## 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 <u>https://trinitysf.elexiochms.com/</u> 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.

LC	)GIN
JSERNAME	
admin@trinitysf.org	
PASSWORD	Forgot Password?
LO	GIN
	OR
🧚 Login w	ith MinistryID
Wh	at's this?

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

Trinity Lutheran Church and School					0	PO
은 Directory	Hello,					*
路 Groups						
♡ My Giving	$\bigtriangledown$	My Giving	\$	Give Now		
() COLLAPSE						
	گ	Directory	00	Groups		
	PO	My Info		Calendar		
					7 user	rs online +

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.

Trinity Lutheran Church and School				PO
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	Contact Info     HOME PHONE PRIMARY EMAIL     Formet: 123-123-123-4     CELL PHONE SECONDARY EMAIL  SAVE			

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.

Trinity Lutheran Church and School				•	РО
은 Directory	Patti (Patrice) O'Brien				Î
路 Groups	PROFILE EDIT GIVING	ACCOUNT			
🗢 My Giving		Family			- 1
COLLAPSE	Profile Visibility	ТО	PO	DO	- 1
	Patti (Patrice) O'Brien <sub>Female</sub>	PRIMARY Tim O'Brien	WIFE Patti O'Brien	SON Devrin O'Brien	
		DO	GO	DO	
	Contact Info	san Dillon O'Brien	SON Goose O'Brien	DAUGHTER Daelyn O'Brien	
	PHONE (HOME) PHONE (CELL)	Groups			
	PHONE (WORK)	Full Directory		12/20/	2019

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.

lirectory	Configure who can view your informati	ion by using the selector belo	N.		
iroups	Leaders can still view contact information if the				
ly Giving	Personal Information	Group Leaders	Group Members	Directory	
OLLAPSE	Address	0		0	
	Address 2			-0	en
	Home Phone	•	•	-0	
	Cell Phone	•			en
	Work Phone	•	•	-0	
	Primary Email	•		-0	12/20/201
	Secondary Email	•		-0	
	Birthday	•			
	Age	0			

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

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路 Groups	PROFILE EDIT GIVING			
♡ My Giving	\$ GIVE NOW	↓ STATEN	AENT	+ PLEDGE
COLLAPSE				
	Pledges			
	Campaign	Amount	Frequency	Status
	General Fund - 01/01/2019 to 12/31/2019 01/01/2019 - 12/31/2019		Weekly	101%6
	Giving History			
	DATE FILTERS	TAX DEDUCTIBLE		
	All History 🔻	All	*	
	Date Category	Details		Amount

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.

Trinity Lutheran Church and School			🗂 💿 PO
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路 Groups	PROFILE EDIT GIVING	ACCOUNT	
♡ My Giving	\$ GIVE NOW	↓ STATEMENT	+ PLEDGE
COLLAPSE			
	Pledges		
	Campaign	Amount Frequency	Status
	General Fund - 01/01/2019 to 12/31/2019 01/01/2019 - 12/31/2019	Weekly	101%
	<b>Giving History</b>	TAX DEDUCTIBLE	
	All History	All	
	Date Category	Details	Amount

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.

Trinity Lutheran Church and School		C PO
은 Directory 뿅 Groups	Patti (Patrice) O'Brien PROFILE EDIT GIVING ACCOUNT	·
Image: Second		Settings RECEIVE INTERACTIONS EMAIL DIGEST Daily Weekly Never UNSUBSCRIBE FROM MASS EMAILS No Yes DISPLAY USER IDS BESIDE NAMES No Yes TIMEZONE Use the Default ([GMT-06:00] Central Stand V The default timezone is: [GMT-06:00] Central Standard Time (US & Canada).
	Reset Password And Mail User Account Details	

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.