

Fellowship One Database Access Policy for MiniChurch

Anyone authorized to have access to the Hope Chapel Kaneohe Bay database on Fellowship One should adhere to these guidelines:

1. Access – Your password and access ability to database information should not be given to anyone else. Each person that needs access will have their own password and must be authorized by the Hope Chapel Kaneohe Bay staff to access database information.
2. Confidentiality – All information contained in the database should remain confidential and should not be shared with anyone outside of your own MiniChurch.
3. Purpose – Access to the Hope Chapel Kaneohe Bay database is for the sole purpose of the MiniChurch ministry. Information should not be used to obtain business contacts or any other unauthorized purposes.

Anyone who violates this policy will face revocation of database access.

LOGGING IN

To log-in to your mini-church page, go to www.hopechapel.com and click the MiniChurch tab.



Go down to the end of the page and click the “Post Attendance” Button



Here you will be asked to log into your account. If you have already setup an account, login with your email and password.

If you have not created an account, please click "Create an Account" on the right hand side and you will be walked through the process of creating an account.

We promise to love you...as is!

Login

Sign in

We are changing the sign in process!
We are converting all accounts to sign in using an email address instead of a User ID.
Account conversion is quick and easy and allows you to sign into multiple sites with one account.

Email (or User ID if you have not yet converted your account)

Don't have an account yet?
[Create an account](#)

Password
 [Forgot?](#)

Remember me

Sign In

If you have logged in and received the following message, please email Glory Yoshida at gloryy@hopechapel.com.

Welcome to Small Groups

You are on this page because your account has to be verified by the church.
Once verified you can log into the Group Manager and see your small group(s).
If you feel you have reached this page in error please contact the church.

Please close your browser tab or window.

Adding New Members

Once logged in you should see the below screen.

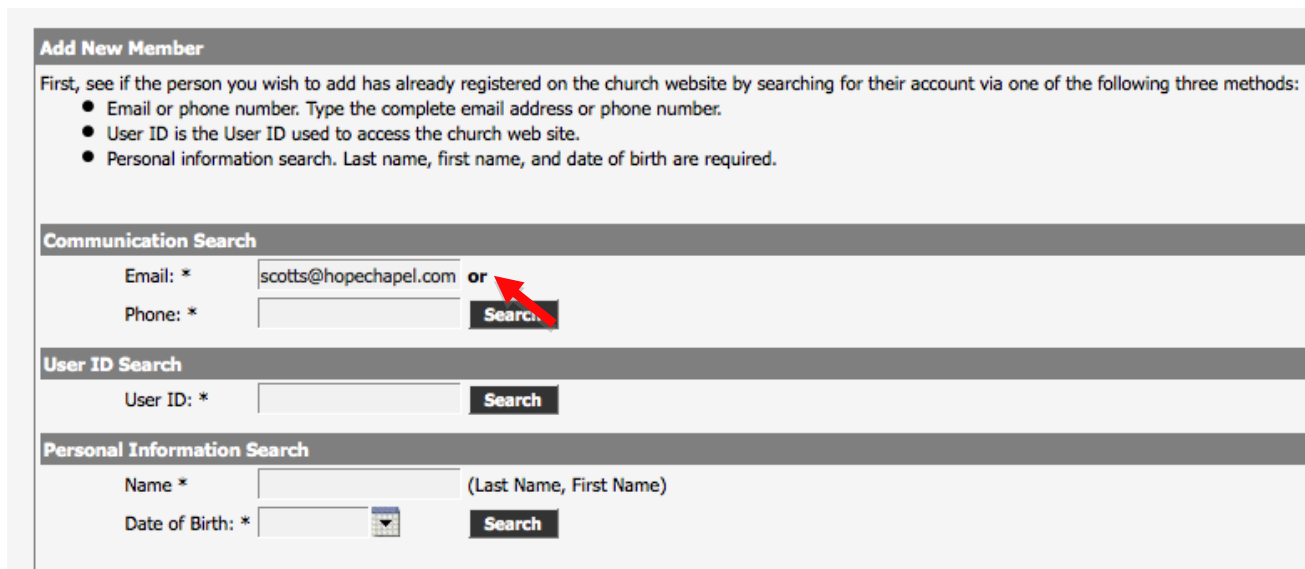
To starting adding members into your Mini-Church, click the “Add New Member” link in the upper-right corner and the Add New Member form appears.



