

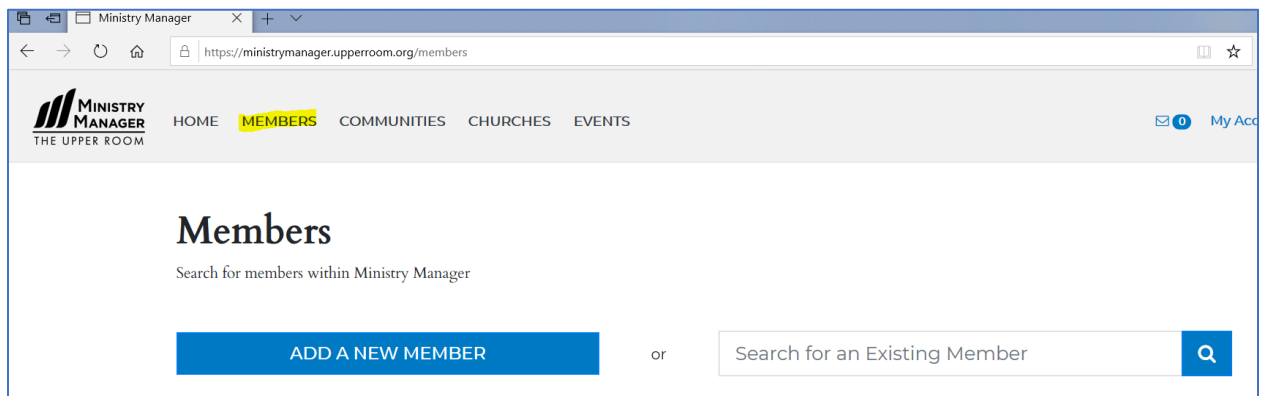
Entering Emmaus Data in Ministry Manager

<https://ministrymanager.upperroom.org/>

3/10/2021

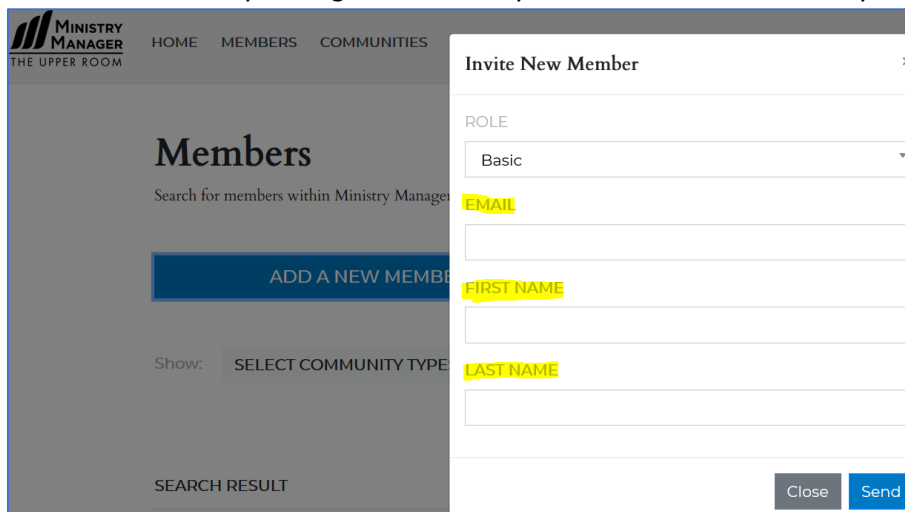
ENTERING MEMBER INFORMATION

- Click on the **MEMBERS** tab on the top menu bar. Search for the community member in the **Search for an Existing Member** box (can search by full name, partial name, or last name). If community member is not found and needs to be added to the database, click on **ADD A NEW MEMBER** button.



The screenshot shows the Ministry Manager website interface. The top navigation bar includes the logo 'MINISTRY MANAGER THE UPPER ROOM' and tabs for HOME, MEMBERS (highlighted), COMMUNITIES, CHURCHES, and EVENTS. On the right, there is a notification icon with '0' and a 'My Account' link. The main content area is titled 'Members' with the subtitle 'Search for members within Ministry Manager'. Below this, there is a blue button labeled 'ADD A NEW MEMBER' and a search box labeled 'Search for an Existing Member' with a magnifying glass icon.

- To add a new member to the database, input their **EMAIL**, **FIRST NAME**, and **LAST NAME** in the pop-up box, then click on **Send**. An invitation will be sent to their email address to invite the pilgrim/community member to join the database. If an email is unknown or if two people are sharing the same email (emails cannot be duplicated), obtain a unique email address or enter their FirstInitialLastName@moeast.org as a fake email. Note: The Role will be 'Basic', which is the default for new members. **Registrar:** Advise new pilgrims they will be receiving an invitation to Ministry Manager and to verify their information when they receive the email.



The screenshot shows the Ministry Manager website with the 'Invite New Member' pop-up box open. The pop-up box has a title bar with a close button. It contains a 'ROLE' dropdown menu set to 'Basic'. Below this are three input fields labeled 'EMAIL', 'FIRST NAME', and 'LAST NAME'. At the bottom of the pop-up box are two buttons: 'Close' and 'Send'. The background shows the 'Members' page with the 'ADD A NEW MEMBER' button highlighted.

- Search for the new record and click on the name link to open their profile.

Members

Search for members within Ministry Manager.

or

SELECT COMMUNITY TYPE ▾

SELECT STATUS ▾

SELECT GENDER ▾

Denomination

Community

Country

SELECT CLERGY OPTIONS ▾

Ethnicity

SELECT ROLE ▾

State

☐ Academy Faculty
☐ Team Mentor

Export base format: All Data | Current View

Export Emmaus/Chrysalis format: All Data | Current View

Export Academy format: Current View Simple | Current View Detailed

A I I A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Name	City	State
Kim Martin	Lake Saint Louis	Missouri

Displaying 1 member

- Update profile information of the pilgrim or community member (address, phone, gender).

