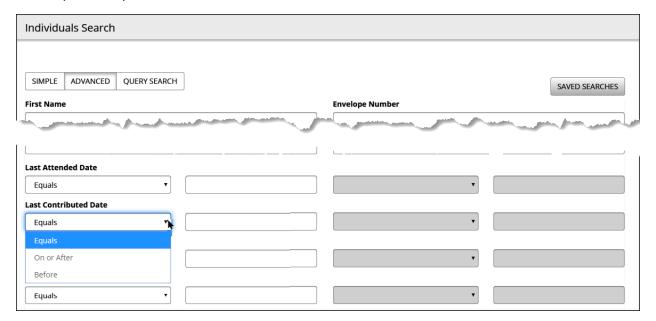
Using ShelbyNext Tools as You-Open Your Church for On-Site Services

Last Contributed Date

This is a great new search feature in both the **Advanced** and **Query Search** options. This will filter the list of those shown to those whose latest gift to any giving category falls in the search range chosen. So, if the **Last Contributed Date** is **Before** 3/30/2020, then no one selected has given a gift in April or May. This is also a great filter because they do have to have a giving date, so these are members who gave at some point. If you want to further define the search, you could set the filter to find those whose last contributed date is **On or After** 1/01/2020, but **Before** 3/30/2020 to see those who gave in 2020, but not in April or May.



If you have been tracking attendance for your online services and classes using **Forms** or some other means, you can also use the **Last Attended Date** in the same way to find those without any recent attendance as this will show the most recent attendance posting for ANY group.

Using these two tools together will allow you to quickly locate those whose changes in giving and attendance patterns might illustrate a change in connection to the church or certainly an opportunity for the church to reach out.

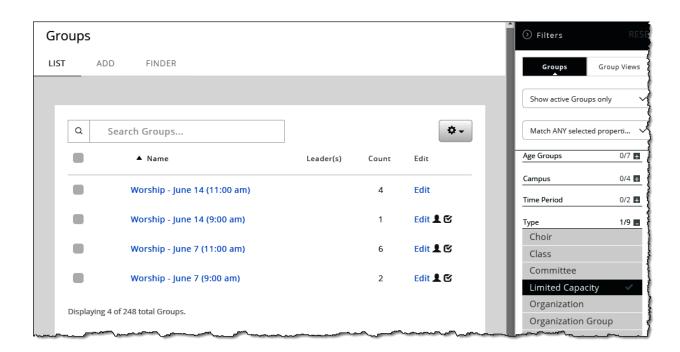
Event Registration with limited capacity

Setting up event registration with limits on capacity is simple and helps ensure that there is room for all and nothing is overbooked.

Groups Set Up

The first thing you'll need to do is set up your groups. This allows you to easily track registrants for easy communication and

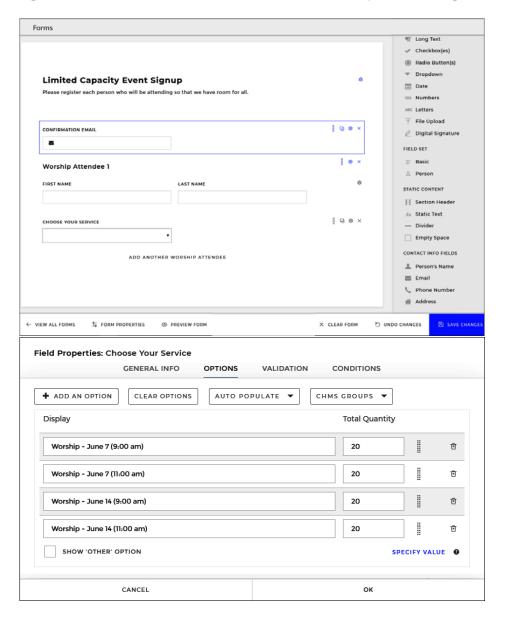
- Identify all of the events you'll have
- Optional: Create a group property to simplify identification
- Create the groups



Signup Form

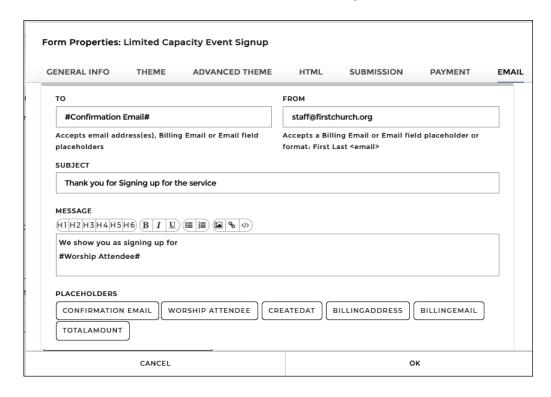
Now that your event groups are created, it's time to build the form for folks to use to sign up.

- Either start from a template or from scratch
- Use a Person field set, named as it makes sense for your usage.
- Optional: Drag email and/or phone number fields into the field set so that you can easily reach out to registrants.
- Drag a Checkbox, Radio Button or Dropdown field into the field set so that it shows above the ADD ANOTHER text in your form builder.
- Make sure to add all of the options to your form with their respective limits.
- It is important to make sure that the names match, both for clarity and for the optional workflow.



• Optional:

- Create an email within form properties to notify someone on staff of incoming submissions.
- Add another email field outside of the field set for "Confirmation email"
 Create an email within form properties using that confirmation field placeholder as the to address. Make sure to use your field set field placeholder within the email so that details are returned to the registrant.

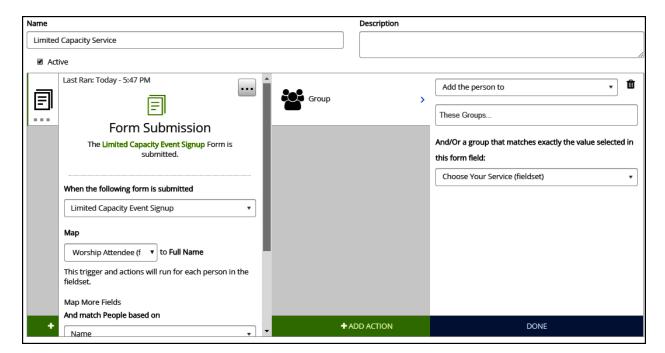


 Save and publish, and from the publish window click the link for "Create a Workflow with this Form"



Building out the Workflow

- If you've added email and phone, map those over.
- Select +ADD ACTION and choose Group.
- Pick your dropdown field under "Select an Option"
- Select done, hit save and you're ready to publish your form.



Handling your events at check-in time

You may choose to have folks register and simply have them show their confirmation email as their proof or just take folks at their word.

If however you also wish to be to able track exactly who came you should use check-in. While self check-in may be a staple in your children's ministry this is a great opportunity to increase record keeping without needing to increase contact.

- MinistryOne Check-in
 - o Folks can check in right from the MinistryOne app. Click here to read in depth.
- Staff-led check in
 - You can have your stuff running check-in on their devices and handling all check-in to remove the need for any shared contact of devices.

Have way more questions about check-in? Click here to learn more.