Type any of the following to find a member in your Mini-Church:

- Email - Their email address
- Phone - Their primary phone number
- User ID - Their user ID that they created (not everyone has created one)
- First Name, Last Name, Birthday - If you choose to search by these parameters, you must include something in each field.

IN THIS EXAMPLE: We have searched using their email address.



Add New Member

First, see if the person you wish to add has already registered on the church website by searching for their account via one of the following three methods:

- Email or phone number. Type the complete email address or phone number.
- User ID is the User ID used to access the church web site.
- Personal information search. Last name, first name, and date of birth are required.

Communication Search

Email: * or **Search**

Phone: * **Search**

User ID Search

User ID: * **Search**

Personal Information Search

Name * (Last Name, First Name)

Date of Birth: * **Search**

Click "Search". Any matches to that information that you entered will show below.

Select the person that you are searching for.

IN THIS EXAMPLE: We are searching for Scott Sunaoka

Personal Information Search

Name * (Last Name, First Name)
Date of Birth: *

Name	Age - DOB	Primary Address	Communication
Casey L. Sunaoka			
Keao Sunaoka			
Scott Sunaoka			

Click on the person's name that you are search for. Their household information will appears as shown below.

IN THIS EXAMPLE: Below is Scott's household information

Click "Add" beside any household member to add the to your Mini-Church.

Individual Profile

Name: Scott Sunaoka
Address:
Home Phone:
Email: scotts@hopechapel.com

Gender:
Marital Status:
Date of Birth:

Scott and Keao Sunaoka

Name	Birthday	Grp Mem
Keao Sunaoka		[Add]
Scott Sunaoka		[Add]
Casey Sunaoka		[Add]

Once you have clicked, "Add" it will change to "Yes". The "Yes" means that, that person is now added into your Mini-Church group.

Individual Profile

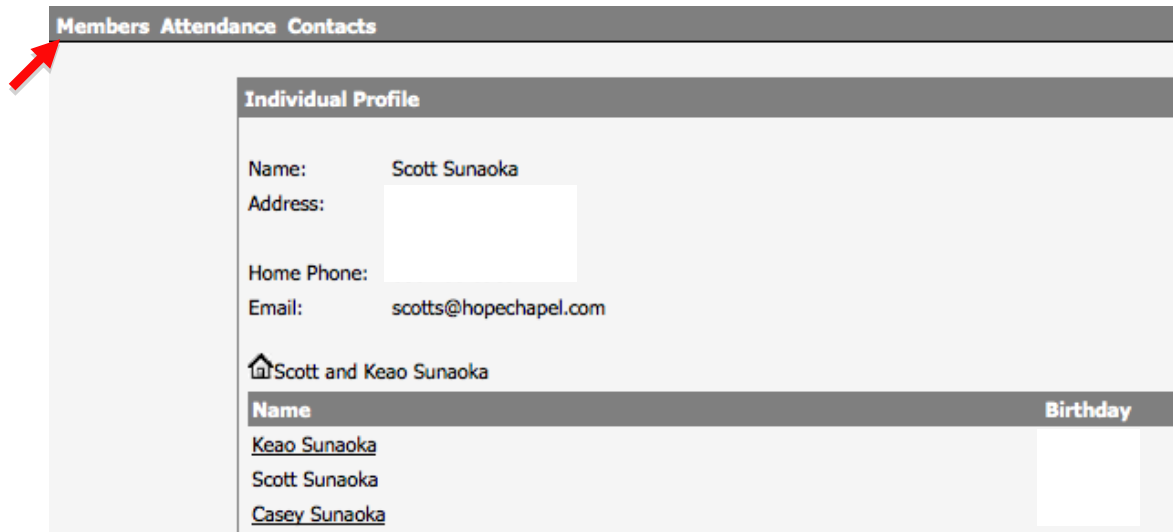
Name: Scott Sunaoka
Address:
Home Phone:
Email: scotts@hopechapel.com

Gender:
Marital Status:
Date of Birth:

Scott and Keao Sunaoka

Name	Birthday	Grp Mem
Keao Sunaoka		[Add]
Scott Sunaoka		[Yes]
Casey Sunaoka		[Add]

To continue adding new members or to view the members within your MiniChurch, click “Members” at the top left corner.