PROFILE

BACKGROUND CHECKS

COMMUNITIES

CHURCHES


EVENTS

SPONSORS

NOTES

MY PRAYER TIMES

Personal Information



Choose File

No file chosen

BIRTH DATE

Year ▾

Month ▾

Day ▾

FIRST NAME

Jane

STREET ADDRESS 1

1 Emmaus Road

STATE

Missouri ▾

PHONE NUMBER

636-123-4567

MIDDLE/MAIDEN NAME

STREET ADDRESS 2

ZIP CODE

64128

MOBILE PHONE NUMBER

LAST NAME

Doe

CITY

Saint Louis

COUNTRY

United States of America ▾

WORK PHONE NUMBER

GENDER

FEMALE ▾

NAME FOR NAME TAG

☐ I AM CLERGY

☐ TEAM MENTOR

☒ MUSIC TRAINING

6/16/20

Account Management

EMAIL ADDRESS

jane.doe@gmail.com

STATUS

Active ▾

- If the pilgrim has musical talents, click the **MUSIC TRAINING** checkbox. A date is required to populate music training. Music training information will appear on data exports from the members or communities search page for team selection purposes.

- If the pilgrim is clergy, click the **I AM CLERGY** checkbox on their profile. This will enable the selection functionality to select Clergy or Lay People on the Members search page.

- Click **SAVE** on the bottom right hand corner of the page to save the information. A confirmation will appear at the top of the profile page stating the information has been saved.

Profile was updated successfully

- If entering pilgrim walk information, click on the **EVENTS** link on the member's profile menu bar. Click on **Add an Event**.

- Click on the appropriate walk # from the drop-down list on the pop-up box. '**invited**' is the default status for prospective pilgrims. If entering retroactive information for pilgrims who have attended a walk, change the status to '**attended**'. Click **Add**.

- The walk information will show up under **EVENTS** on the member's profile and the member will be listed as a Participant on the walk record. If an incorrect walk # was entered, click on the **X** at the far right of the walk information to remove the entry.

PROFILE	BACKGROUND CHECKS	COMMUNITIES	CHURCHES	EVENTS	SPONSORS	NOTES	MY PRAYER TIMES
Community Events Participation history							
Show: ALL WALKS							
Event	Participation type	Date	Address				
Men's Emmaus Walk #167	Participant	9/24/20	Clarence, Missouri	✕			

- Note: If it unknown what walk the pilgrim will attend the above step can be skipped and they can be added to future walks on the **PARTICIPANTS** tab for the Walk (under EVENTS) when they commit to a walk. All participants in a 'Basic' role will appear on the **PARTICIPANTS** screen and can be designated as a pilgrim when it is known what walk they will attend. Select the pilgrim from the directory list and click the '+' button to designate them as a walk participant.

TEAM ROLE ASSIGNMENTS	PARTICIPANTS	TALK ASSIGNMENTS	PRAYER VIGIL
-----------------------	---------------------	------------------	--------------

Search the Emmaus Directory

Show: **Basic only** ● All ○

24 candidates available. Use the filter to narrow your search

Billie Sloan
Donna Reid
Elma Certain
Ernestine Edelmann
Jan Hankinson
Jane Southard
Janie Wood

+

Selected Participants for this Walk

1 PARTICIPANTS SELECTED
EXPORT ALL PARTICIPANTS

Helen Montgomery

- If the community member has medical or food restriction information that should be included on their profile, enter this information under the **Notes** tab on their Profile. Click on **Add new note**, select the proper category, add the information to the **MESSAGE** box, then click **Save**. A musician's talents (piano, guitar, vocal) can also be included under notes.

PROFILE	BACKGROUND CHECKS	COMMUNITIES	CHURCHES	EVENTS	SPONSORS	NOTES	MY PRAYER TIMES
---------	-------------------	-------------	----------	--------	----------	--------------	-----------------

Notes

Message	Type	Date
+ Add new note		

User Note

×

TYPE

general

general

medical

food

Save

Close

An icon will appear next to the member’s name to indicate a note exists on their profile.

Kim Martin

- Repeat the data input process for next pilgrim, if needed.
- When the pilgrim has completed the walk, change their default status from Basic to Community Member – see ‘Changing Role Status’ on pages 15-16. This will allow the Community members to view other community member contact information, view Emmaus events, and signup for future walk prayer vigils. Following is the security access each role has been granted in Ministry Manager.



Emmaus Roles &
Permissions - Roles.

TEAM SELECTION and ENTERING WALK INFORMATION

- Ministry Manager can be used for team selection. The Lay Director can choose potential team members, notate when they have been contacted, then confirm them when they have accepted the position on the team. Prerequisite checkboxes on the event setup page can be used if desired and the community member historical walk data will be used to determine the roles the community member can serve. If the prerequisite checkboxes are not selected, all community members will appear for all roles on the team. The Team Selection committee will also provide spreadsheets exported from the Ministry Manager database which will provide detail of previous service for eligible community members. Exports can be selected from the Members, Communities, and Events (Walk Team Assignment) tabs.
 - Community members can be viewed by roles they have previously served under the **COMMUNITIES, MISSOURI EAST, ROLE ASSIGNMENTS HISTORY** tab. Select the gender, status, role, clergy status, etc. that is desired. Multiple roles can be selected from the Event Role field.

