

HOW TO UPDATE YOUR UUCB DATABASE INFORMATION

Entering and updating your skills, interests and available time in the UUCB database will help the congregation. If you'd rather not do it yourself, members of the Leadership Development and Resources Committee (LDR) can update that information – and only that information – for you. (We can't view your pledge and other private information.) Contact us at ldr@uubinghamton.org. For technical issues, contact Database Administrator Scott Husted.

Your basic membership information has already been entered into the database. You can correct, update and add to it.

How to get into the UUCB Database:

1. Go to www.churchdb.com/uucb.
2. Click on “Retrieve User ID and Password” and enter the required information.
3. Check your email for your initial login ID and password, both of which will be a string of numbers.
4. Go back to www.churchdb.com/uucb and use the numbers from your email to log in. Once you are in, you can change your ID and password to something easier to remember by clicking on to “Family Info”. Look on the right side of the screen for “change password” and click on it.
5. Now that you are logged in, you can view the calendar, the directory and congregational committees, and both view and update your Family Info and Stewardship information (Time, Talent and Treasure/Pledge).
6. To enter or update your skills and interests, go to “Stewardship” and then “Talents”.
7. To enter or update the time you have available for volunteering, go to “Stewardship” and then “Time”.
8. "To join an open committee (not elected or restricted), go to Groups, then Directory, then Committee. Click on the Committee you wish to join and click "Join This Group".

THANK YOU!