Members Attendance Contacts

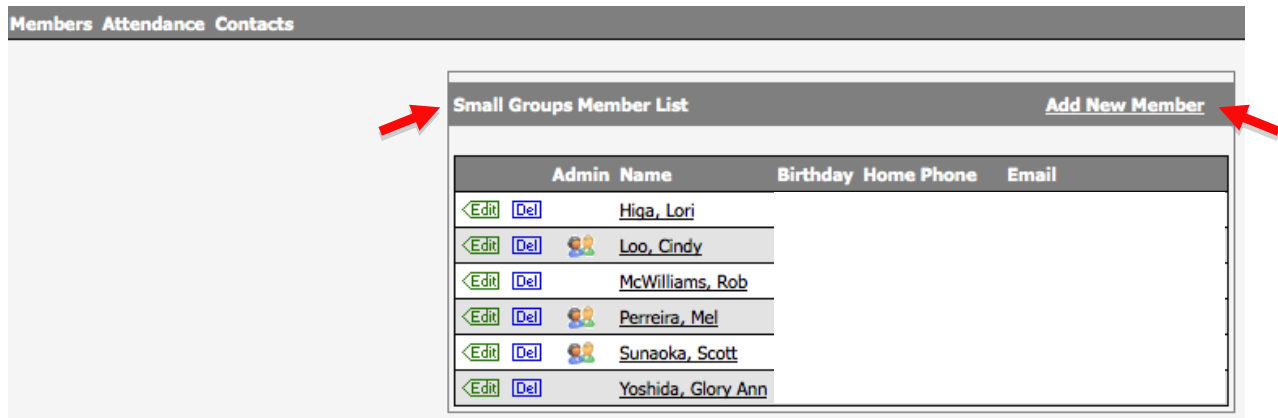
Individual Profile

Name: Scott Sunaoka
Address:
Home Phone:
Email: scotts@hopechapel.com

Scott and Keao Sunaoka




Name	Birthday
Keao Sunaoka	<input type="text"/>
Scott Sunaoka	
Casey Sunaoka	

A list of members within your MiniChurch will appear along with the option to add a new member.



Members Attendance Contacts

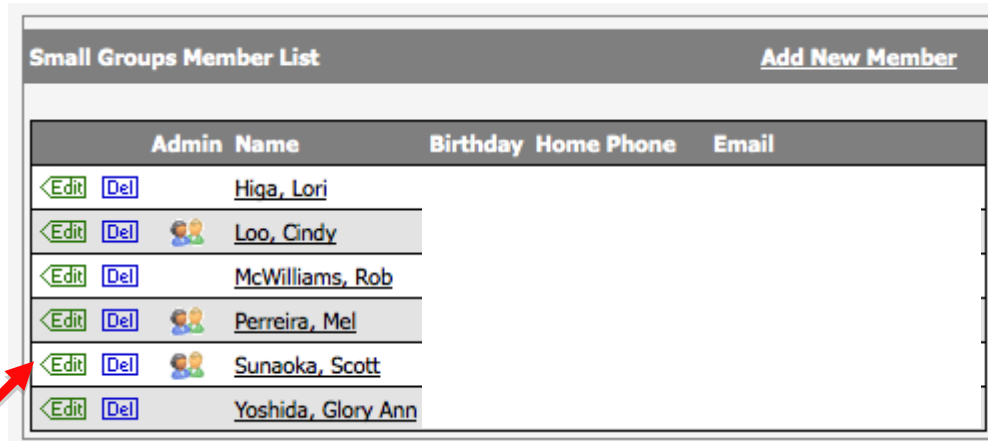
Small Groups Member List [Add New Member](#)

Admin	Name	Birthday	Home Phone	Email
Edit Del	Higa, Lori			
Edit Del	 Loo, Cindy			
Edit Del	McWilliams, Rob			
Edit Del	 Perreira, Mel			
Edit Del	 Sunaoka, Scott			
Edit Del	Yoshida, Glory Ann			

Editing Members Information

You are able to edit basic contact information whenever appropriate.