Communities

Search for the communities, groups, and organizations within Ministry Manager

Search for an existing communities

Show: SELECT COMMUNITY TYPES

All A B C D E F G H I J K L M N O P Q R

Group	City	State	Contact Name
Missouri East	Dardenne Prairie	Missouri	Kim Martin

Missouri East

MEMBERS WALKS BOARD ROOM REUNION GROUPS **ROLE ASSIGNMENTS HISTORY** CHURCHES NOTES

Search

Name, Email, City, State

SELECT ROLE

Community

Event Role: * ASSISTANT MUSIC DIRECTOR * WEEKEND MUSIC LEADER

SELECT STATUS

State

SELECT GENDER

SELECT CLERGY OPTIONS

Name	City	State	Events
Scott Beard	Kirkville	Missouri	Mens Emmaus Walk #163(10/03/2019)
John Bolling	Maryland Heights	Missouri	Mens Emmaus Walk #139(09/19/2013), Mens Emmaus Walk #145(03/19/2015), Mens Emmaus Walk #159(10/04/2018), Mens Emmaus Walk #135(09/27/2012), Mens Emmaus Walk #131(09/29/2011), Mens Emmaus Walk #129(03/24/2011), Mens Emmaus Walk #145(03/19/2015), Mens Emmaus Walk #163(10/03/2019)

- The search will display community members who have served with the selection criteria that you have selected. All the walks that they served on will be displayed, not just the event role selected.
 - Click on the Walk Event link to be directed to the Walk's Team Assignment tab.
 - Click on the community member's name to review their profile – their historical service will be displayed on their profile's **EVENTS** tab.
- If the EVENTS Walk Team Assignments prerequisite check boxes are used for team selection, the community members that appear on the Team Assignments searches will follow the Upper Room criteria as shown on the chart below.

Position - Ministry Manager Role	Requirement 1	Requirement 2	Requirement 3	Requirement 4	Requirement 5	Notes - Mo East Emmaus role
BEHIND THE SCENES TEAM	* All positions must have been a Pilgrim	Suggested Number on each team				
Weekend Coordinator	Served Behind the Scenes in 3-4 previous Weekends	1				(Logistics)
Weekend Assistant		1				(Assistant Logistics)
Wknd Agape Coordinator	must have previously served as a BTS team Assistant	1				
Weekend Agape Assistant		6				(Prayer Warriors - 2)
Wknd Facilities Coordinator	must have previously served as a BTS team Assistant	1				
Weekend Facilities Assistant		5				
Wknd Kitchen Coordinator	must have previously served as a BTS team Assistant	1				
Weekend Kitchen Assistant		8				
Wknd Entertainment Coord.	must have previously served as a BTS team Assistant	1				
Weekend Entertainment Assistant		6				
Wknd Prayer Chapel Coord.	must have previously served as a BTS team Assistant	1				(Agape Chapel Leader)
Weekend Prayer Chapel Assistant		4				(Prayer Warriors)
Wknd Sponsor Hour Coord.	must have previously served as a BTS team Assistant	1				
Weekend Sponsor Hour Assistant		2				
Wknd Candlelight Coord.	must have previously served as a BTS team Assistant	1				
Weekend Candlelight Assistant		2				
Wknd Supply/Lit. Coord.	must have previously served as a BTS team Assistant	1				
Weekend Supply/Lit Assistant		2				
Wknd Housing/Trans. Coord	must have previously served as a BTS team Assistant	1				
Weekend Housing/Trans Assistant		5				
CONFERENCE ROOM TEAM						
Assistant Table Leader	1 x behind the scenes					(Speaker)
Table Leader	1 x behind the scenes	1 x assistant table leader				
Assistant Lay Director	1 x behind the scenes	1 x assistant table leader	1 x table leader	2 x any talk(s)	Potential for Weekend Lay Director	
Weekend Lay Director	1 x behind the scenes	1 x assistant table leader	1 x table leader	2 x any talk(s)	2 x Assistant lay director	
Assistant Music Director	1 x behind the scenes					No talk given
Weekend Music Director	1 x behind the scenes	1 x Assistant music leader				No talk given
Assistant Spiritual Director						
Weekend Spiritual Director	2 x Assistant Spiritual Director	2 x Grace Talks				
Technology Director	1 x behind the scenes		(Optional position if sound, PowerPoint, etc. used)			No talk given
Board Representative	1 x behind the scenes	Served in the conference room		Serves on the Community Board of Directors		No talk given
TALKS						
Priory	Given by one of the Assistant Lay Directors					
Prevenient Grace	Given by one of the Assistant Spiritual Directors	(grace talk/clergy talk)				
Priesthood of All Believers	Given by a Table Leader or Assistant Table Leader					
Justifying Grace	Given by one of the Assistant Spiritual Directors	(grace talk/clergy talk)				
Piety	Given by a Table Leader or Assistant Table Leader					
Grow Through Study	Given by a Table Leader or Assistant Table Leader					
Means of Grace	Given by the Weekend Spiritual Director	(grace talk/clergy talk)				
Christian Action	Given by a Table Leader or Assistant Table Leader					
Obstacles to Grace	Given by one of the Assistant Spiritual Directors	(grace talk/clergy talk)				
Discipleship	Given by a Table Leader or Assistant Table Leader					
Changing Our World	Given by a Table Leader or Assistant Table Leader					
Sanctifying Grace	Given by one of the Assistant Spiritual Directors	(grace talk/clergy talk)				
Body of Christ	Given by a Table Leader or Assistant Table Leader					
Perseverance	Given by the Weekend Lay Director					
Fourth Day	Given by one of the Assistant Lay Directors					

- Please note, in the Mo East Emmaus Community, the Music Leader role is used if they served as the only musician for the walk. If there were two musicians, they are classified as Assistant Music Directors.
- Assistant Table Leaders (speakers) are classified as 'Table Leaders' by the Upper Room. MO East classifies speakers as Assistant Table Leaders, therefore the prerequisites for Mo East Speakers and Table Leaders will be slightly different than the prerequisites shown above.
- There are only 4 slots available in Ministry Manager under Weekend Prayer Chapel Assistant, so Weekend Agape Assistant is also used for Prayer Warriors.
- Click the **EVENTS** link at the top menu bar. Select **ALL** or **WALKS** on the 'Show' criteria line to enable viewing of all Emmaus events set up in the database. **MY EVENTS** will only display walks that you have been associated with. To look up a specific walk, enter the walk number in the search box, click the search icon or the Enter key, then click on the walk link to access the walk information.

