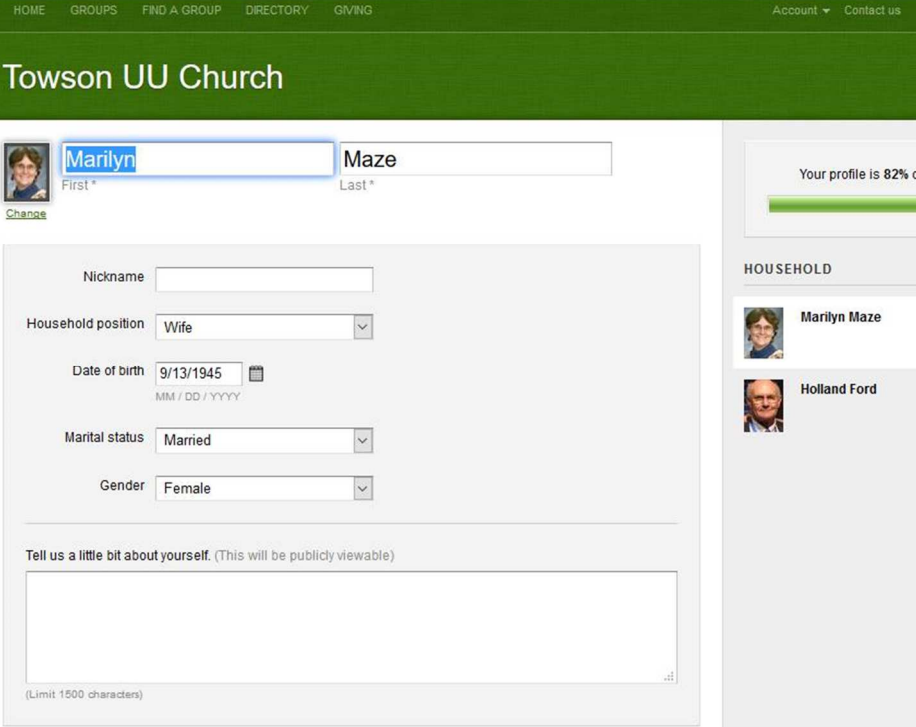



# TUUC Online Services Instructions

Screenshot	instructions
	<p>Click the Login button to begin.</p>
	<ul style="list-style-type: none"><li>• If this is your first time to login, click “Sign up” in the lower right corner.</li><li>• If you have logged in before, enter your password.</li><li>• If you don’t remember your password, click “forgot.”</li><li>• If you need help, call the office or send an email to the address in this screenshot.</li></ul>

<div data-bbox="71 56 992 531"> <div> <a href="#">FIND A GROUP</a> </div> <div>Towson UU Church</div> <div> <div> <div>Your Information</div> <div> <div>First Name (required)</div> <input type="text"/> <div>Last Name (required)</div> <input type="text"/> </div> </div> <div> <div>Account Information</div> <div> <div>Login Email (required)</div> <input type="text"/> <div>Password (required)</div> <input type="password"/> <div>Confirm password</div> <input type="password"/> </div> <div> <div>Create an account</div> <div>Cancel</div> </div> </div> </div> </div>	<p>If you clicked Sign Up, you will be asked to enter basic information. The program will then try to find you in the church database. If the email address you enter matches the one in the church database, it will recognize you and take you to the <b>Main Menu</b>.</p> <p>If it does not recognize you, contact the church office for help.</p>
<div data-bbox="71 627 816 1274"> <div>Main Menu</div> <div> <div> <div>HOME</div> <div>GROUPS</div> <div>FIND A GROUP</div> <div>DIRECTORY</div> <div>GIVING</div> </div> <div>Towson UU Church</div> <div> <div>Welcome Marilyn</div> <div> <div>Update Profile</div> <div>Privacy Settings</div> <div>Church Directory</div> <div>Your Groups</div> <div>Find A Group</div> <div>Your Giving</div> </div> </div> <div> <div>Church Privacy Policy</div> <div>Your Privacy Rights</div> <div>Unsubscribe</div> <div>Security</div> <div>Contact Us</div> </div> </div> </div>	<p>All of the features described below can be accessed from the Main Menu. To reach the Main Menu from other pages, click “Home” on the top menu.</p>
<div data-bbox="71 1325 992 1892"> <div>Update Profile (from the Main Menu)</div> <div> <div> <div>HOME</div> <div>GROUPS</div> <div>FIND A GROUP</div> <div>DIRECTORY</div> <div>GIVING</div> </div> <div>Account</div> <div>Contact us</div> <div>Help</div> <div>Sign</div> </div> <div>Towson UU Church</div> <div> <div> <div> <div>Marilyn Maze</div> <div>mazemd@hotmail.com</div> </div> <div> <div>Household position</div> <div>Wife</div> </div> <div> <div>Date of birth</div> <div>9/13/1945</div> </div> <div> <div>Marital status</div> <div>Married</div> </div> <div> <div>Gender</div> <div>Female</div> </div> </div> <div> <div>Phone</div> <div>Mobile</div> </div> <div> <div>Your profile is 82% complete.</div> <div> <div>ACTIONS</div> <div> <div>Update your profile</div> <div>Privacy settings</div> <div>Change Login / Password</div> </div> </div> </div> </div> </div>	<p>Update Profile takes you to this page. Click “Update your profile” in the upper right to make changes to your profile.</p>

