

UUCB Database Tools for Volunteers

UUCB volunteers are encouraged to take advantage of the online capabilities provided by our database, thereby streamlining your work as well as archiving your group's membership and leadership, and contributing to UUCB's institutional memory. With the proper authorization, you can set up your committee or group online, enter leader(s) and members, and allow new members to join the group. You can also search the database for members or friends who have the particular skills or interests that you are looking for in new members, and you can schedule events and reserve meeting space and resources on your own. Just follow the instructions below, and contact Database Administrator Scott Husted if you run into difficulties.

Sign into the database at www.churchdb.com/uucb

. See the document "How to Update Your UUCB Database Information" for log-in and basic instructions.
. Authorization by the Database Administrator as Staff/Volunteer is required for the following tasks. Once authorized you may toggle back and forth between Member status (from which you may update your personal information, and view the calendar, directory and committees) and Staff/Volunteer status by clicking on "Change Role" on the left side menu.

Adding a Committee or Group to the Database

- Click on Groups
- Click on Setup link at the top of the screen
- Using the drop down box choose Committee (or the relevant group name) and then click Submit.
- Fill in this screen with the information that you know about this Committee. Be sure to indicate under "Sign Up Options" whether you want to allow new members to join on their own, or by your invitation only.
- AFTER adding a committee, you may add a leader: go back into Committees, enter the name and click on the Add button next to the Leader field. A list will come up on the next screen. Find the Leader that you are looking for, click "Check to Join" next to the individual and then click on the "Add Leader" button.
- Make sure that you have all of the information recorded and then click on the Save button.

Adding Members to your Committee or Group

- Click on Groups
- Click on "Organization, Committee, Staff or Other" to see a listing of all of the Groups under each heading. Click on the individual Group.
- Click on the Members link close to the top of the screen just under the Group title.
- Enter the name of the person that wants to join this Group and click on the 'Lookup' button
- A list will come up on the next screen. Find the Member(s) that you are looking for, click in the box that says 'Check to Join' next to the individual or individuals and then click on "Add Members".
- You are now back at the previous screen and will see the individual(s) you added in the member list.

Searching the database for members who have entered specific skills and interests

- Click on Stewardship
- Click on Time/Talent Report
- Check the desired interests and skills, and the appropriate membership status
- Click "Create Report" in your preferred format

Scheduling an event and reserving meeting space & resources

- Click on Calendar, then click on Add Event, and complete the form
- To reserve a room or other resources, click on Resources after filling in the event name & contact name

Created by the Leader Development and Resource Committee (ldr@uubinghamton.org) 10/17, revised 11/17