar](#)
[Event Manager](#)
[Directory](#)
[Family Info](#)
[Stewardship](#)
[Education](#)
[Groups](#)
[Change Role](#)

Dave Banks (Church Member) of Williamsburg Unitarian Universalists (Williamsburg).

Saturday, September 15, 2012

[Logout](#)

Education

[Help](#) | **Registration**

Parent Participation

Please select at least one area in which you or your spouse can support the Faith Formation program this year.

Class Registration for Prothero Banks

Confirmation Number: 176643

Course Name: Toolbox of Faith

Class Name: Toolbox of Faith

Dates: 9/9/2012 11:15:00 AM thru 6/2/2013 12:15:00 PM

Dave Virginia

- | | | |
|--------------------------|--------------------------|----------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Bulletin Boards |
| <input type="checkbox"/> | <input type="checkbox"/> | LFD Committee |
| <input type="checkbox"/> | <input type="checkbox"/> | LFD Committee Chair |
| <input type="checkbox"/> | <input type="checkbox"/> | LFD Communications and Publicity |
| <input type="checkbox"/> | <input type="checkbox"/> | Middle School Assistant |
| <input type="checkbox"/> | <input type="checkbox"/> | Music for Childrens Chapel |
| <input type="checkbox"/> | <input type="checkbox"/> | Social Events |

Please have the Religious Education Volunteer Coordinator contact us.

Notes to the Volunteer Coordinator:

☒ Please contact me about Volunteering

[Next](#)

Hit Next

The screenshot displays the ChurchDB web application interface. The browser's address bar shows the URL: https://www.churchdb.com/ChurchDB/Education/RegistrationDonation.asp?PAGE=ADDEDIT_PAGE&FmlyKey=881517. The page title is "ChurchDB".

The main content area is titled "Education" and includes a navigation menu on the left with links: Messages, Calendar, Event Manager, Directory, Family Info, Stewardship, Education (highlighted), Groups, and Change Role.

The header section identifies the user as "Margaret Sequeira (Church Member) of Williamsburg Unitarian Universalists (Williamsburg)." and shows the date "Saturday, September 15, 2012" along with a "Logout" button.

The "Education" section contains several sub-sections:

- Help | Registration**
- Back**, **Print PDF Statement**, **Print PDF Statement with Details**
- Family and Term**: Displays family ID (881517 - The Sequeira Family), term (2012-2013), and a link to change terms.
- Registration Fee Summary**: A table showing registrant details and fees.

Registrant Name	Class Name	Start Date	End Date	Count	Class	Fee	Other Fee
Mollie Sequeira	Hearing the Call	9/9/2012	6/2/2013	Yes		\$0.00	\$0.00
Totals:				1		\$0.00	\$0.00
- Fees**: A table showing class/other fees, additional fees, payments, credits, and balance due.

Class/Other Fees	Additional Fees	Payments	Credits	Balance Due
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

A "View Details" link is provided below the fees table. A "Back" button is located at the bottom left of the education section.

In the bottom right corner, there is a small box containing the text: "NETHOME3787 4 Internet access".

The footer includes a "VERIFIED & SECURED" badge, assistance information, copyright notice (© 2002-2012 by Austin Computing Solutions), and links to Privacy Statement and Terms of Service.

Privacy and Photo Permission

Under Membership

Click Privacy

Click the box to override default settings

ChurchDB

Margaret Sequeira (Church Member) of Williamsburg Unitarian Universalists (Williamsburg)
Friday, September 14, 2012 Logout

Membership
Help | Family | Privacy | Rites of Passages | Emergency | More

Save Cancel

Privacy Options

Privacy Options are set on the Organization, Primary Site and Family Levels.
Family Level records supersede the defaults of Organization and Primary Site.
Primary Site default supersedes Organization defaults.

No Privacy record exists for this family. Therefore the Primary Site default to "Show" will be used.

If a Family Privacy record is used, items checked on this page will appear in the online directory.
Selecting/deselecting items with shaded background will change the entire row or column they precede.
If you have not already done so, you can upload photos of each family member by [clicking here](#).

The Sequeira family of Williamsburg Unitarian Universalists in Williamsburg.

☐ Check this box to override directory listing defaults by creating a privacy record for this family.

	Name	Home Addr	Mail Addr	Home Phone	Work Phone	Cell Phone	Other Phone	Email	Photo
Sequeira Family	<input type="checkbox"/> ?	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Family Members									
Sequeira, Donna J (Holt)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sequeira, Margaret M (Holt)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sequeira, Mollie	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

For assistance with this web page, [click here](#).
eApodDB - Online Application and Background Check Management
copyright © 2002-2012 by [Austin Computings Solutions](#) All rights reserved [Privacy Statement](#) 78

Default settings are that everything is available including photo. *We are working on changing this so that one has to opt-in on photo and listing children.*

Once you check override default settings you can choose what is available

Document on the new dat... ChurchDB Web-Based Chu... Facebook

https://www.churchdb.com/churchDB/Membership/Privacy.asp?ifmlyKey=881517&sPrevPage=/churchDB/Membership/FamilyHome.asp?FmlyKey=881517

AAP Self Service Imported From Firef... ChurchDB Web-Bas...

Other bookmarks

ChurchDB

Margaret Sequeira (Church Member) of Williamsburg Unitarian Universalists (Williamsburg)

Membership Friday, September 14, 2012 Logout

Help | Family | Privacy | Rites of Passages | Emergency | More

Save Cancel

Privacy Options

Privacy Options are set on the Organization, Primary Site and Family Levels.
Family Level records supersede the defaults of Organization and Primary Site.
Primary Site default supersedes Organization defaults.

No Privacy record exists for this family. Therefore the Primary Site default to 'Show' will be used.

If a Family Privacy record is used, items checked on this page will appear in the online directory.
Selecting/deselecting items with shaded background will change the entire row or column they precede.
If you have not already done so, you can upload photos of each family member by [clicking here](#).

The Sequeira family of Williamsburg Unitarian Universalists in Williamsburg.

☒ Check this box to override directory listing defaults by creating a privacy record for this family.

Name	Home Addr	Mail Addr	Home Phone	Work Phone	Cell Phone	Other Phone	Email	Photo
Sequeira Family	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Family Members								
Sequeira, Donna J (HoH)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sequeira, Margaret M (HoH)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Sequeira, Mollie	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

For assistance with this web page, [click here](#).

[eApps](#) - Online Application and Background Check Management

copyright © 2002-2012 by [Austin Computing Solutions](#) All rights reserved [Privacy Statement](#) 78

5:06 PM 9/14/2012

When you are done click save

You can always go back in and edit these settings