

# How to log on to our online database and get your pledge balance and print an annual giving report.

Cm

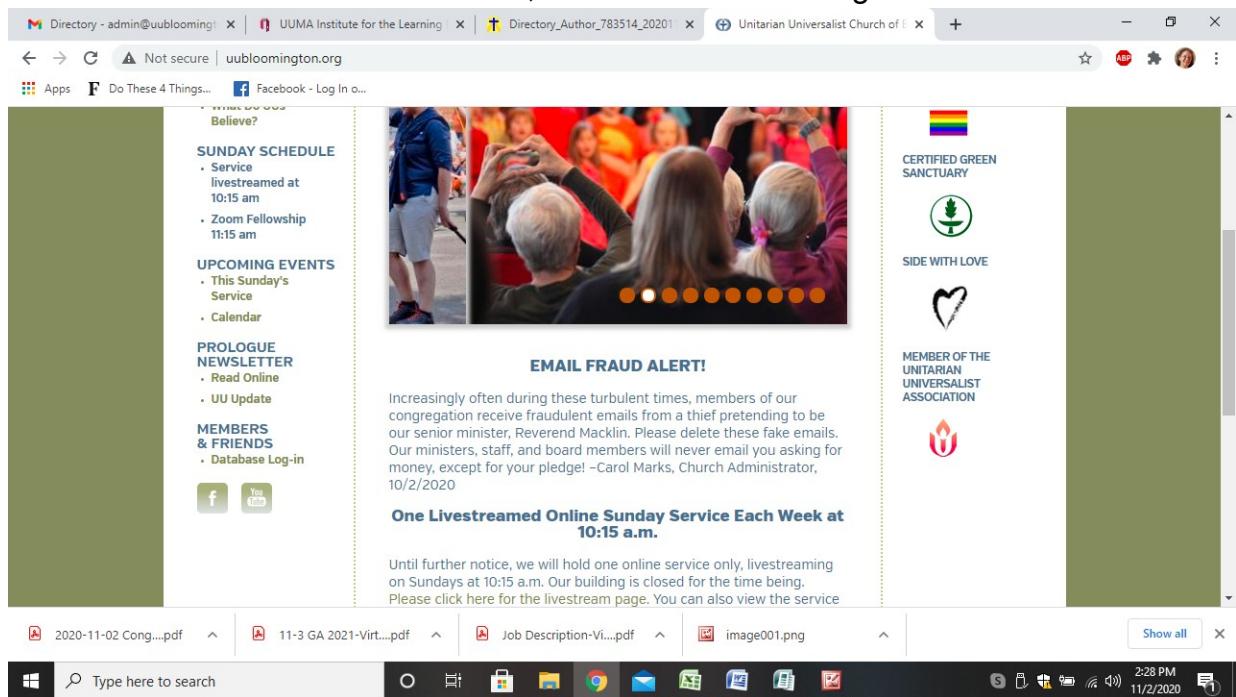
12/1/2020

If you have provided us with your email address and it's in our database, you can gain access to our online database to look up payments you have made on your pledge, and how much you have donated in a given calendar year.

Here's what to do:

1. Go to [www.uubloomington.org](http://www.uubloomington.org)

2. In the left hand column at the bottom, click on "Database Login"



3. If you have never logged in before, click on "Retrieve user ID or password". The system will email you the information.
4. Check your email for the User ID and password and enter them on the login page.

Directory - admin@uublooming | UUMA Institute for the Learning | ChurchDB Web-Based Church M

← → C churchdb.com/churchDB/Login.asp?iOrgzKey=49

Apps F Do These 4 Things... Facebook - Log In o...

**ChurchDB**

Welcome to the Unitarian Universalist Church of Bloomington, IN Database Management System  
Monday, November 2, 2020

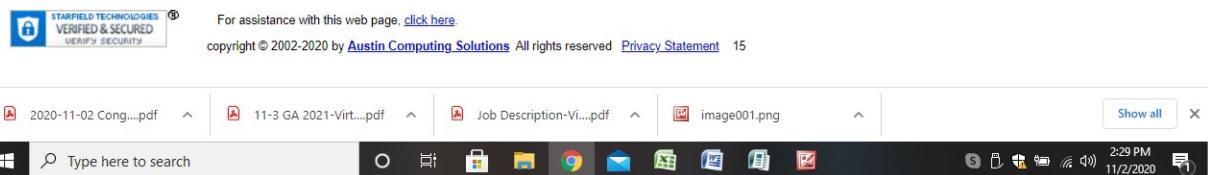
Please login with your User ID and Password.

User ID:

Password:

**Login**

Retrieve User ID or Password: [Click here](#)



5. Click "Login"
6. You will see several choices in the left hand navigation column: Messages (these are messages from the staff for general info), Calendar, Directory, Family Info, Stewardship, Education, Groups, Change Role.

