



Church Member Guide

for

RDS Connect[®]

Unite[®] APP

April 20, 2016

RDS **Unite**[®] Brings Members and Staff Together

Unite[®] is for churches using RDS Connect, Cloud-hosted systems

BRIEF OVERVIEW

RDS Connect **Unite**[®] APP (*Unite your church*) is a series of features that allow members to access the church database and more easily communicate with each other. With the convenience of tablets and smartphones members have access to information of interest to them, can communicate with other members, update family information, make contributions and payments, upload family photo, see the directory, see maps and directions to residences, and more.

- Cloud-hosted for Apple, Android and Microsoft devices
- Unite members with the RDS database for instant access in real time
- Strengthen the community of believers

With fully integrated capabilities, using cell phones and/or tablets, members can:

- **Access Family and Individual Information** - See and update information about family info, and add family photo (family names cannot be changed).
- **Make Contributions** - Make gifts and pay fees
- **See Personal Contribution and Payment History**
- **Look at the Church Directory** - See photo directory. Send e-mail, make phone calls or text messages
- **Map** - See a map of someone's address and see directions to that address



www.rdsadvantage.com



Getting Started

- Download the RDS UNITE app from your Android play store, Apple app store or Microsoft app store depending on the mobile device you own. Once downloaded, open the app and enter the church code. Contact Josh or Marilyn at RDS for this info. You must already be included in the church database with your name and e-mail address for the registration process to be successful. Your church logo should appear at the top.
- Tap on “register here” and enter your e-mail address on file with the church and set a password then tap “Register”. This will sign you into the app and send yourself a registration email that will need to be confirmed. You will be able to log into the app but will not have full access to the entire app until you confirm the registration email. **Important: Please check spam folder for confirmation email if not received in your inbox in a timely manner.**
- Now you’re ready to log in, open the app and select “remember me” to save your credentials if you desire. Next you’ll enter your email address and password then touch “Sign In”.



<~This icon found middle/right of the app is a globally recognized sign for menu. Tap this to display your options.

Church Code

The screenshot shows the 'Identify Church' screen. At the top is the RDS ADVANTAGE MANAGEMENT SYSTEM logo with the tagline 'Making Ministry Manageable'. Below that is the 'Unite' logo. The main section is titled 'Identify Church' and contains a 'Church Code' input field and a green 'Next' button. At the bottom, there is a 'Welcome' message and a list of features: 'Keep connected with your church and members', 'See and update your personal information', and 'View the church directory and photographs'.

Sign In

The screenshot shows the 'Sign in' screen. At the top is a banner for 'Unite Your Church' with the text 'A United Church Is An Effective Church.' and 'The RDS Unite App Will Keep Your Members Connected.' Below the banner is the 'Unite' logo and a menu icon. The 'Sign in' section has two input fields: 'User name (E-mail)' and 'Password', followed by a green 'Sign In' button. There are also links for 'Lost your password?' and 'Don't have an account? Register here'.

My Family

The screenshot shows the 'My Family' profile screen. At the top is the title 'My Family'. Below it is a 'Family Photo' section with a photo of a family and a 'Select image' button. Underneath are three sections: 'Family Primary Address', 'Personal Information', and 'Personal Contact Information', each with a right-pointing arrow. At the bottom are two buttons: 'Save Changes' and 'Reload Profile'.

Once confirmed there are three main areas you can access: My Family, Directory, and Contributions. To see the contribution and directory options, click on the box with three horizontal lines.

There are three areas under My Family: Family Primary Address, Personal Information, and Additional information.

Family Primary Address:

Lists residential address and phone number. Family names cannot be changed or added.

Personal Information:

Displays name and dates. No changes or addition can be made in the name fields. You can enter or change dates, marital status, and gender. Click on the check box beside information if you do not want displayed.

Additional Information:

Click on the e-mail button to select the type of e-mail address and enter your e-mail address if not displayed. Click on the check box to allow your e-mail address to be shown in the directory.

After changing or entering information, click on the “Update Profile” button to save your entries.

Directory:

Click on “Directory” to see the church directory.

Click on “Details” to see more communication options.

Enter a name to search, or enter a letter of the alphabet to see all persons with the same beginning letter of their last name.

Each family’s photograph, telephone number and e-mail address will be displayed. If not displayed, you can enter.

Click on the phone number to place a call to the person, or send a text to that person..

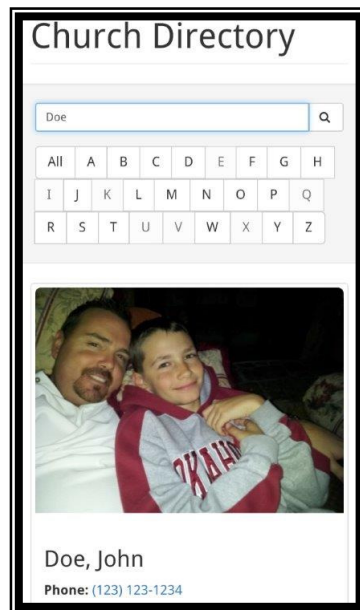
Click on the e-mail address to send e-mail.

Click on “Details” to see the cell phone number and address.

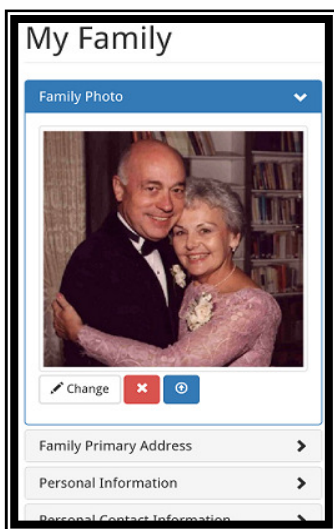
Click on “Map Address” to see a map of the person’s address.

Click on “Directions” to see driving directions to a person’s residence.

Click on “Personal Contact Information” then their e-mail address to send an e-mail message.



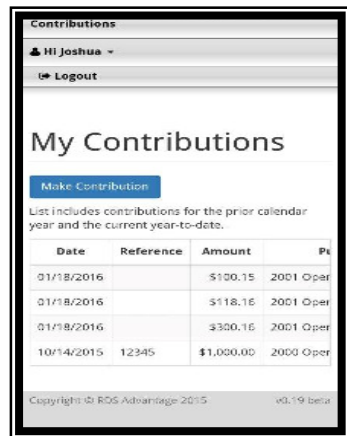
Privacy: If you do not want your address or phone number listed in the directory go to the My Family tab and touch “listed or unlisted” under each item until desired selection is accomplished.



Family Photo:

If your family photo is not displayed you may upload it. Click on “Family Photo” and select the source and photo you wish displayed. There are several ways to select photos, depending upon the device you use. “Camera,” “Gallery” and “Photos” are usual options.

For these three options to work you must have the photo you want already in the device in one of these places. After you select the photo and it is displayed, click on the blue “up arrow” (see at left) to upload the photo into the database.



See Your Giving Records:

To see a record of your payments and/or pledges, click on “Contributions.”

Make Contributions and Payments:

If the church is using Vanco Services for credit/debit and ACH payments and contributions, click on “Contributions, then “Make Contributions” to make new contributions , either one time or recurring. Other credit card processors can be used but will not be integrated with the RDS accounting system.

