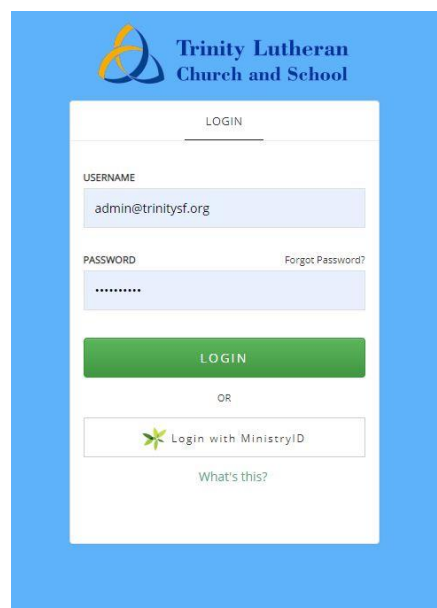
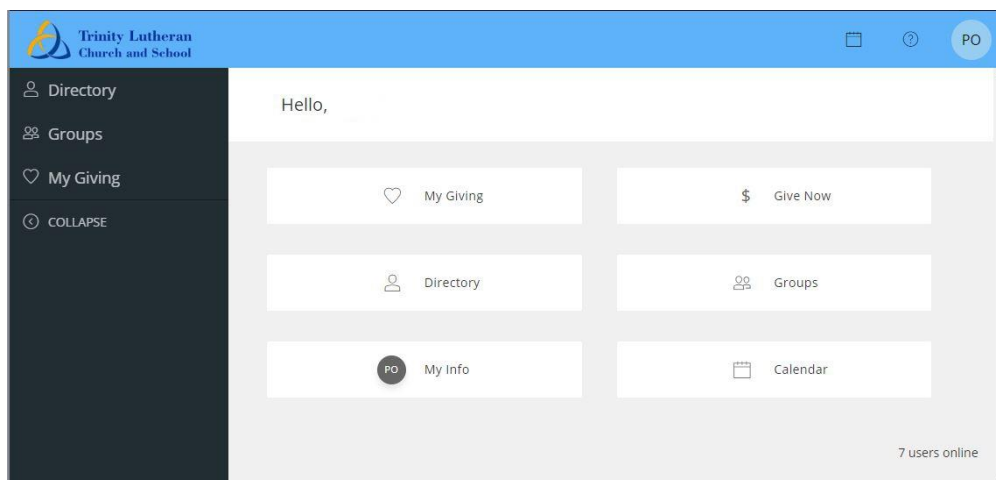


# Trinity Elexio Community User Guide

At Trinity Lutheran Church and School, we use a church management system (CMS) Elexio Community. Our members can access and update their own and family information. You can login to your portal by clicking on this link <https://trinitysf.elexiochms.com/> and you will get the login screen to the right. You can log in or you can use the login with Ministry ID to create a login credential that will work with this program as well as the Elexio Community and Ministry One Apps for our mobile versions to keep up to date with all church activities.



When you are logged in you will see your main user page.



On this page is a group of six buttons to allow you to quickly see your information and involvement in Trinity Lutheran Church. Here is a quick list of what each section contains:

“My Giving” – Giving history, pledges, statement and Give Now

“Give Now” – Brings you to the Online Giving Form.

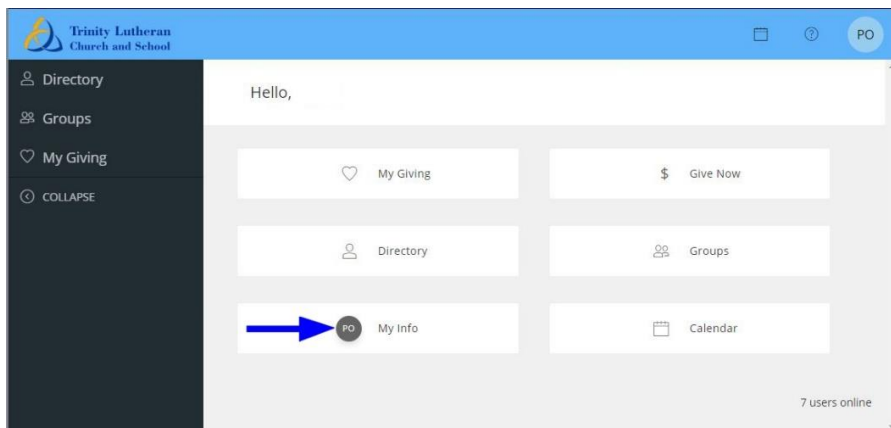
“Directory” – Listing of Trinity Lutheran Church members