MINISTRY MANAGER
THE UPPER ROOM

HOME MEMBERS COMMUNITIES CHURCHES **EVENTS**

0 My Acc

Events

Search for the gatherings, community group events, and board meetings that make up our Ministry Manager.

ADD A NEW... or **166**

Show: MY EVENTS **ALL** WALKS REUNION GROUP EVENTS

Results for **166** X

March 2020

APR 16-19 **Women's Emmaus Walk # 166**
Fredericktown, Missouri

- If a new walk needs to be set up, click the **ADD A NEW** button. Click on **WALK**. Board Meetings and Reunion Group Events are not currently set up in the database.

Events

Search for the gatherings, community group events, and board meetings that make up our Ministry Manager.

ADD A NEW... or

WALK
REUNION GROUP EVENT
BOARD MEETING

WALKS REUNION GROUP EVENTS

- Add the name, location information, and dates of the walk.
- Add the assigned LD and SD names to the description.
- Add the Board member name assigned to the walk as the contact information. The contact email and phone number of the board member will automatically default from their profile record.
- The role and talk prerequisites boxes may be checked, if desired, to ensure previous service criteria has been fulfilled prior to selecting talk and leadership team positions. If the prerequisites boxes are not checked, all active community members will appear for all team member searches.
- Click the **Create** button.

Schedule a new Event

General Information

NAME

Women's Emmaus Walk #160

START DATE

10/25/2018

END DATE

10/28/2018

DESCRIPTION

LD - Kim Martin;
SD - Ann Mowery

COMMUNITY

Missouri East

CONTACT

Mitzi Brammer

☐ USES ROLE PREREQUISITES
 ☐ USES TALK PREREQUISITES

Location

LOCATION NAME

Camp Jo-Ota

ADDRESS1

1272 Highway MM

CITY

Clarence

STATE

Missouri

COUNTRY

United States of America

ZIP CODE

63437

Close

Create

- If edits need to be made to the walk information after the record is saved, click on the pencil icon.

Missouri East >> Womens Emmaus Walk #160

START DATE

10/25/2018

END DATE

10/28/2018

CONTACT NAME

Mitzi Brammer

DESCRIPTION

LD - Kim Martin; SD - Ann Mowery

CONTACT EMAIL

CONTACT PHONE NUMBER

LOCATION:

Camp Jo-Ota, Clarence, Missouri

TEAM ROLE ASSIGNMENTS

PARTICIPANTS

TALK ASSIGNMENTS

PRAYER VIGIL

NOTES

Roles filled

34 / 100

EXPORT ALL FILLED ROLES

- Ministry Manager can be used to track team selection activity of prospective team members, community members who have been contacted, and those who have confirmed they will serve on the walk. A spreadsheet may also be used to record team selection information - confirmed team members should then be added to the walk in Ministry Manager. To add team members to a Walk, click on the **TEAM ROLE ASSIGNMENTS** tab.
 - In the **Conference Room Team** and **Event Background Roles** sections, click on the **View Candidates** link next to the role that needs to be filled. The role names are set up by the Upper Room and may differ slightly from the MoEast

Community. NOTE: the Speakers are assigned as Assistant Table Leaders and are also listed under the **TALK ASSIGNMENTS** tab.

- Search for the community member that is being considered for the position and click the Search box.
- Click the checkbox next to the name of the team member that is being selected and click the **Add to Consideration** button at the bottom of the screen. The name will disappear from the popup box. If the team member has already confirmed they will serve, the **Confirm Candidate** button can be used.
- If a position has multiple team members assigned to the same position (ALD, ASD, Table Leaders, Agape Chapel Assistant), search again for the next community member without closing the popup box, click the checkbox of the community member, and **Add to Consideration** (or **Confirm Candidate** button if they have confirmed they will serve). Repeat until all Team Members have been selected for that position.

Note: There are only 4 positions available for 'Agape Chapel Assistant'. The other 2 positions can be filled by using 'Weekend Agape Assistant'.

Qualified candidates:
Table Leader

ALL (846) UNDER CONSIDERATION CONTACTED CONFIRMED

lower

Name	Age	Address	Email	Phone	Served Roles	Events
<input checked="" type="checkbox"/> Beth Lower		Mexico, Missouri	[REDACTED]	[REDACTED]	0	[--]
<input type="checkbox"/> Elizabeth Lower			lower1957@gmail.com		1	[--]

Displaying all 2 candidates

EXPORT ALL CANDIDATES Cancel Add to consideration 1 candidate(s)

- Click the **UNDER CONSIDERATION** tab, click the checkbox of all members selected for the role and click the **Invite candidate** button. This step can be skipped if team members have already been confirmed.

Qualified candidates:
Table Leader

USERS WERE ADDED TO CONSIDERATION LIST

ALL (846) UNDER CONSIDERATION CONTACTED CONFIRMED

Name	Age	Address	Email	Phone	Served Roles	Events
<input checked="" type="checkbox"/> Deanna Davis		Chesterfield, Missouri	[REDACTED]	[REDACTED]	0	[--] X
<input checked="" type="checkbox"/> Toni Gain		St. Peters, Missouri	[REDACTED]	[REDACTED]	0	[--] X
<input checked="" type="checkbox"/> Jill Jude		Maine	[REDACTED]	[REDACTED]	2	[--] X
<input checked="" type="checkbox"/> Margaret King		Piedmont, Missouri	[REDACTED]	[REDACTED]	0	[--] X
<input checked="" type="checkbox"/> Diane Lemon		Lake St. Louis, Missouri	[REDACTED]	[REDACTED]	0	[--] X
<input checked="" type="checkbox"/> Beth Lower		Mexico, Missouri	[REDACTED]	[REDACTED]	0	[--] X

EXPORT CANDIDATES UNDER CONSIDERATION Cancel Invite 6 candidate(s)

- When the prospective team member has been contacted and confirmed, click on the **CONTACTED** tab, click the checkbox of all members selected for the role and click the **Confirm candidate** button. This step can be skipped if team members have already been confirmed.