	<p>While updating your profile, you can “change” your photo.</p> <p>Please choose a recent photo so that people who don’t know you well can recognize you. Please crop the photo to show only your face.</p>
	<p>After making any changes, you must scroll to the bottom of the screen and click “Save changes”.</p>
<p><b>Add yourself to the Online Directory (from Main Menu)</b></p>	<p>To add yourself to the Online Directory, click Privacy Settings from the Main Menu.</p>

## Towson UU Church

### Privacy Settings

Drag the sliders to select what info people will see. The further you move each slider, the more people will be able to see that info online.

	Church Staff	Group Leaders	Group Members	Everyone
Address				
Date of birth				
Email				
Phone				
Websites				
Social networks				

Church Staff sees...

**Marilyn Maze**  
3 Ansari Court  
Baldwin, MD 21013  
Birthdate: September 13, 1945  
mazemd@hotmail.com  
410-592-5489  
[AsiaPacificCDA.org](#)

Group Leaders see...

**Marilyn Maze**  
3 Ansari Court  
Baldwin, MD 21013  
mazemd@hotmail.com  
410-592-5489  
[AsiaPacificCDA.org](#)

Group Members see...

**Marilyn Maze**  
3 Ansari Court  
Baldwin, MD 21013  
mazemd@hotmail.com  
410-592-5489  
[AsiaPacificCDA.org](#)

Everyone sees...

**Marilyn Maze**  
3 Ansari Court  
Baldwin, MD 21013  
mazemd@hotmail.com  
410-592-5489  
[AsiaPacificCDA.org](#)

Note: Leaders can view personal information if the church allows them to edit your profile.

☒ Include me in the church directory – This includes your name, city, state, and info marked Everyone.

[Save privacy settings](#) [Cancel](#)

On the Privacy Settings page, you can hide any of the information you wish to hide.

Be sure to click the checkbox at the bottom of the screen to include yourself in the Online Directory. No one else can do this for you. Then click “Save privacy settings.”

## Viewing the Online Directory (from the Main Menu)

From the Main Menu, click Church Directory to see the Online Directory.

## Towson UU Church

To search, type name and hit enter...