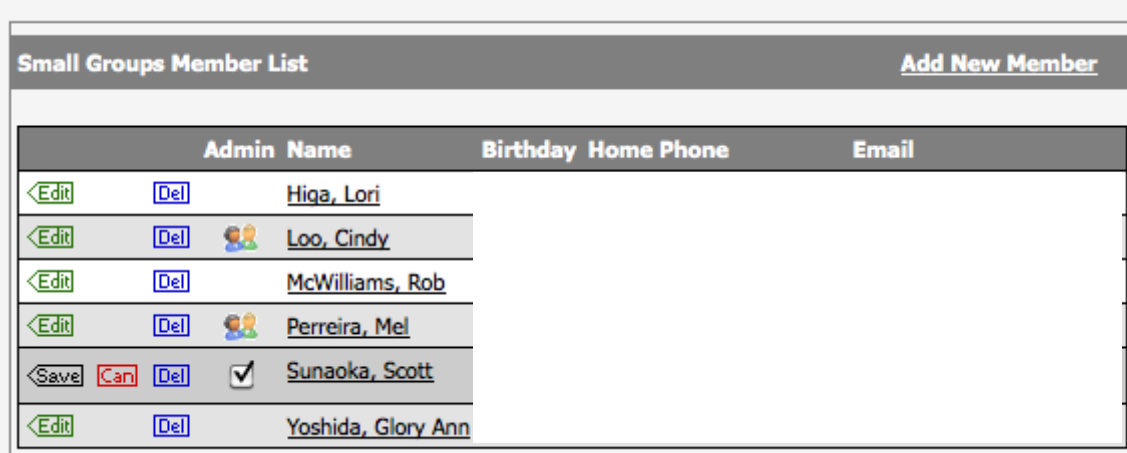
To edit, a member's information, click the "Edit" button beside the name you want to edit.



		Admin	Name	Birthday	Home Phone	Email
<Edit	Del		Higa, Lori			
<Edit	Del		Loo, Cindy			
<Edit	Del		McWilliams, Rob			
<Edit	Del		Perreira, Mel			
<Edit	Del		Sunaoka, Scott			
<Edit	Del		Yoshida, Glory Ann			

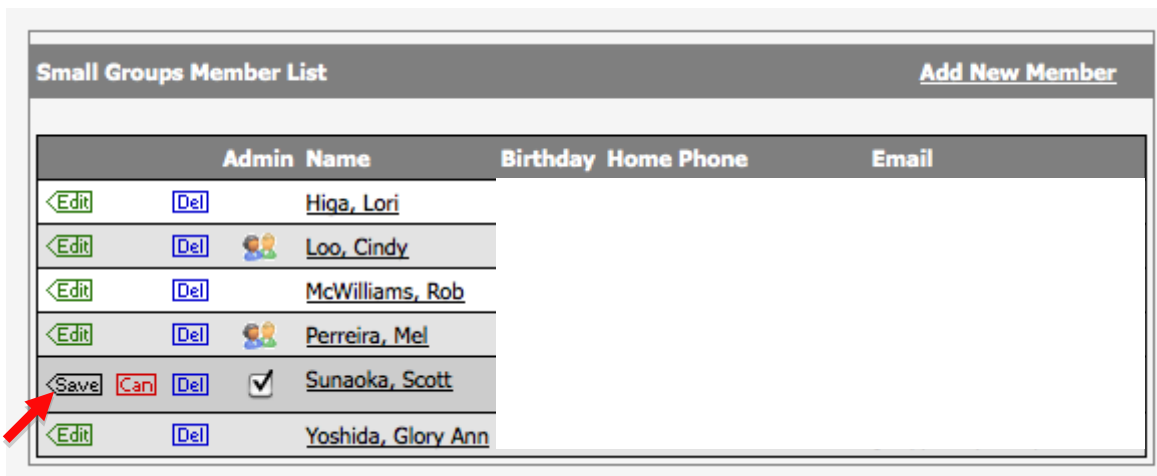
Certain fields become editable as shown below. Edit as need to.

