



Member Guide
for
RDS Connect[®]
Unite[®] App

Nov 20, 2017

RDS Unite® Brings Members and Staff Together

Unite® is for organizations using RDS Connect, Cloud-hosted systems

BRIEF OVERVIEW

The RDS **Unite**® APP (*Unite your organization*) is a series of features that allows members to access the organization's 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, can update their own family information, can make contributions and payments, can upload a family photo, see the directory, see maps and directions to residences, and more.

- Cloud-hosted for Apple and Android 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 family information, and add family photos .
- **Make Contributions** - Make gifts and pay fees
- **See Personal Contribution and Payment History**
- **Enroll in Activities, see enrolled activities, and contact leaders.**
- **Look at the Directory** - See photo directory. Send e-mail, make phone calls or send text messages
- **Map** - See a map of someone's address and see directions to that address
- **Enroll** — Enroll in Events and Activities. Leaders of activities are notified. You can pay any fees associated with the activity/event.

Note: Using the app, you can click on a check box beside the information if you do not want it displayed in the Directory.

If you do not have a smart phone and you do not want your cell phone or e-mail address in the Directory, notify the office and they can keep this information from appearing in the Directory.



www.rdsadvantage.com

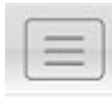


Getting Started

- Download the RDS UNITE app from your Android play store or Apple app store depending on the mobile device you own. Once downloaded, open the app and enter the organization code. Contact RDS for this info. You must already be included in the database with your name and e-mail Address for the registration process to be successful. Your organization's logo should appear at the top.

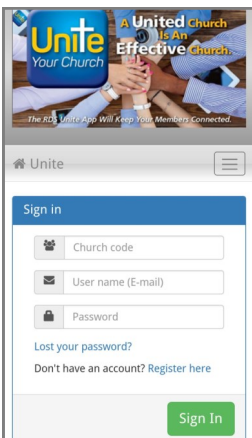


- Now tap on "register here" and enter your e-mail address on file with the organization and set a password. Then tap "Register". This will sign you into the app and send yourself a registration email that will need to be confirmed. You will be able to log into the app but will not have full access to 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. Now enter your email address and password then touch "Sign In".

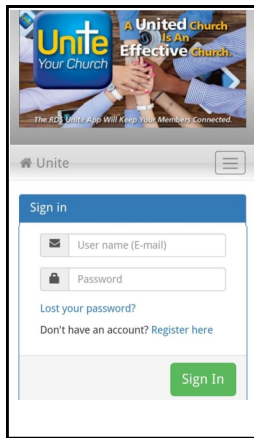


<~This icon found middle/right of the app is a globally recognized sign for menu. Tap this to select your menu options.

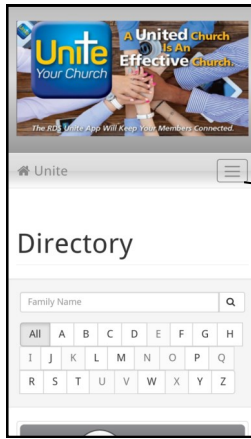
Church Code



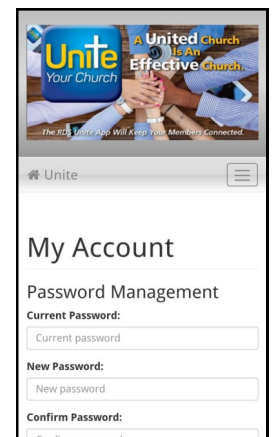
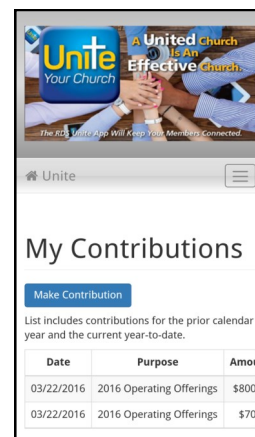
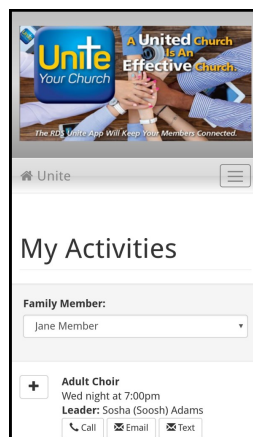
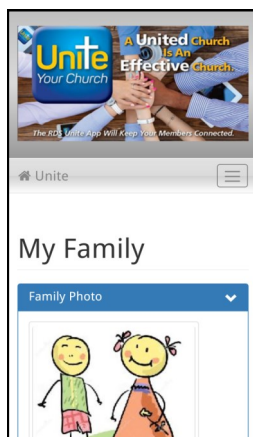
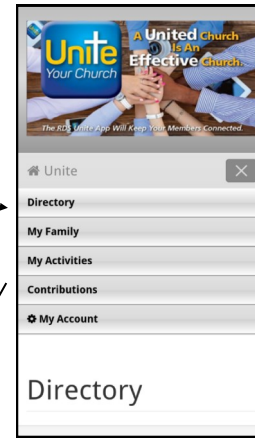
Sign In



Directory



Menu



Once confirmed you can access: Directory, My Family, My Activities, Contributions and My Account.

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

Family Primary Address: Lists residential address and phone number.

Personal Information: Displays name and dates. You can enter or change dates, marital status, and gender.

Personal Contact Information: Displays Cell phone and Email address. These can be changed or entered. Check the box beside each one to allow them to be displayed in the directory.

