

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

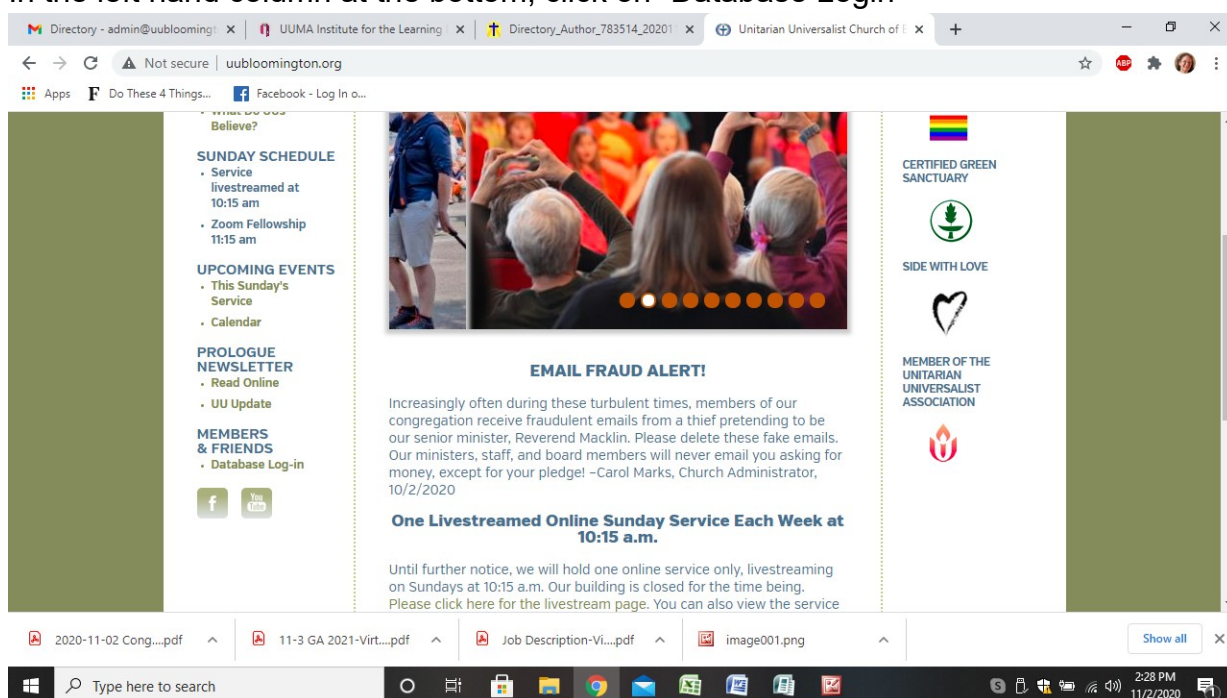
Cm

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
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@uubloomingt... x UUMA Institute for the Learning x ChurchDB Web-Based Church M... x +

churchedb.com/churchDB/Login.asp?OrgzKey=49

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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](#)

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VERIFY SECURITY

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

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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.

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churchedb.com/churchDB/Home/Home.asp?FmlyKey=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 finish

Church Message Board

Personnel Policy

Messages
Calendar
Directory
Family Info
Stewardship
Education
Groups
Change Role

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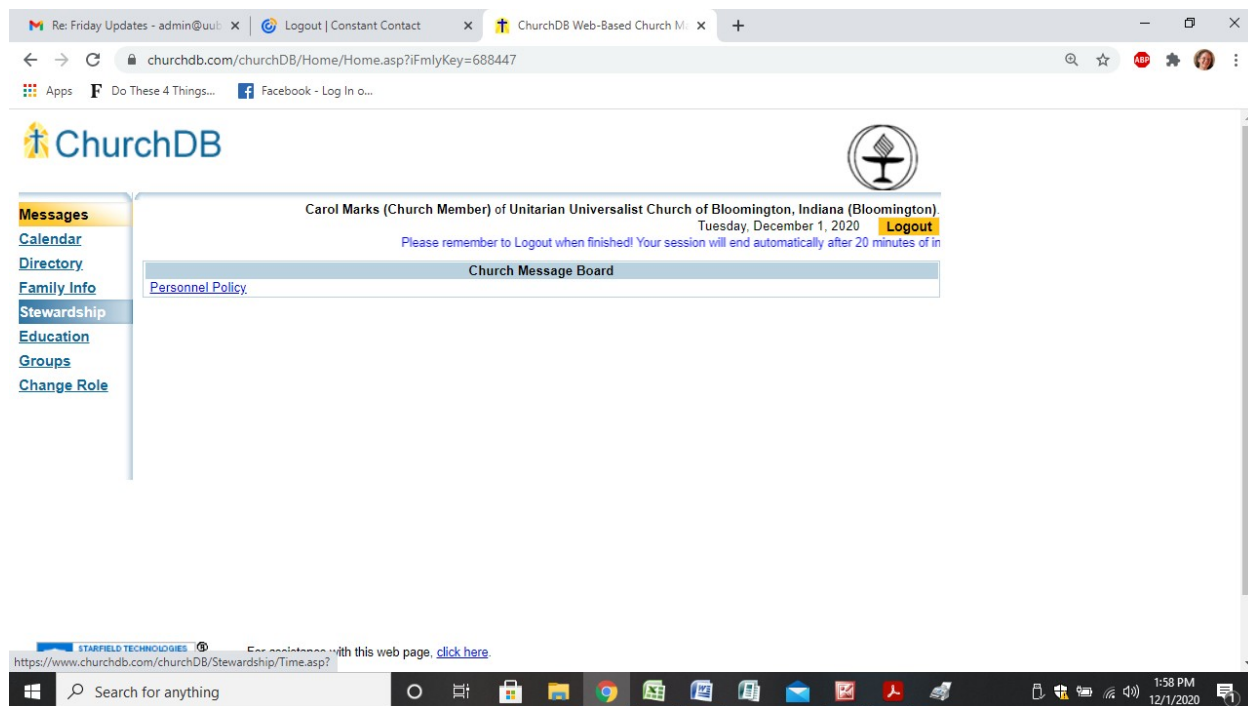
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7. To look up your financial information, click on Stewardship:



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, or Carol Marks, Church Administrator at admin@uubloomington.org or 812-287-9615 (church mobile phone).