



CAA SOFTWARE, INC.

“MemberLink”

Member Start-Up/Login Guide

Link Members & Ministries
Communicate with Groups & Families

Church Membership

Internet-Based Software

—MANAGE CHURCH MEMBERSHIP RECORDS—

**ORGANIZE AND COMMUNICATE WITH SUNDAY SCHOOL CLASSES, SMALL GROUPS,
CARE GROUPS, STAFF & LEADERSHIP TEAMS, COMMITTEES, & OTHERS IN MINISTRY**

**INCLUDES: ONLINE CONTACT & PICTORIAL FAMILY DIRECTORIES,
BUILT-IN EMAIL & TEXT MESSAGING, AND ONLINE PRAYER MINISTRY SUPPORT**

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Getting Started

MemberLink Concepts

MemberLink is a web-based membership and contact management system for churches. Churches will like **MemberLink** because it includes the capability for each church to customize their database to meet their unique church and ministry needs. This provides complete flexibility for churches to easily and quickly maintain contact and communication information on Church Members, Guests, Prospects, and more.

With **MemberLink**, churches may organize Church Members into various groupings as needed. There are also several communication methods for leaders to use as they share and exchange information with individuals, families, staff, groups, committees, ministry teams, or the entire congregation.

Church Members will like **MemberLink** too! Church Members may benefit from using the system in the following ways:

- To view latest church news, announcements, bulletins, and schedules
- To access the online pictorial contact directory
 - View digital photos of individuals and families
 - Find contact information such as addresses and phone numbers
 - See the organizational units of the church, such as committees, classes, small groups, staff and leadership teams, and other groups
- To post prayer requests and praise reports, and respond to, support, and minister to each other's needs
- To start discussion threads and "blog" on topics of interest within groups

- To download useful files such as church documents, event permission forms, church or group newsletters, instruction manuals, etc.

Mobile App Bonus!

Church Members and Staff may conveniently access **MemberLink** and their church website and calendar, Staff contact information, sermons and blogs, news and upcoming events, Daily Devotionals and Bible software, and much more with **MobileLink**.

MobileLink provides your church with its very own web app for iOS (Apple) and Android devices such as iPhones, iPads, smartphones and tablets.



Purpose of Start-Up/Login Guide

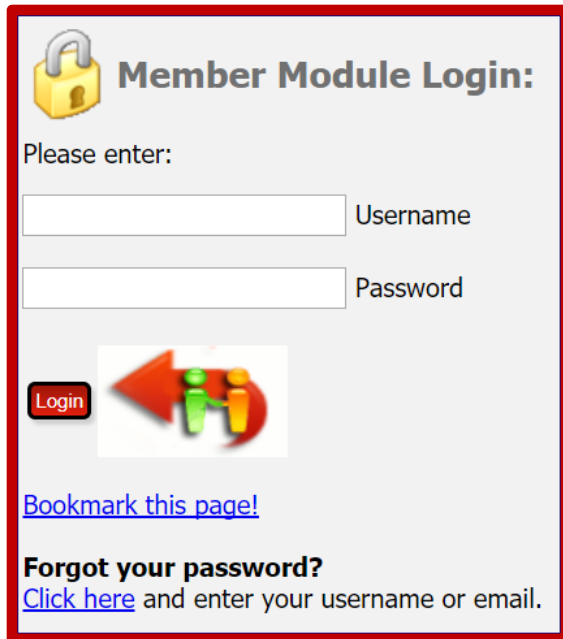
The purpose of this manual is to assist Church Members (all users) with how to login to **MemberLink**. Potentially, all adult and youth Church Members will want to learn to use your church's **MemberLink** system. This guide will also serve as a handy reference resource.

Before you can login to **MemberLink**, your church's **MemberLink** system administrator must grant access permission to you by assigning you a Username and secure Password. Only special permission levels can login to the Administrator Module. However, everyone authorized by the system administrator (with a Username and Password) can login to the Member Portal Module.

In the following pages, we will show you how to login to the system via the Member Portal. And remember... keep your Password secure! Avoid using Passwords that are easy to guess. Passwords with a combination of at least 12 characters and numbers are ideal.

Church Member Login

To access **MemberLink**, Church Members must login via the Member Portal login screen. An example graphic is shown below.



Before anyone may login to **MemberLink**, a system administrator will create a profile data record for you. It will include your initial Username and your secure Password. After your first logon, you may change your Username and Password – but remember to keep your Password secure.

There may be a link to the login screen on your church website, or the link may be emailed to you. Use your Browser to go to the login screen and use the login screen to access the Member Portal.

Church Members: Enter your Username and Password and click the **Login** button.

One way to receive your Username and Password would be for the **MemberLink** system administrator to give it to you via email message or some other means.

Another way to receive your Username and Password would be to use the **“Forgot your Password?”** option at the bottom of the login screen. You can enter your email address, and if that email address is assigned to you in your profile data record, the **MemberLink** system will email your Username and Password to you. Of course, if you do not have an email address, or you share one with another person, you will have to contact one of your church’s **MemberLink** system administrators to get your Username and Password.

After logging in, Church Member functions are accessible through an **Operations Tab Bar** like the one shown in the graphic below. Click the **“My Profile”** tab to access and update your personal profile information, including your Username and Password.