“Groups” – Group finder, list and groups you are involved in

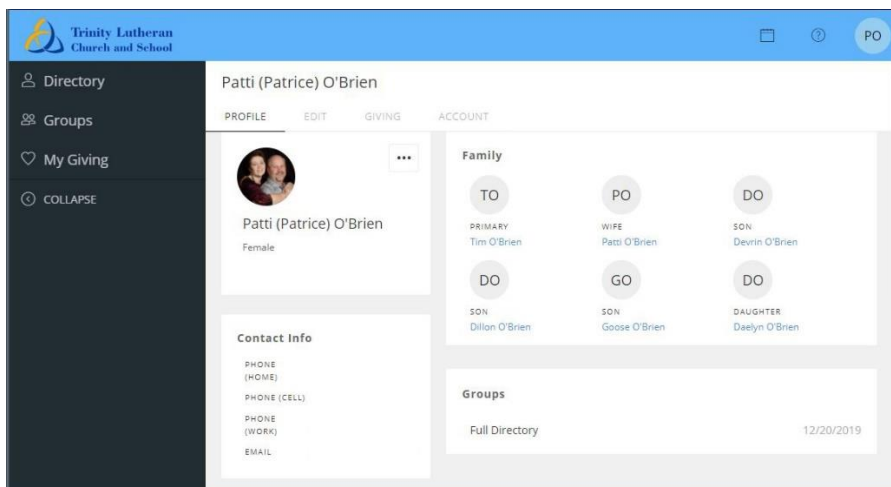
“My Info” – Member and family profile information

“Calendar” – Displays the events for Trinity

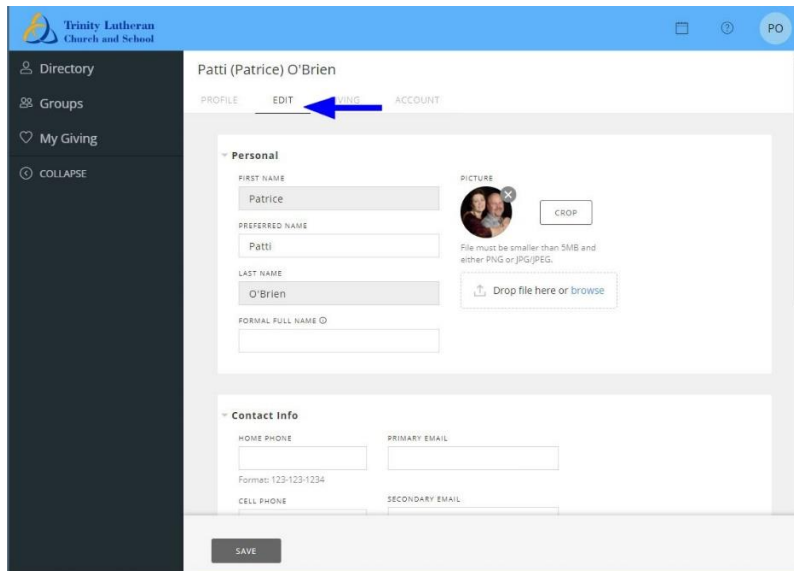
Here is a guide to get you started to use our member portal.



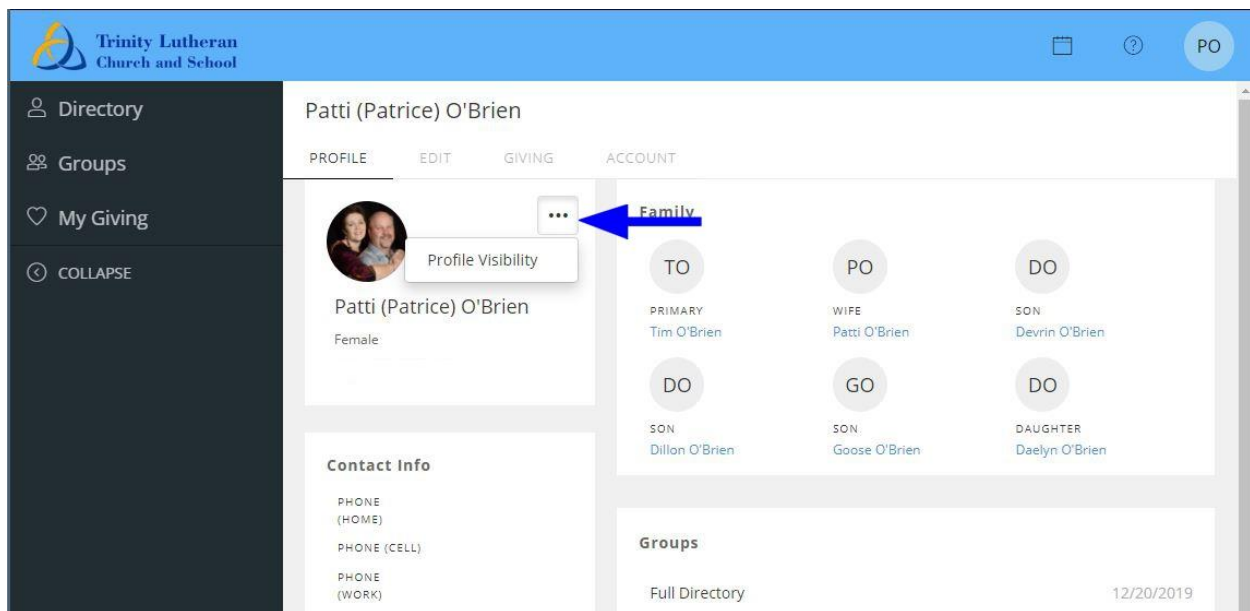
If you click on the “My Info” tile you will be brought to your profile page.



