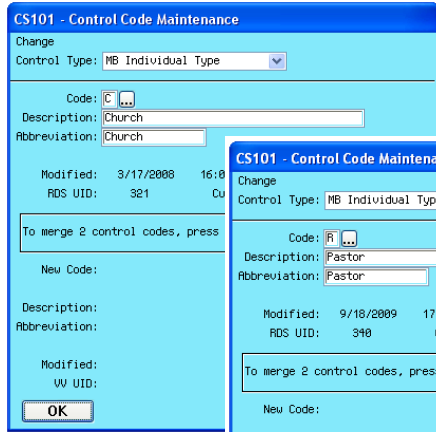
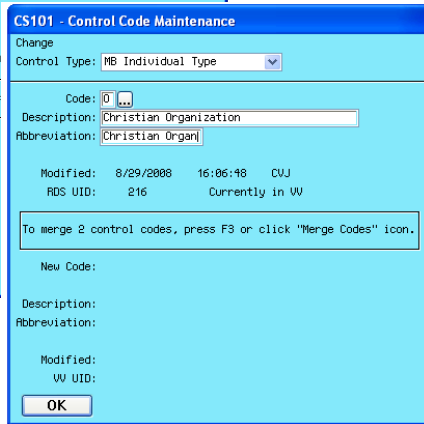
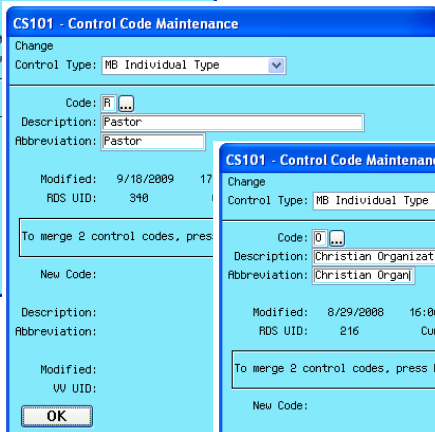


Set Up Organizations in RDS Advantage

RDS Advantage can track families with individuals, and can track separate organizations, each with its own list of related members/contacts.

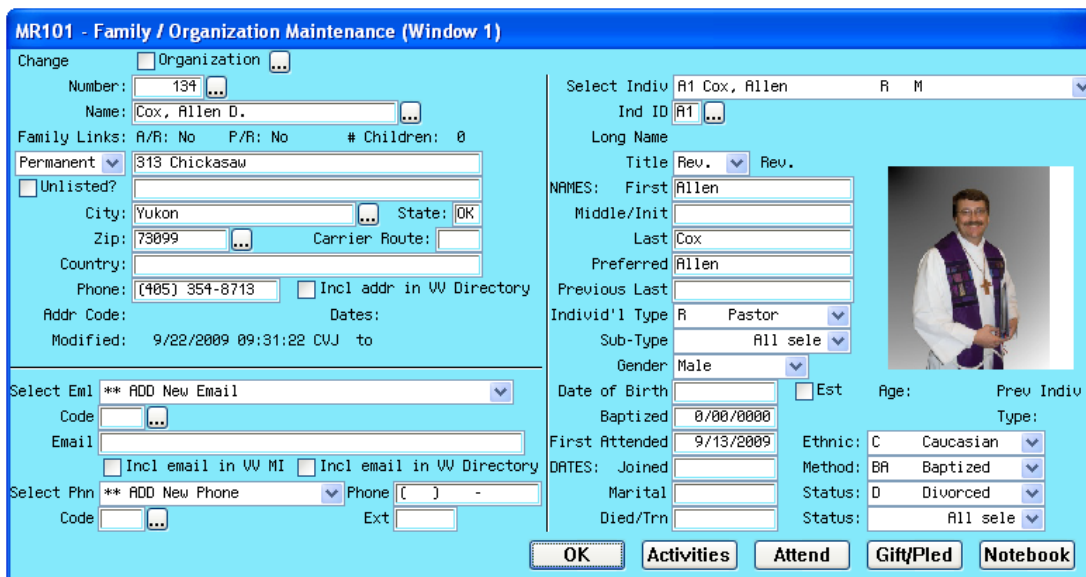


1. In Control Code Maintenance, CS101, set up a control code for (i.e.) "Church." Alternatively, set one up for a general organization. You can also establish control codes for any other individual types, such as a pastor.



2. In member records set up all the individuals you will associate with the organization. In the case of churches, these will be people such as a pastor, Director of Christian Education, Music Director, MDO director, etc. In the case of a business, this might be the person in your congregation who owns the business.

Click on the "Organization" check box (see below).



3. Next set up each church or organization as an organization in member records, MR101. Notice that when you check the box to indicate that this is an organization, the screen changes from the normal member records screen (see next page).

MR101 - Family / Organization Maintenance (Window 1)

Change Organization ... Activity: CH002 ... Resurrection Luthera

Number: 100005 ...

Name: Resurrection Lutheran Church ...

Family Links: A/R: No P/R: No

Permanent 675 W. Vandament Ave.

Unlisted?

City: Yukon ... State: OK

Zip: 73099 ... Carrier Route:

Country:

Phone: (405) 354-3322 ... Incl addr in WV Directory

Addr Code: ... Dates:

Modified: 11/07/2007 16:55:03 CVJ to

Select Indiv: R1 Resurrection Luthera C 0

Ind ID: R1 ...

Long Name: Resurrection Lutheran Church

Title: Rev. ... Rev.

NAMES: First: Thomas

Middle/Init:

Last: Hamerdeer

Preferred: Thomas

Previous Last:

Individ'l Type: C Church

Sub-Type: All sele

Gender: Organization

Date of Birth: ... Est: ... Age: ... Prev Indiv: ...

