

New E-Group Instructions

Hello all,

We are switching all e-mail groups from the current system over to Church DB. This offers several advantages as you'll see in the attachment. **Please make sure to delete the old group addresses from your contacts.** We will be deleting those groups, so the old contact names will no longer work. Below is a quick summary of what to do now. Attached are detailed notes and instructions on what to expect from the new groups. Please look over and **save a copy of this email** for future reference:

If you receive this email more than once, it is because you are part of multiple email groups. The attachment is the same for every email, just make sure you save the group address for each email you receive.

1. First, check the subject line above. You will see the new group address for your email group. Add this address to your contacts, and remove any old email addresses for this group list.
2. Remember when you reply, that you are replying to the whole group, not just the person who sent the email. If you need to send a personal response, delete the email group from the "to" line, and add the individual people you want to contact.
3. Important: **To send to a group and extra individuals at the same time, put the group email address in the "to" line, and the individuals in the "cc" line.** Do not put everyone in the "to" line, or it will not send. **You cannot send a message to multiple groups at the same time.** Copy the message and send to each group individually.
4. Church DB groups do not have moderators the way the old groups do. If a message bounces back to you, it is your responsibility to correct the problem cited. You can contact the office if you are not sure how to correct the problem.
5. If you get a response saying that you cannot send messages to the group because you are not a group member, you need to update your information in Church DB so that it has your correct email address. Or, you need to add yourself to the group. See attached instructions.

Attached instructions explain how to join groups, leave groups, update your information, and more!

Church DB Email Group Instructions

For all questions below, you will first need to:

1. Sign into Church DB. (Follow this link: <https://www.churchdb.com/churchdb/Login.asp?iOrgzKey=93>) (*Bookmark this address!*) There is also a link to Church DB on the lower right side of the FUUSA homepage.
 - a. If you don't know your Church DB username or password, click the link that says "retrieve username/password".
2. Click on the link at the right that says "Groups".

How do I sign up for a group?

1. Click on the top right link for "Ministry Sign Up". This lists the public groups that you can join. Click on the "join" box next to the group you would like to join and click "submit". If a group is not on this list, it means the group requires an invitation or request to join.
2. If you are interested in a group that does not have a public sign up, please talk to the group's leader, or check with the Church Office (Amy or Alyssa) for more information.

How do I remove myself from a group?

1. The easiest way is to click the unsubscribe link that comes with every email you receive from a group.
OR
2. Click on the top right link for "Ministry Sign Up". This lists the public groups that you can join. Click on the "leave" box next to the group you would like to leave and click "submit".

How do I update my email address for the group?

1. After logging in to Church DB, click the link on the left for "Family Info".
2. Click "edit" towards the bottom right.
3. Update the information you need to change (email, phone, etc.) and click "save". This will automatically update your email address for all groups you belong to.

How do I add a second email address to my name for a specific group?

1. After logging in to Church DB, click on the link at the right that says "Groups".
2. Click on the link at the top of the page for "egroups".
3. Click the category and group list you need to modify. For instance, category "committees", group list "program coordinating council".
4. Look for the space at the top that says "Add outside member". This is where you want to enter your First and Last Name and second email address. Then click "add".
5. Click "save".
6. Please note you will need to add your email address to each group list separately.

How do I see who is a member in my group?

1. Click on the top middle link for "eGroups".
2. Click on the category of the group you are looking up. (Most groups are either Committees, Ministry (Caring Network, Meaning Matters, etc.), or "Other" (Choir, Parent Support Group, etc.). This will bring you to a list of the groups you belong to under this category.
3. Click on the specific group you want to look up. You will see a list of the group member names and emails.