You can view all your information that we have and if you see anything missing or incorrect you can click on the “Edit” tab.



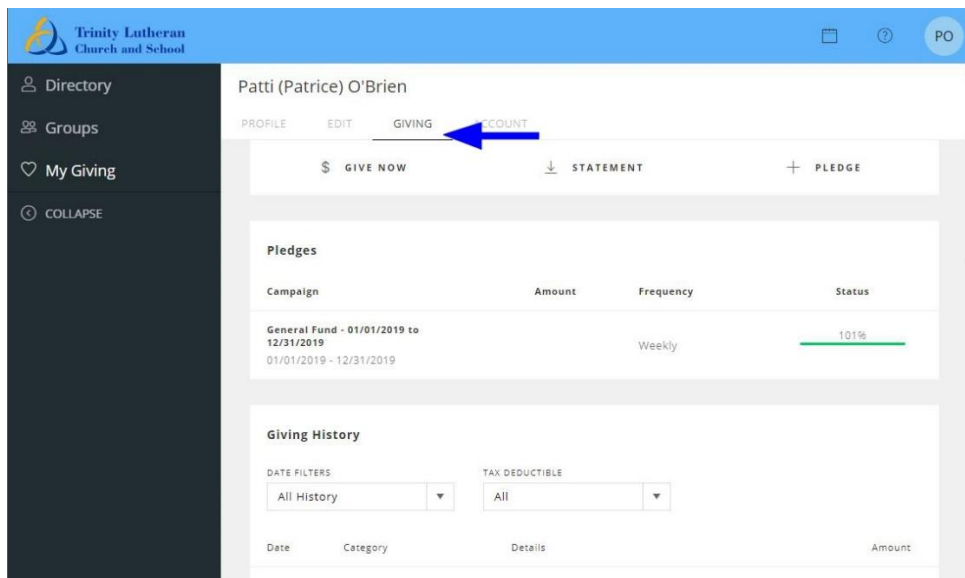
Once you have updated all your information and have clicked on the SAVE button on the bottom of the page you can click again on the “Profile” tab to go back to review your information.



The next step would be to set the visibility of your information that the members and staff at Trinity can see. Click on the three dots below the Giving tab and click on the Profile Visibility button. On the visibility settings page you can change the settings for each of the types of information. When done click the save button.