Qualified candidates:

Table Leader

USERS WERE SUCCESSFULLY INVITED

ALL (840) UNDER CONSIDERATION **CONTACTED** CONFIRMED

Name	Age	Address	Email	Phone	Served Roles	Events
<input checked="" type="checkbox"/> Deanna Davis		Chesterfield, Missouri	[REDACTED]	[REDACTED]	0	- X
<input checked="" type="checkbox"/> Jill Jude		Maine	[REDACTED]	[REDACTED]	2	- X
<input checked="" type="checkbox"/> Margaret King		Piedmont, Missouri	[REDACTED]	[REDACTED]	0	- X
<input checked="" type="checkbox"/> Beth Lower		Mexico, Missouri	[REDACTED]	[REDACTED]	0	- X
<input checked="" type="checkbox"/> Toni Gain		St. Peters, Missouri	[REDACTED]	[REDACTED]	0	- X
<input checked="" type="checkbox"/> Diane Lemon		Lake St. Louis, Missouri	[REDACTED]	[REDACTED]	0	- X

EXPORT CONTACTED CANDIDATES Cancel **Confirm & Candidates**

- The team members will now appear under the **CONFIRMED** tab. If a team member drops from an upcoming walk, they can be deleted from the team on this screen by clicking on the **X** on the row where their name appears. Click the **Close** button to return to the Team Assignment page.

Qualified candidates:

Table Leader

USERS WERE SUCCESSFULLY CONFIRMED

ALL (840) UNDER CONSIDERATION CONTACTED **CONFIRMED**

Name	Age	Address	Email	Phone	Served Roles	Events
<input type="checkbox"/> Deanna Davis		Chesterfield, Missouri	[REDACTED]	[REDACTED]	0	- X
<input type="checkbox"/> Jill Jude		Maine	[REDACTED]	[REDACTED]	2	- X
<input type="checkbox"/> Margaret King		Piedmont, Missouri	[REDACTED]	[REDACTED]	0	- X
<input type="checkbox"/> Beth Lower		Mexico, Missouri	[REDACTED]	[REDACTED]	0	- X
<input type="checkbox"/> Toni Gain		St. Peters, Missouri	[REDACTED]	[REDACTED]	0	- X
<input type="checkbox"/> Diane Lemon		Lake St. Louis, Missouri	[REDACTED]	[REDACTED]	0	- X

EXPORT CONFIRMED CANDIDATES **Close**

- When the Qualified candidates' box is closed, the team members will appear in the **Team Role Assignments** tab. Repeat process for all roles to be filled.
- The team roster may be exported to an Excel spreadsheet by clicking on **EXPORT ALL FILLED ROLES**. A link for the download will be emailed to you from Ministry Manager.
- Following is an example of Walk #126.

TEAM ROLE ASSIGNMENTS			PARTICIPANTS			TALK ASSIGNMENTS			PRAYER VIGIL			NOTES		
Roles filled 33/100									EXPORT ALL FILLED ROLES					
Conference Room Team														
ASSISTANT TABLE LEADER	Donna Pollard	View Candidates	ASSISTANT TABLE LEADER	Lucy Bell	View Candidates									
ASSISTANT TABLE LEADER	Margaret Bullock	View Candidates	ASSISTANT TABLE LEADER	Lisa Law	View Candidates									
ASSISTANT TABLE LEADER	Donna Hickman	View Candidates	ASSISTANT TABLE LEADER	Jennifer Morgan	View Candidates									
ASSISTANT TABLE LEADER	Amy Barlow	View Candidates	TABLE LEADER	Elizabeth Lower	View Candidates									
TABLE LEADER	Diane Lemon	View Candidates	TABLE LEADER	Margaret King	View Candidates									
TABLE LEADER	Jill Jude	View Candidates	TABLE LEADER	Toni Gain	View Candidates									
TABLE LEADER	Deanna Davis	View Candidates	TABLE LEADER	-	View Candidates									
ASSISTANT LAY DIRECTOR	Sally Palmer	View Candidates	ASSISTANT LAY DIRECTOR	Karen LaBrot	View Candidates									
ASSISTANT LAY DIRECTOR	Kathie Klima	View Candidates	WEEKEND LAY DIRECTOR	Nancy Krueger	View Candidates									
ASSISTANT MUSIC DIRECTOR	Jan Cavender	View Candidates	ASSISTANT MUSIC DIRECTOR	Kim Martin	View Candidates									
WEEKEND MUSIC LEADER	-	View Candidates	ASSISTANT SPIRITUAL DIRECTOR	Bruce Pittman	View Candidates									
ASSISTANT SPIRITUAL DIRECTOR	Loren Whetsell	View Candidates	ASSISTANT SPIRITUAL DIRECTOR	Carol Meyer	View Candidates									
ASSISTANT SPIRITUAL DIRECTOR	Dee Pennington	View Candidates	WEEKEND SPIRITUAL DIRECTOR	Kim Blackwood	View Candidates									
TECHNOLOGY DIRECTOR	-	View Candidates	BOARD REPRESENTATIVE	Sue DiPiano	View Candidates									
Event Background Roles														
WEEKEND COORDINATOR	Barbara McGrail	View Candidates	WEEKEND ASSISTANT	-	View Candidates									
WEEKEND AGAPE COORDINATOR	-	View Candidates	WEEKEND AGAPE ASSISTANT	Donna Mitchell	View Candidates									
WEEKEND AGAPE ASSISTANT	Diane Tennent	View Candidates	WEEKEND AGAPE ASSISTANT	-	View Candidates									
WEEKEND ENTERTAINMENT ASSISTANT	-	View Candidates	WEEKEND PRAYER CHAPEL COORDINATOR	Vicki Sherony	View Candidates									
WEEKEND PRAYER CHAPEL ASSISTANT	Chris Jacob	View Candidates	WEEKEND PRAYER CHAPEL ASSISTANT	Tammy Mickle	View Candidates									
WEEKEND PRAYER CHAPEL ASSISTANT	Jeanie Cookson	View Candidates	WEEKEND PRAYER CHAPEL ASSISTANT	Janet Wallen	View Candidates									

- To assign speakers, click on the **TALK ASSIGNMENTS** tab.