Please note, the format for home phone is xxx-xxx-xxxx.



		Admin	Name	Birthday	Home Phone	Email
<Edit	Del		Higa, Lori			
<Edit	Del		Loo, Cindy			
<Edit	Del		McWilliams, Rob			
<Edit	Del		Perreira, Mel			
<Save	Can	Del	<input checked="" type="checkbox"/>	Sunaoka, Scott		
<Edit	Del		Yoshida, Glory Ann			

When you are finished making changes, click the "Save" button. Click "Can" to cancel your changes.

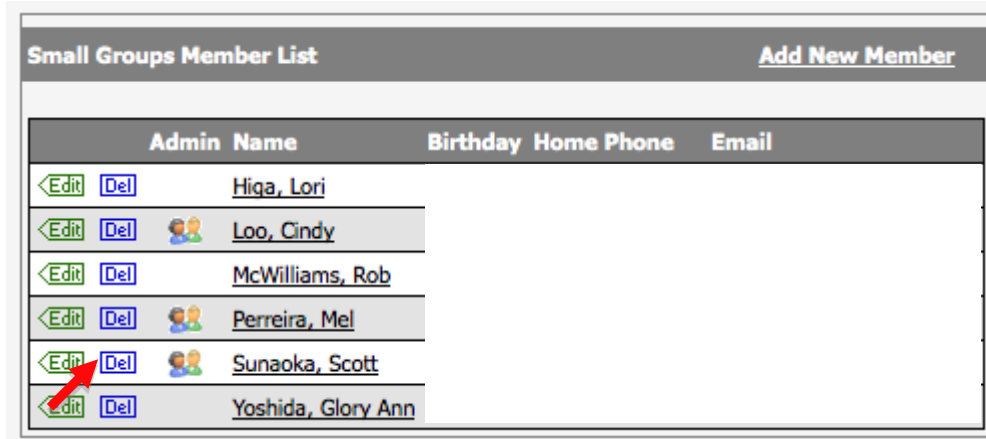





		Admin	Name	Birthday	Home Phone	Email
<Edit	Del		Higa, Lori			
<Edit	Del		Loo, Cindy			
<Edit	Del		McWilliams, Rob			
<Edit	Del		Perreira, Mel			
<Save	Can	Del	<input checked="" type="checkbox"/>	Sunaoka, Scott		
<Edit	Del		Yoshida, Glory Ann			

Removing Members

When a member no longer attends your MiniChurch, you can remove him/her from your list.

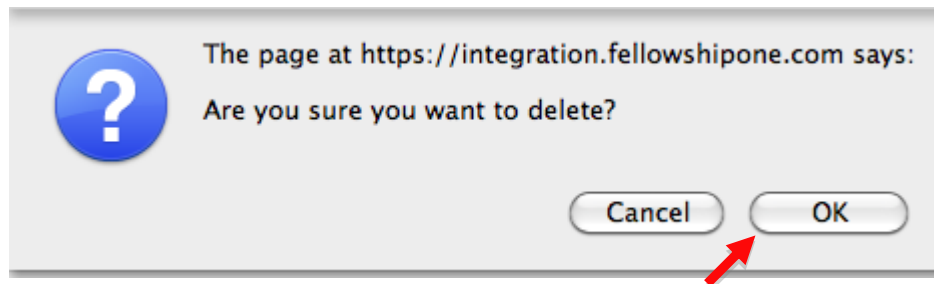
To remove a member, click the “Del” beside the member you want to remove.