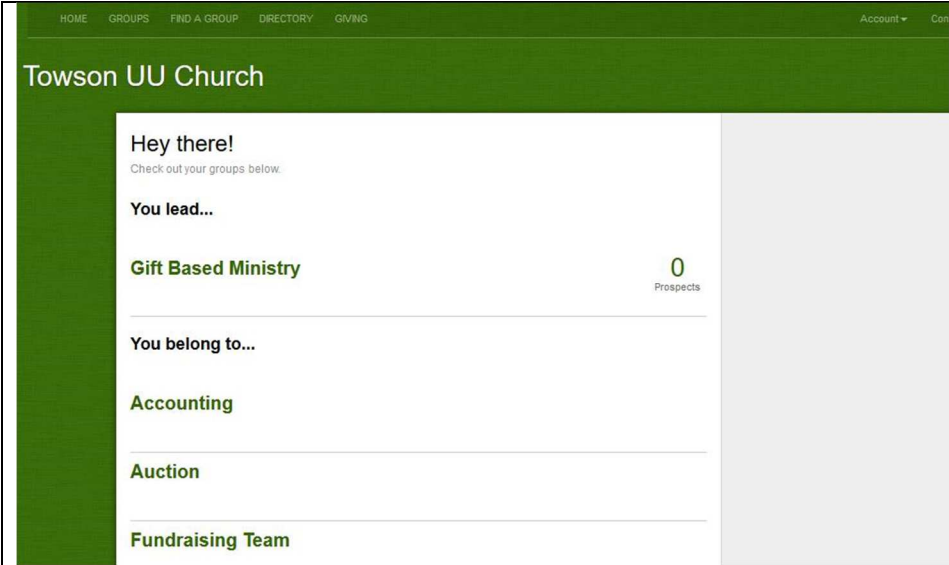
Person	Email	Address	Phone	Social
<a href="#">Dan Alper</a>				
<a href="#">Rick Bader</a>				
<a href="#">Sue Battle-McDonald</a>				
<a href="#">Eric Beatty</a>				

The Online Directory lists contact information for everyone in the congregation who has added themselves to the directory.

Use the box at the top to search for a person.

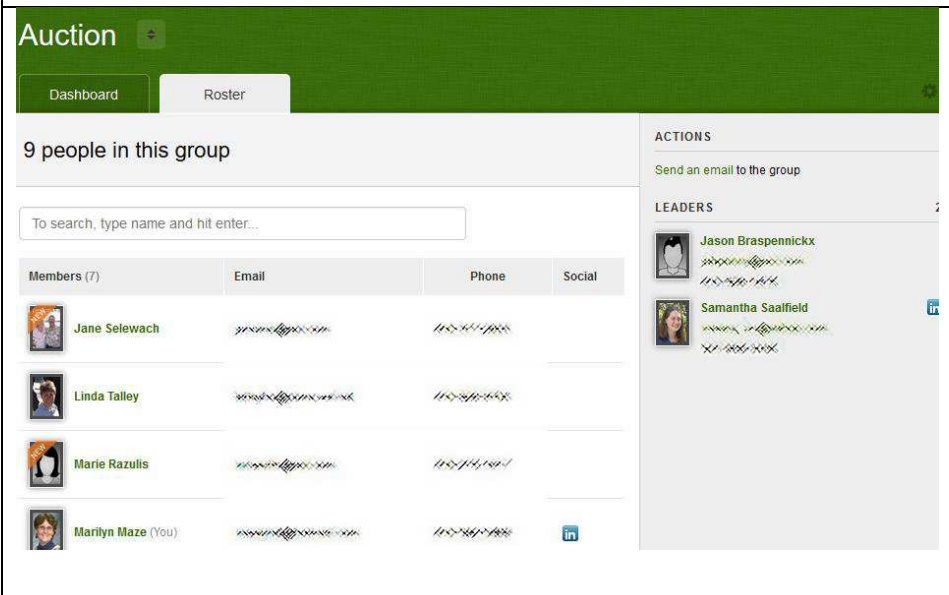
## Group Information (from the Main Menu)

From the Main Menu, choose “Your Groups” to see groups you are in.



“Your Groups” lists the groups the office believes you belong to. Click on a group to see the other people in the group.

Send an email to the office if your groups are not correct.



While viewing a group, you can send an email to everyone in the group using the link on the upper right, or to any person in the group by clicking on their email.

Group Leaders are also able to record attendance on this page, which allows others to know that group members are active participants in TUUC.