- Click the **Assign** button next to the talk

PRIORITY TALK:	-	-	-	-	ASSIGN	X
PREVENIENT GRACE TALK:	-	-	-	-	ASSIGN	X

- Search for the Community Member that will be assigned the Talk, click the check box next to their name, and click **Save**. Click **Close**. Repeat process for all talks to be assigned. **Note:** If the Talk Prerequisite checkbox is set up for the

Walk, only the names of selected team members will appear on the talk assignment search page.

- When completed, all the speakers will be attached to their talks. Following are the speakers for #160.

Talk	Speaker	Phone	Actions
PRIORITY TALK:	- - Donna Pollard	[Redacted]	[Edit] [X]
PREVENIENT GRACE TALK:	- - Laura Beth Zeh	[Redacted]	[Edit] [X]
PRIESTHOOD OF ALL BELIEVERS TALK:	- - Tami Wells	[Redacted]	[Edit] [X]
JUSTIFYING GRACE TALK:	- - Deb Tracy	[Redacted]	[Edit] [X]
LIFE OF PIETY TALK:	- - Karen Riechers	[Redacted]	[Edit] [X]
GROW THROUGH STUDY TALK:	- - Cheryl Rowland	[Redacted]	[Edit] [X]
MEANS OF GRACE TALK:	- - Ann Mowery	[Redacted]	[Edit] [X]
CHRISTIAN ACTION TALK:	- - Debbie Stokes	[Redacted]	[Edit] [X]
OBSTACLES TO GRACE TALK:	- - John Hoos	[Redacted]	[Edit] [X]
DISCIPLESHIP TALK:	- - Miranda Klima	[Redacted]	[Edit] [X]
CHANGING OUR WORLD TALK:	- - Rhonda Flynn	[Redacted]	[Edit] [X]
SANCTIFYING GRACE TALK:	- - Carol Meyer	[Redacted]	[Edit] [X]
BODY OF CHRIST TALK:	- - Kathie Hoette	[Redacted]	[Edit] [X]
PERSEVERANCE TALK:	- - Kim Martin	[Redacted]	[Edit] [X]
FOURTH DAY TALK:	- - Sylvia Morton	[Redacted]	[Edit] [X]

- The speakers may be exported to an Excel spreadsheet by clicking on **EXPORT ASSIGNED MEMBERS**. A link for the download will be emailed to you from Ministry Manager.
- **Registrar:** For walks to be held in the future, if the pilgrims were not attached to the walk when they were entered in the database, they can be entered on the **PARTICIPANTS** tab. Pilgrims who have not yet attended a walk will have a BASIC role. All individuals with the BASIC role will display on the left side of the screen when 'Basic Only' is selected on the 'Show' line. Click the + button to add the pilgrim as a selected participant for the walk. Click the – button to remove them from the participant list. Repeat process until all participants are selected.

TEAM ROLE ASSIGNMENTS

PARTICIPANTS

TALK ASSIGNMENTS

PRAYER VIGIL

Search the Emmaus Directory

Selected Participants for this Walk

Show: Basic only All

Search for a Participant

Q

24 candidates available. Use the filter to narrow your search

1 PARTICIPANTS SELECTED

EXPORT ALL PARTICIPANTS

Billie Sloan

Donna Reid

Elma Certain

Ernestine Edelmann

Jan Hankinson

Jane Southard

Janie Wood

Helen Montgomery

- The pilgrim list may be exported to an Excel spreadsheet by clicking on **EXPORT ALL PARTICIPANTS**. A link for the download will be emailed to you from Ministry Manager.
- After the walk has been completed (or during the walk), click **Confirm** on the **PARTICIPANTS** tab for all pilgrims that attended the walk. Change their status from 'Basic' to 'Community Member' (see pages 15-16).

TEAM ROLE ASSIGNMENTS

PARTICIPANTS

TALK ASSIGNMENTS

PRAYER VIGIL

Manage participants

EXPORT ALL PARTICIPANTS

Barbara Bobb	Confirm	Did not attend
Becky Botts	Confirm	Did not attend
Cheryl Harrison	Confirm	Did not attend
Diane Jamieson	Confirm	Did not attend
Donna Triebe	Confirm	Did not attend
Elaine Carlson	Confirm	Did not attend
Gloria Chaney	Confirm	Did not attend
Ina Tressler	Confirm	Did not attend
Jennifer Jones	Confirm	Did not attend
Joan Smith	Confirm	Did not attend