Family Controls in Unite App

Families can determine if their Personal Information will display Birthdate, Baptism Date, Marital Status or Marital Date.

Families can determine if their Phone Number or Email Address will be listed or un-listed in the directory.

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

Directory:

Click on “Directory” to see the 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.

Your 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.

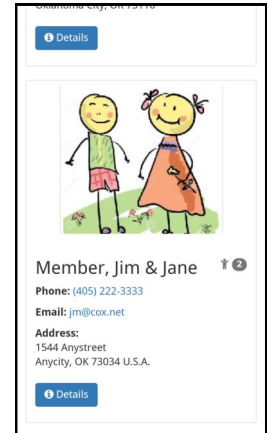
Click on “Details” to see the cell phone number and address.

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.

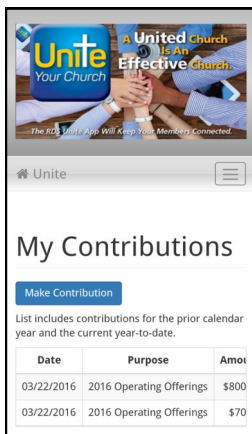
Privacy: If you do not want your address or phone number listed in the directory, go to the My Family tab and touch “listed” or “unlisted” under each item until desired selection is accomplished.



Family Photo:

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

To install a photo, you must have the photo you want already in your 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 organization is using Vanco Services or other electronic services, 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.

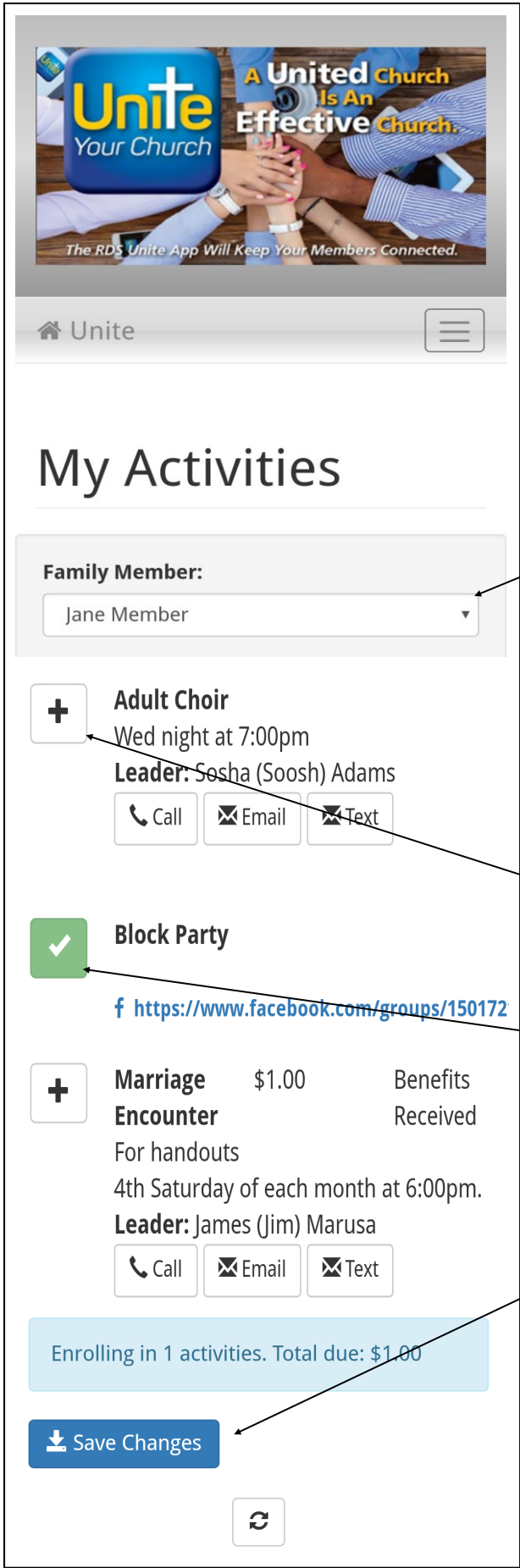
Note: The **Unite**[®] App is provided for you with no cost. We believe these features are so important for organizations, we want all members to have Unite.

My Activities

My Activities allow a user to view their families existing activities and enroll in any they qualify for IF the activity is allowed in RDS Unite.

The user cannot remove enrollment in an activity after they click "Save Changes". If they want to remove the activity from their list they will need to contact the church.

(removing a person from an activity will delete all of their attendance information so it is not allowed)



User can select any member of their family and choose activities for them.

User can call, email, or text the leader setup for the activity in the RDS software.

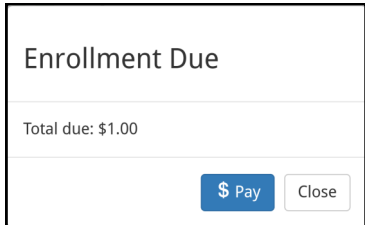
User can click on the URL provided and see more details for the event on the Internet.

Available for selecting

Already enrolled

Available when activity selected

When user clicks "Save Changes" and there is amount due and you have a payment site setup, this window will pop-up and the user can pay immediately.





Block Party \$20.00 FELLOWSHIP EVENTS
Per family fee to cover cost of catering
All weekdays M-F
Leader: Cindra Johannes

 Call  Email  Text

[f https://www.facebook.com/groups/1501721540057547/](https://www.facebook.com/groups/1501721540057547/)



Call and Text use the Phone number for the leader setup under the code CELL.

Email uses the Email setup for the leader under the code EMAL.