Baptized: 0/00/0000 ... Type:

First Attended: 10/21/2007 ... Ethnic: C

DATES: Joined: ... Method: All sele

Marital: ... Status:

Died/Trn: ... Status:

OK Activities Attend Gift/Pled Notebook

When this record is identified as an organization, you have the option to link it to an Activity ID.

4. In AC101, Activity Set-Up Maintenance, set up the corresponding activity and link it to the corresponding organization in member records.

AC101 - Activity Set-Up Maintenance

Main Who Attends Insta Check-In Attend Categories Attend Print Virtual Village

Change Activity ID: CH002 ...

Type: CHURC ... Description: Resurrection Lutheran Church ...

Sub-Type: LUTH ... Org Number: 100005 ... Resurrection Lutheran Church

Date Form: BLANK ... Blank

Include in Activity: Enrolled individuals

Sunday School

Time: 12:00 AM - 12:00 AM

Building: ...

Room: ...

Mod: 9/18/2009 17:40:22 CVJ

Apply Apply & Clear Session Notes

In AC103, Enroll by Activity, enroll all the people who will be associated with this organization—pastors, Directors of Christian Education, Music Directors, etc. These people must first be entered in Member Records.

AC103 - Enroll by Activity

Change Activity ID: CH002 Resurrection Lutheran Church Type: CHURC Males/Females/Married/Single/Age:0-999

Date Form: BLANK Blank Subtype: LUTH Sunday School:No

Indiv/Org Name	Fam/Org Number	T/S	Inv	Primary Position	Leader	Join Date	Exit Date	Modified
76 R1 F Elijah Brandenburg		R/	A	YOUTH DIR		9/18/2009		9/18/09 17:32:29 CVJ
134 R1 Allen Cox		R/	A	PASTOR				
135 R1 Thomas Hamerdeer (Tom)		R/	A	PASTOR				

AC103A - Individual Entry

Name: ...

Indiv ID: ...

Act Inv: ...

Position: ...

Join Date: ...

Exit Date: ...

M/R Primary Activity

Leader

Modified: ...

OK

Reporting:

With your organizations set up this way, all the reporting capabilities of the system can be used, such as attendance, e-mail, VOIP voice messaging, lists, labels, envelopes, etc.

1. For example, to print labels for all organizations that are churches, use Member Records Labels, MR302L, and select only the individual type that has been set up for Church in Control Code Maintenance:

MR302L - Membership Labels

Print By: Family Individual

Output Order: Alphabetic Numeric Zip Code Carrier Route Tract Pre-Sort

Gender: N/A

Family/Org Num: Beg: 10, End: 9999999

Fam/Org Num: AAAAAAAAAAAAAAAAAAAAAAAAAA, ZZZZZZZZZZZZZZZZZZZZZZZZZ

Children: 0, 99

First Attend: 0/00/0000, 12/31/9999

Join Date: 0/00/0000, 12/31/9999

Age: N/A, N/A

Birth Date: N/A, N/A

Individual Type: CCCCCCCCCCCCCCCCCCCCCCCCCC (circled in red)

Individual Subtype: ABCDEFGHSTU

Marital Status: DMPSW

Joined Method: BA C L N S T V

Died/Transferred: DE MO R TO TS UN

Family if ANYONE in family qualifies

R1 & R2? Together (Either qualify)

Other Adults

Children: Child's name

Combine children in the same family

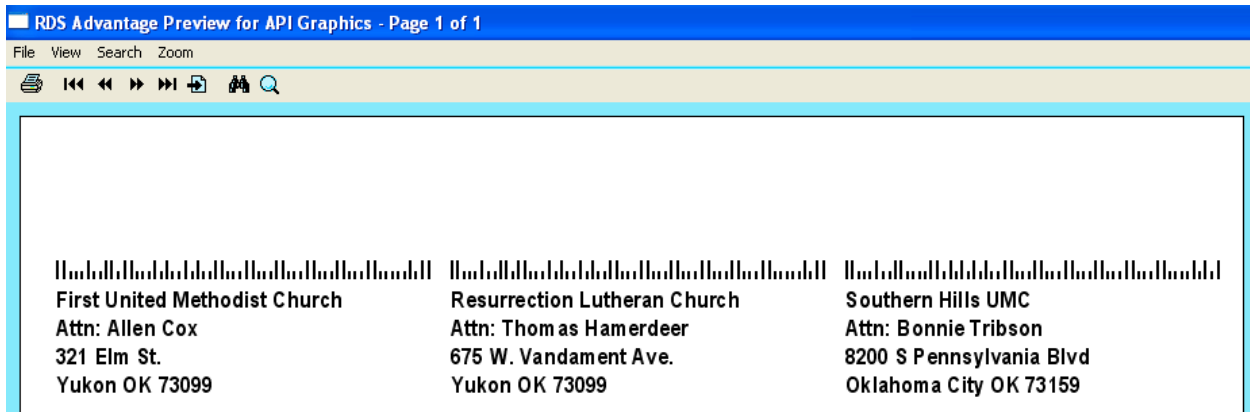
Name Format: Preferred

Include: Family Number Home Phone Carrier Route 'Family' after family name Census Tract

Form Type: Number Across Page: 3, Number of Lineups: 0

Buttons: Print, File, Export

Label Printing Example:



2. To print labels for all individuals associated with the churches, use Activity Involvement Labels, AC303L and print labels for the range of activities:

Label Printing Example:

Have fun setting up your organizations !