**Finding Activities at TUUC (from the Main Menu)**

On the Main Menu, click “Find Groups” to find activities you may want to join.



HOMEGROUPSFIND A GROUPDIRECTORYGIVING

AccountContact usHelpSign out

Towson UU Church

Postal Code

Category

Children

are welcome

Search

FI

1. Enter search criteria

2. Look through search results

3. Contact the group leader

4. Get approved, and join!

To find a group, use the drop-down list at the top. For example, if you choose Music & Art, you will see the next screen.

HOMEGROUPSFIND A GROUPDIRECTORYGIVING

AccountContact usHelpSign out

Towson UU Church

Postal Code

Category

Weekday

Start time

Children

Show

are welcome

meets online

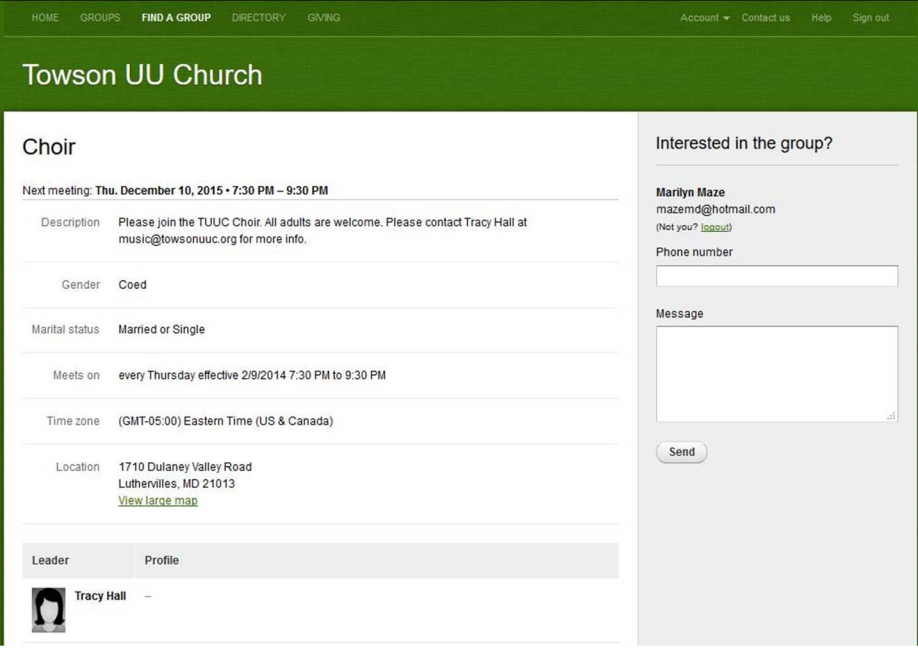
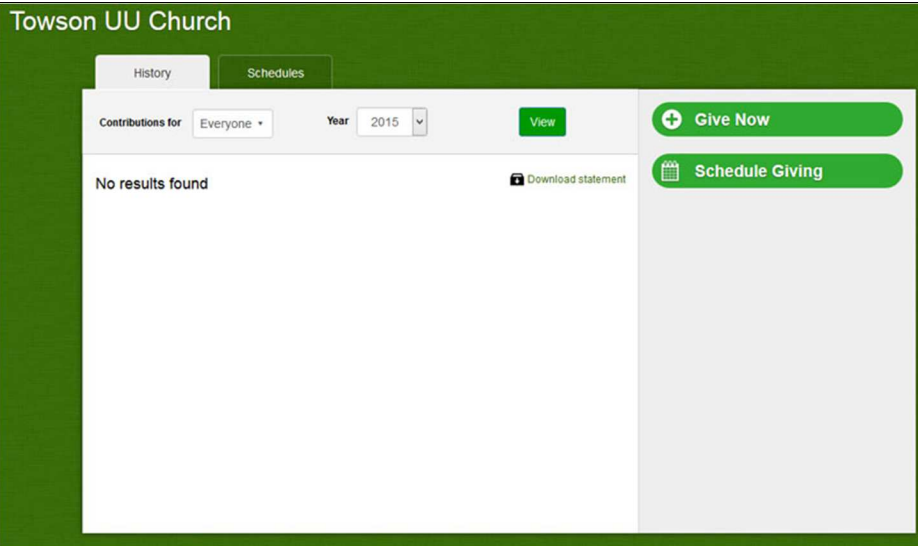
Search