Directory - admin@uublooming | UUMA Institute for the Learning | ChurchDB Web-Based Church M

← → C churchdb.com/churchDB/Home/Home.asp?iFmlyKey=688447

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**ChurchDB**

Carol Marks (Church Member) of Unitarian Universalist Church of Bloomington, Indiana (Bloomington).  
Monday, November 2, 2020 [Logout](#)  
Please remember to Logout when finished

**Messages** [Church Message Board](#)

[Personnel Policy](#)

**Messages** [Church Message Board](#)

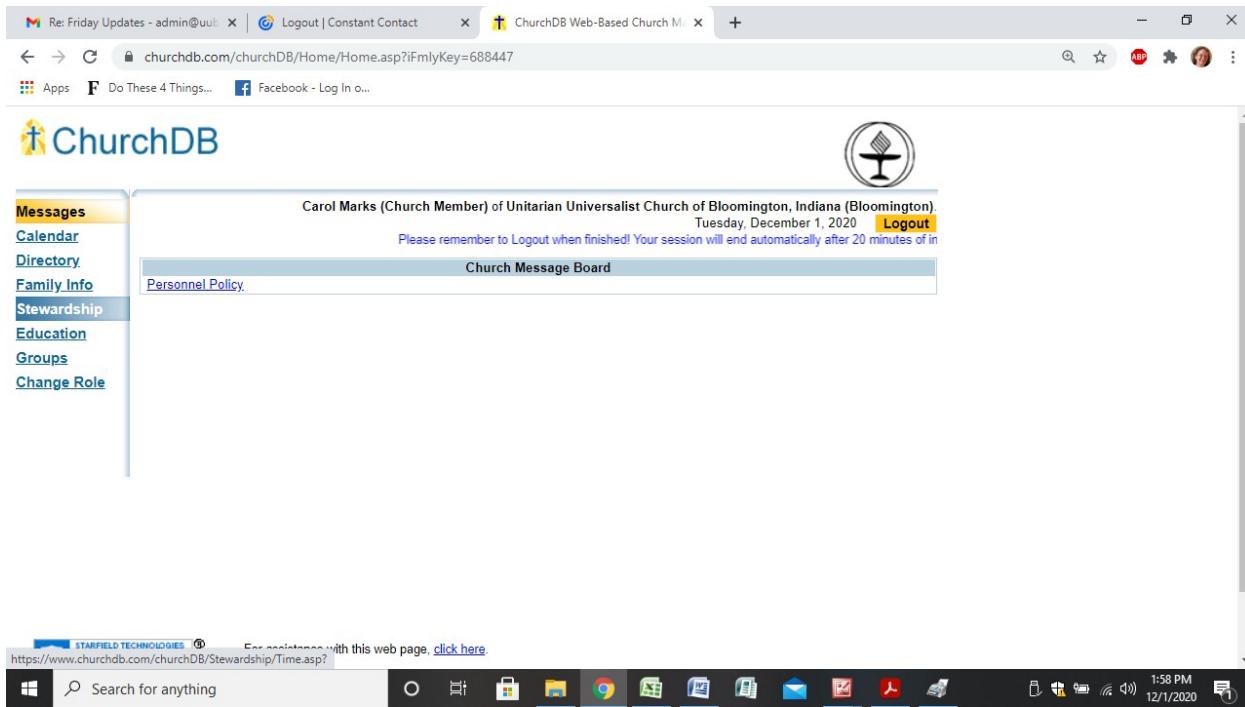
[Personnel Policy](#)

Starfield TECHNOLOGIES For assistance with this web page, [click here](#).

2020-11-02 Cong....pdf 11-3 GA 2021-Virt....pdf Job Description-Vi....pdf image001.png

Type here to search

7. To look up your financial information, click on Stewardship:



The screenshot shows a web browser window for the ChurchDB system. The title bar includes tabs for 'Re: Friday Updates - admin@uubi...', 'Logout | Constant Contact', and 'ChurchDB Web-Based Church M...'. The main content area displays a logo of a cross and a chalice. The top navigation bar shows the user's name, 'Carol Marks (Church Member) of Unitarian Universalist Church of Bloomington, Indiana (Bloomington)', the date 'Tuesday, December 1, 2020', and a 'Logout' button. A message at the top right says, 'Please remember to Logout when finished! Your session will end automatically after 20 minutes of inactivity.' A left sidebar menu lists 'Messages', 'Calendar', 'Directory', 'Family Info', 'Stewardship' (which is highlighted in blue), 'Education', 'Groups', and 'Change Role'. Below the sidebar is a 'Church Message Board' section with a link to 'Personnel Policy'. The bottom of the screen shows a Windows taskbar with the date '12/1/2020' and time '1:58 PM'.

8. You can view payments you have made towards your pledge. In the left navigation list, click on "Stewardship" and then "Treasure" and you will see a list of donations you have given, totaled by calendar year.
9. To see how much you owe on your current pledge, click on "View Pledges" and you will see a list of your pledge total amounts and the total payments you have made towards each one.
10. To create a statement of giving for a specific year, go back to Stewardship/Treasure and click on "details" next to the year you want a report for.
11. Click "Print Details Report" and print the pdf of your giving report for the calendar year.
12. If you have questions about accessing and navigating in our Churchdb database, please contact one of our office assistants, Monica Overman or Mandy Skinner, at [office@uubloomington.org](mailto:office@uubloomington.org), or Carol Marks, Church Administrator at [admin@uubloomington.org](mailto:admin@uubloomington.org) or 812-287-9615 (church mobile phone).