		Admin Name	Birthday	Home Phone	Email
Edit	Del	Higa, Lori			
Edit	Del	 Loo, Cindy			
Edit	Del	McWilliams, Rob			
Edit	Del	 Ferreira, Mel			
Edit	Del	 Sunaoka, Scott			
Edit	Del	Yoshida, Glory Ann			

A warning dialog box appears as shown below.




Click “OK” to remove the person. The person is now removed for your list. Click “Cancel” if you do not wish to remove the person.



Viewing Household and Contact Information


Once you have added a member to your MiniChurch, you can see his or her contact information.

To view a member's information, click on their name.

Small Groups Member List		Add New Member			
	Admin	Name	Birthday	Home Phone	Email
Edit	Del	Higa, Lori			
Edit	Del	 Loo, Cindy			
Edit	Del	McWilliams, Rob			
Edit	Del	 Perreira, Mel			
Edit	Del	 Sunaoka, Scott			
Edit	Del	Yoshida, Glory Ann			

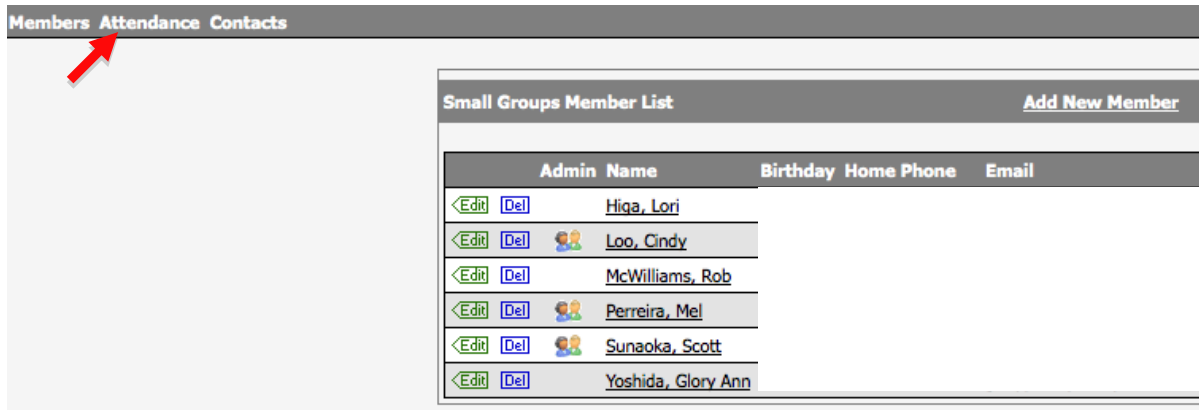
Here you are able to see their information....

IN THIS EXAMPLE: Below is Scott's information

Individual Profile	
Name: Scott Sunaoka	Gender: <input type="text"/>
Address: <input type="text"/>	Marital Status: <input type="text"/>
Home Phone: <input type="text"/>	Date of Birth: <input type="text"/>
Email: scotts@hopechapel.com	
 Scott and Keao Sunaoka	
Name	Birthday
Keao Sunaoka	<input type="text"/>
Scott Sunaoka	
Casey Sunaoka	

Posting MiniChurch Attendance

To record your MiniChurch attendance, click “Attendance” at the top left corner.



The Post Attendance window appears, see below.

To post attendance do the following...

1. Select the check box beside everyone who attended MiniChurch for the date you are recording. **Note:** To select all members at once, select the check box beside “Select All”.
2. Select a date from the “Select Reporting Period” drop down list. **Note:** The dates are by the Wednesday of that week.
3. Select the MiniChurch date that you are posting attendance for, from the “Activity Meeting Date” drop down list.
4. Optionally, type any meeting notes that you want staff to see. **Note:** You will not be able to access these notes once attendance as been posted.
5. Click, “Attendance”

The screenshot shows the "Post Attendance" window. At the top, it says "Post Attendance" and a red warning message: "Once attendance is posted for a given date you cannot add to or edit that attendance data." Below this is a selection area with a "Select All" checkbox and a list of members with checkboxes. A red arrow points to the "Select All" checkbox. To the right are two dropdown menus: "Select Reporting Period:" and "Activity Meeting Date:", both set to "12/22/2010". Red arrows point to these dropdowns. Below them is a large text area for "Meeting Note:". A red arrow points to the bottom right corner where a "Post Attendance" button is located.