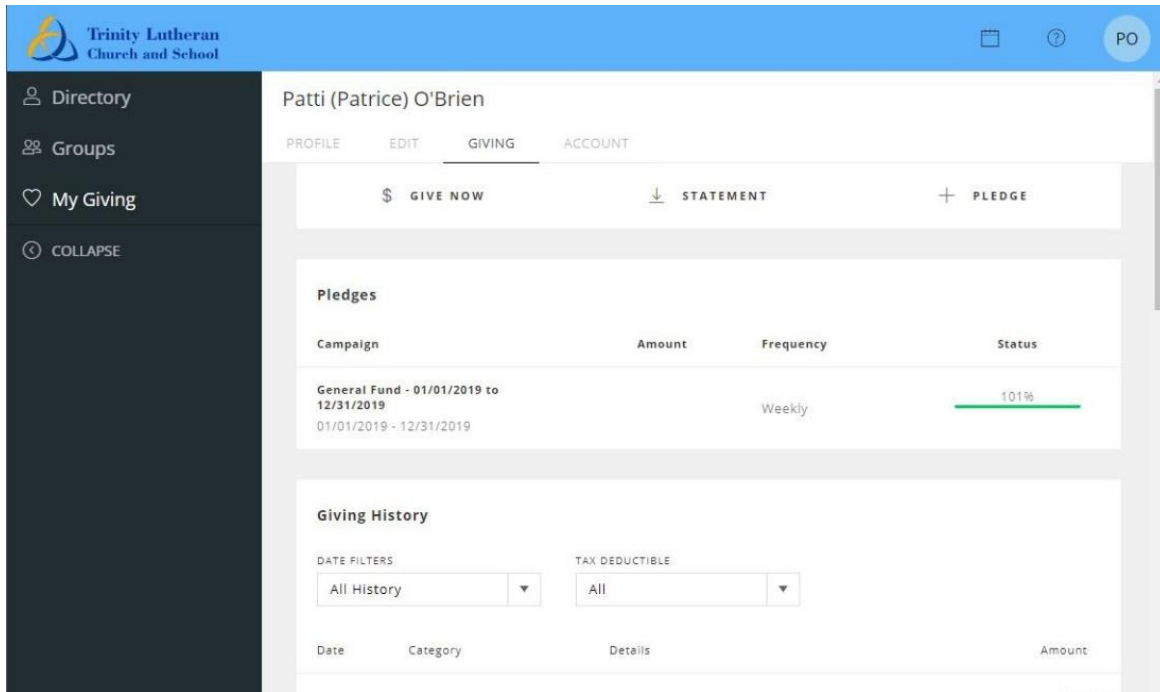


To view you giving information you can click on the “Giving” tab.

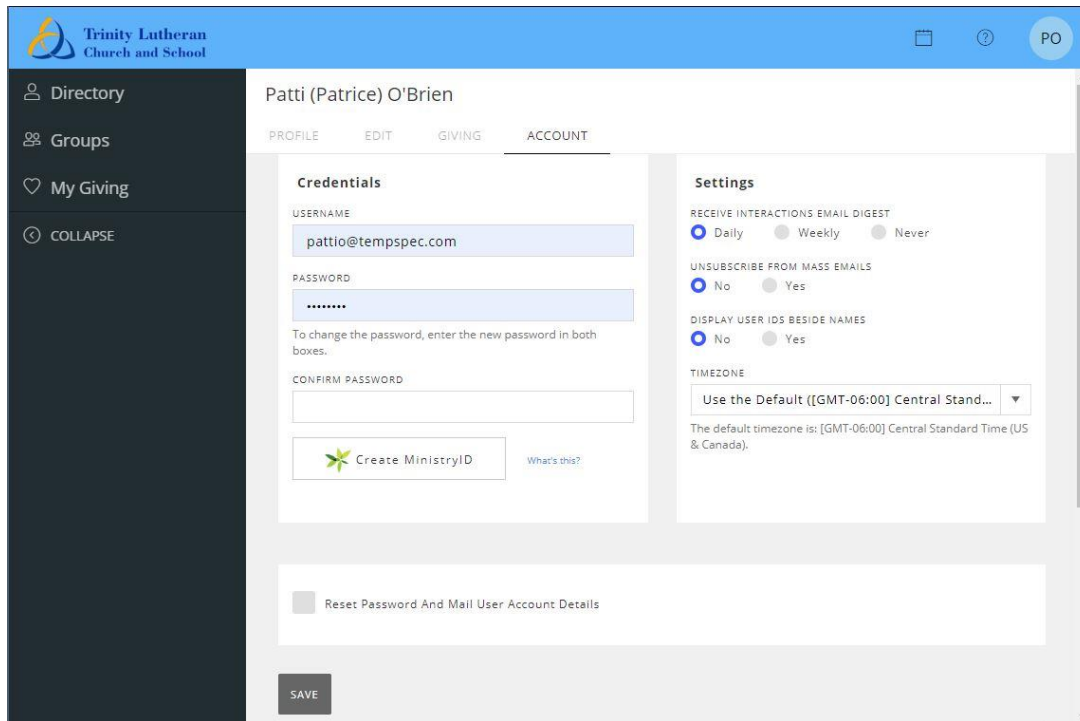


Here you will be able to give a donation by clicking on the GIVE NOW tab, view a statement with the STATEMENT tab or create a pledge with the PLEDGE tab. In

the Pledges section you will see your current pledge amount and frequency with a bar graph showing you give percentage for the year. Scrolling down in the Giving History section you will see all your donations listed and you can filter by date range and type of donation. The very bottom of the page you will see an accumulated total and you can click on the down arrow next to the total to see the breakdown by category.



The last tab at the top is the ACCOUNT tab and clicking on it will bring you to show and allow you to change your Credentials for logging in and settings.



On the left side there is the directory tab that will display the complete Trinity list of members. The Groups tab will allow you to search and show all of our bible studies and volunteer opportunities you can sign up for a new group and scroll down to see all that you are involved with.