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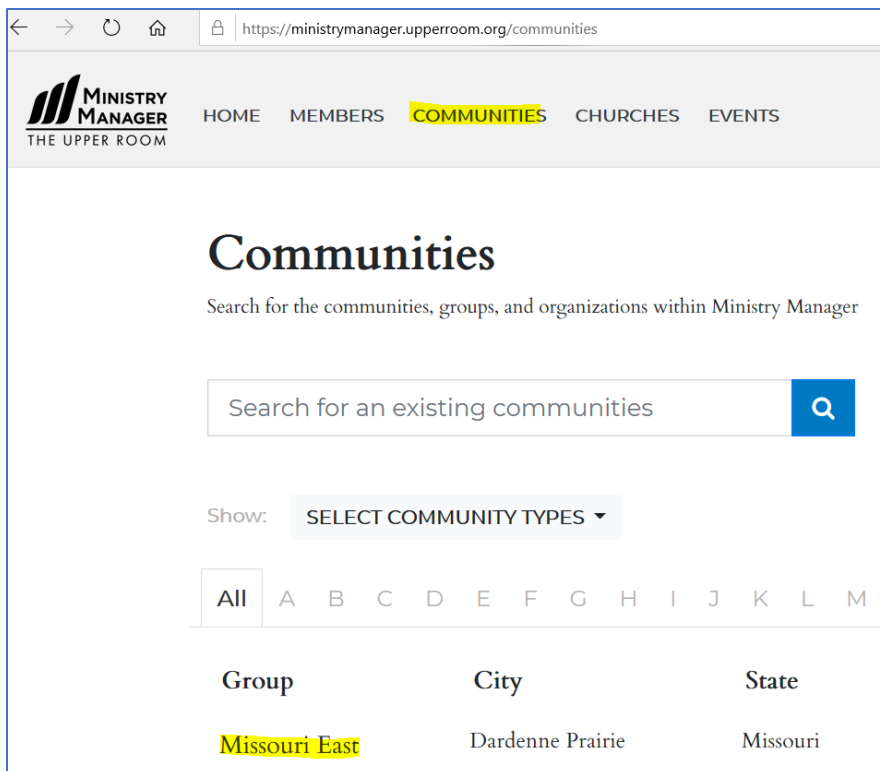
CHANGING ROLE STATUS

To view what roles the members have, select **COMMUNITIES** from the home page menu bar, then click on the Missouri East group link. We currently use the following roles:

Basic – for pilgrims who have not yet attended a walk. The Basic role only allows views to the member's own profile. When a member is added to the database, they default to Basic.

Community member – can view Emmaus events, sign up for prayer vigils, and view other community member contact information.

Community bod – For Board of Directors – can enter/edit data for the Missouri East Community and see all community member information.



The screenshot shows a web browser window with the URL <https://ministrymanager.upperroom.org/communities>. The page header includes the Ministry Manager logo and a navigation menu with links for HOME, MEMBERS, COMMUNITIES (highlighted), CHURCHES, and EVENTS. The main heading is "Communities" with a subtitle "Search for the communities, groups, and organizations within Ministry Manager". Below this is a search bar with the placeholder text "Search for an existing communities" and a blue search button. A "Show:" dropdown menu is set to "SELECT COMMUNITY TYPES". Below the dropdown is a row of tabs labeled "All", "A", "B", "C", "D", "E", "F", "G", "H", "I", "J", "K", "L", and "M". The "All" tab is selected. Below the tabs is a table with three columns: "Group", "City", and "State". The first row of the table shows "Missouri East" in the Group column, "Dardenne Prairie" in the City column, and "Missouri" in the State column.

Group	City	State
Missouri East	Dardenne Prairie	Missouri

https://ministrymanager.upperroom.org/communities/192

MINISTRY MANAGER HOME MEMBERS **COMMUNITIES** CHURCHES EVENTS

Missouri East

COMMUNITY TYPE: Emmaus CONTACT: Martin, J

CITY: Dardenne Prairie STATE: Missouri

DESCRIPTION:

MEMBERS WALKS BOARD ROOM REUNION GROUPS ROLE #

ADD A NEW MEMBER or Search

SELECT ROLE SELECT STATUS

State SELECT GENDER

NAME	ROLE	CITY
Dwayne Abbott	Basic	Linn
George Abbott	Community Member	Leslie
Helen Abbott	Community Member	Leslie
Juanita Abbott	Community Member	Cape Girardeau

When a community member or pilgrim is added to the database, their status defaults to **Basic**. After the pilgrim has attended the walk, change their status by clicking on **Basic** under the Role column, selecting **Community member** from the drop-down list, then clicking the check mark. Follow the same process to change **Community members** to **Community bod** and vice versa.

NAME	ROLE
Dwayne Abbott	Basic
Charlotte Abel	Community member
Patty Adams	Community leader
Rick Adams	Community
Sonya Adams	Basic

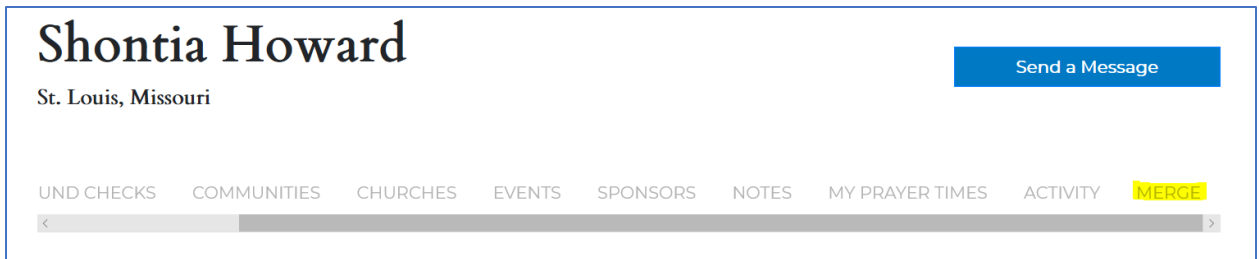
→

Basic ✓ ✕

MERGE DUPLICATE MEMBER RECORDS

(Database Administrator access only)

- If duplicate records are discovered, pull up the profile record of the community member with the correct email address.
- Scroll to the far right of the member's profile menu bar and click on **MERGE**.