4 Groups found

Group	Location	Meets	Children	Start	End
<a href="#">Choir</a> Please join the TUUC Choir. All adults are welcome. Ple...	Luthervilles, MD 21013	Th every week		7:30 PM	9:30 PM
<a href="#">Gallery Unicorn</a> Sets up exhibits of artistic renditions which may please ...	—			—	—
<a href="#">Improv</a>	—			—	—
<a href="#">Music</a> Provides oversight of the musical aspects of the Sunday ...	—			—	—

1 - 4 out of 4

This screen lists the groups which we believe are related to Music & Art in our church. Click on one to learn more about it. For example, if you click on Choir, you will see the next screen.

	<p>You can send a message to the leader of this group expressing interest in joining the group or learning more about it by entering your message on the right and clicking Send.</p>
<p><b>Your Donations to TUUC (from the Main Menu)</b></p>	<p>From the Main Menu, click “Your Giving.”</p>
 <p>Credit card donations cost TUUC a significant amount, so TUUC prefers other methods. For other methods of giving, contact <a href="mailto:bookkeeper@towsonuuc.org">bookkeeper@towsonuuc.org</a>. Regular payments can be set up with Direct Deposit from your checking account. Other options include stock donations or simply placing a check in the collection plate.</p>	<p>This page lists donations received in a specific year. “Everyone” means everyone in your household. Change the “Year” to see donations in a different calendar year.</p> <p>Click “Download Statement” while viewing the correct year to print a tax statement.</p> <p>For credit card donations,</p> <ul style="list-style-type: none"> <li>• Use the “Give Now” button to make a single donation</li> <li>• Use “Schedule Giving” to set up regular credit card donations.</li> </ul>

## Towson UU Church

**Where to Give**  
Choose which causes to support

**Giving Schedule**  
How often would you like to give?

**Payment Method**  
Specify how you want to give

**Review & Confirm**  
Finalize your contribution

[Cancel](#)[Continue](#)

When scheduling donations, be sure to select the correct Stewardship Campaign. The “amount” on this page refers to the amount of each donation. In the screen above, \$100 given monthly would be \$1200 per year.

## Towson UU Church

**Where to Give**  
Choose which causes to support

**Giving Schedule**  
How often would you like to give?

**Payment Method**  
Specify how you want to give

**Review & Confirm**  
Finalize your contribution

[« Back](#)[Continue »](#)

You can indicate regular donations by credit card.

## Towson UU Church

**Where to Give**  
Choose which causes to support

**Giving Schedule**  
How often would you like to give?

**Payment Method**  
Specify how you want to give

**Review & Confirm**  
Finalize your contribution

Enter your credit card information here.



## Towson UU Church

### Where to Give

Choose which causes to support

### Giving Schedule

How often would you like to give?

### Payment Method

Specify how you want to give

### Review & Confirm

Finalize your contribution

When giving via credit or debit card, a temporary **\$1.00** authorization hold will be placed on your account.

#### Contribution Details

[Edit](#)

2015-2016 Stewardship Campaign

\$100.00

**Total \$100.00**

#### Payment Information

[Edit](#)

Marilyn Maze  
Visa ending in 4314  
Expires 03/2017

3 Ansari Court  
Baldwin, MD 21013  
United States

☐ I understand that this will process my gift through the regular banking system and that it will remain in effect until I modify the contribution through the web interface or by contacting Towson UU Church .

Cancel

Process this schedule

Occurring: Monthly [Edit](#)

Beginning: 1/1/2016

Ending: No end date

The Confirmation Screen shows the total you will be giving over the period you plan to give it. Click “Process this schedule” to start the automatic credit card charges.