Viewing MiniChurch Attendance

You can quickly see a view of the past attendance for your MiniChurch.

To view past attendance, hold your mouse over the “Attendance” menu option until the drop-down menu appears. Click “View Attendance”.

Members Attendance Contacts

Small Groups Member List [Add New Member](#)

Admin	Name	Birthday	Home Phone	Email
Edit	Del	Higa, Lori		
Edit	Del		Loo, Cindy	
Edit	Del	McWilliams, Rob		
Edit	Del		Perreira, Mel	
Edit	Del		Sunaoka, Scott	
Edit	Del	Yoshida, Glory Ann		

Your MiniChurch attendance summary will appear, see below

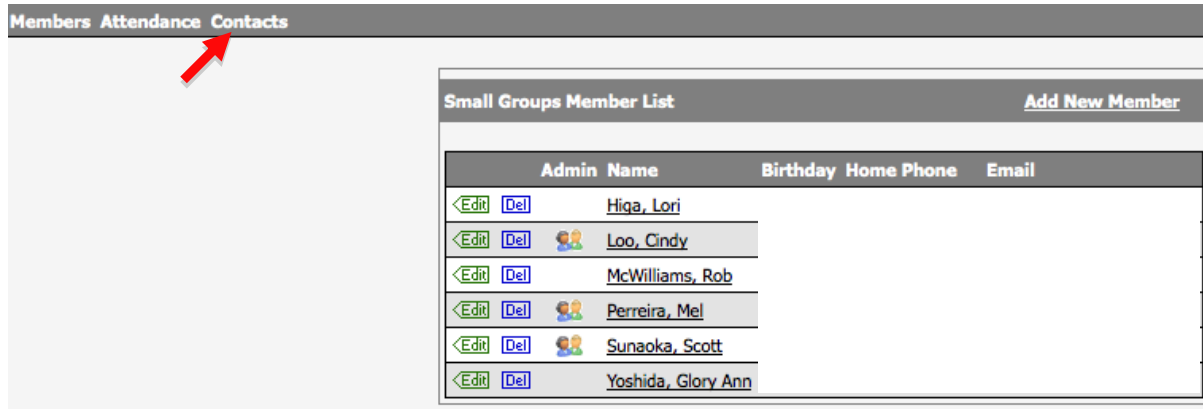
Attendance History		
	12/15	12/22
Higa, Lori	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Loo, Cindy	<input type="checkbox"/>	<input checked="" type="checkbox"/>
McWilliams, Rob	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Perreira, Mel	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sunaoka, Scott	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Total Attendance	3	4

Click, “Members” at the top left corner to go back to your members list.

Emailing Your MiniChurch

You can email one, several, or all the people in your MiniChurch.

To email your MiniChurch, hold your mouse over the “Contacts” menu option until the drop-down menu appears. Click “Email Group”.



The Email Group window appears, see below.

1. Select the check box beside “Select All” or select the check box beside each individual you want to email. **Note:** Only individuals who have an email address on file can be selected.
2. Type the subject and then the message.
3. Optionally, click the “Browse” button to include one attachment.
4. Click, “Send”. A confirmation message appears above the Email Group Box.



Click, "Members" at the top left corner to go back to your members list.

The screenshot shows a web interface with a dark grey navigation bar at the top containing the links "Members", "Attendance", and "Contacts". A red arrow points to the "Members" link. Below the navigation bar is a section titled "Email Group" with a dark grey header. Inside this section, a red message reads "Email has been queued for sending." Below the message is a "Subject:" label followed by an empty text input field. To the left of the main content area is a list of members, each with an unchecked checkbox:

- Select All**
- Higa, Lori
- Loo, Cindy
- McWilliams, Rob
- Perreira, Mel
- Sunaoka, Scott
- Yoshida, Glory Ann