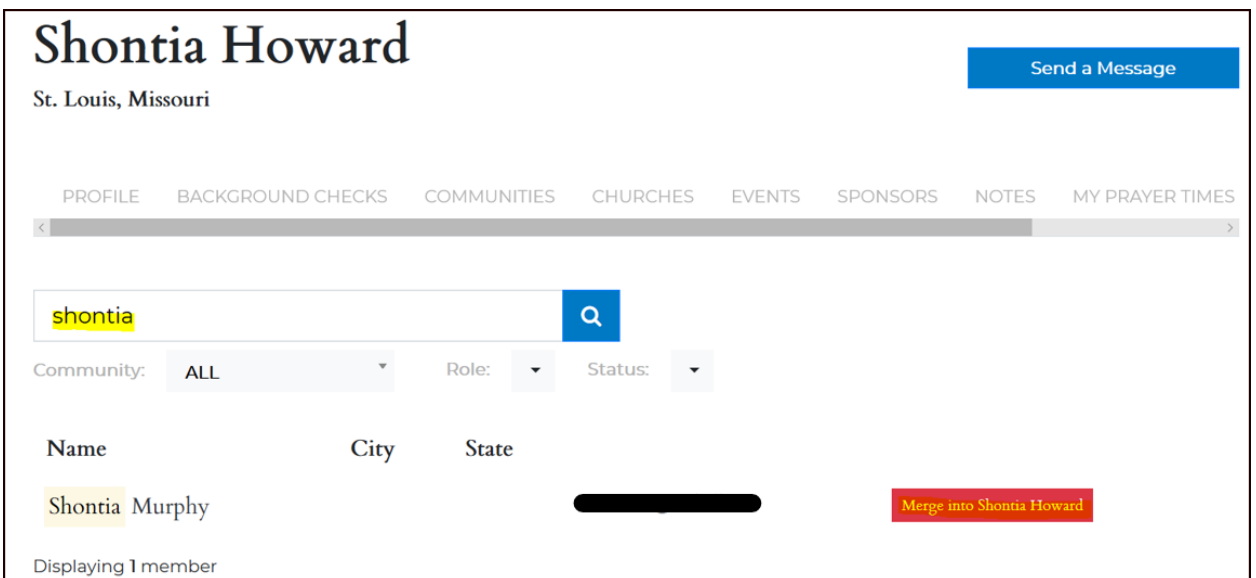


Shontia Howard
St. Louis, Missouri

Send a Message

UND CHECKS COMMUNITIES CHURCHES EVENTS SPONSORS NOTES MY PRAYER TIMES ACTIVITY **MERGE**

- Search for the duplicate profile record with the incorrect email address. Click on the red **Merge** button.



Shontia Howard
St. Louis, Missouri

Send a Message

PROFILE BACKGROUND CHECKS COMMUNITIES CHURCHES EVENTS SPONSORS NOTES MY PRAYER TIMES

shontia

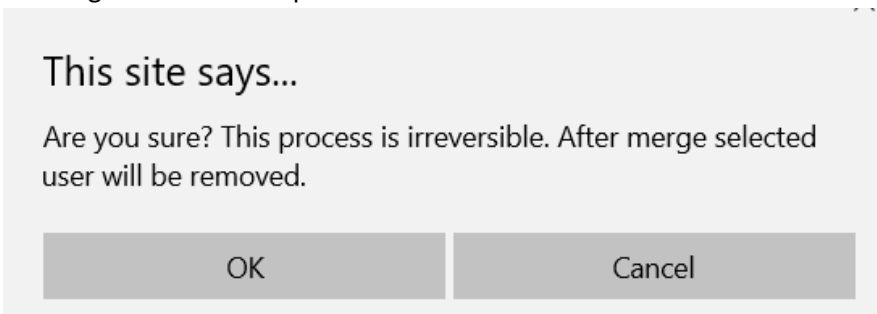
Community: ALL Role: Status:

Name	City	State
Shontia Murphy		

Displaying 1 member

Merge into Shontia Howard

- Click **OK** on the confirmation box if the correct record is selected. Walk history information will be merged into the first profile record that was retrieved.



This site says...

Are you sure? This process is irreversible. After merge selected user will be removed.

OK Cancel

NOTES:

- For assistance with the database or if any questions arise, send an email to MMsupport mmsupport@umcdiscipleship.org.
- If a community member adds themselves to the database by creating an account on <https://ministrymanager.upperroom.org/> without being set up by a board member, they will NOT be attached to the Missouri East Emmaus community. Upper Room will need to attach them to the MoEast community, or a MoEast board member can create an account with the same email address and the records will then be merged.
- If a community member attended their pilgrim walk or served as a team member in another state or community other than Mo East Emmaus, mmsupport@umcdiscipleship.org can be contacted to merge the history with the Mo East Emmaus community.
- The walk team assignment, speaker, and pilgrim information may be exported to provide contact lists for the walk packets that are distributed to the participants on Sunday afternoon. It is recommended the team members verify their database information is correct at a team meeting prior to the walk to ensure their personal information is accurate. In lieu of printing the team and pilgrim lists, the walk participants can be directed to log onto Ministry Manager to view the walk data.
- Data entry log information can be viewed by scrolling to the far right of the community member's menu bar and clicking on the Activity tab.

UND CHECKS	COMMUNITIES	CHURCHES	EVENTS	SPONSORS	NOTES	MY PRAYER TIMES	ACTIVITY	MERGE
< >								
Activity								
Date	Activity							
03/15/2020 at 10:02PM	Has a Weekend Prayer Chapel Assistant role in Women's Emmaus Walk #122 event							
03/15/2020 at 12:02AM	Has a Table Leader role in Women's Emmaus Walk #126 event							
02/08/2020 at 08:54PM	Added to Missouri East community							

- A community member's status can be changed if they desire to become inactive or are deceased. The status field is found on the bottom of their profile. Save the record after the status field is changed.

STATUS

Active

Active

Inactive

Deceased

CANCEL

SAVE