

Church Profile Instructions

COLTS Logon Screen

In the corresponding boxes, please type in your Logon ID and password. Each year, the Logon ID and password are reset. You will find your Logon ID and password on the label above. Type in your Logon ID and Password and click Logon.

Welcome Screen

You will now see the Welcome Screen. You will see the following buttons:

- View Church Charge

View Church Charge Screen

The Charge Listing page will show your Charge, Pastor, and Profile Links. Click on the links for Church and Community Profiles to access these profiles. Click on the Church Positions link to access the Local Church Officers data. These data screens are editable when using the Church Logon ID and password. *NOTE: In the event of a multi-church charge this screen will show all churches on the charge. Each Church is assigned a unique Logon ID and Password. When editing data for a Church you must use the Church Logon ID and Password assigned to that church to edit the church data.*

Church Profile or Community Profile Information Screen

This screen allows you to answer the Church/Community Profile questions. Click the EDIT button beside each title to edit the data. A new screen will open to allow you to enter and edit your data. When you are finished you *MUST* click the SAVE CHANGES button to save your changes. If you click the CLOSE WINDOW without clicking the SAVE CHANGES you will exit without saving your changes. This screen will refresh each time you click SAVE CHANGES to show your most recent data entry. Click on the HOME button in the upper left corner to return to the Welcome Screen.

Church Positions Screen

This screen allows you to enter your Local Church Officers data.

Add New Local Church Officer

Click the NEW POSITION button to enter the name of a new Local Church Officer. This will open the Member Information Page.

Member Information Page

A screen will open with open blocks to accept the information for this new officer. Click your mouse in the First & Middle Name box. Type in the first name (middle initial or name is optional). You may use the TAB key or use the mouse to move to the next data entry box. In the Last Name open box is where you type in the Last Name for this

person. In the Available Contacts / Positions box use the mouse to click the Local Church Officer Position Title that this person is filling. The slide bar to the right will allow you to pick additional titles. Click the ADD ASSIGNED POSITIONS button after you have selected all of the Local Church Officer positions for this individual. The titles you selected will move to the Assigned Contacts Positions box to the right. To remove titles from the Assigned Contacts/Positions box you will highlight the incorrect titles and click the REMOVE SELECTED POSITIONS button. Next complete the Address, City, State, Zip Code, Phone Number, and E-Mail address information. Use the slide bar on the inside window to move the screen down, if you do not see these additional fields. When you are finished you will click the SAVE CHANGES button to save your data. Please review your saved data. If everything is correct, click on the CLOSE WINDOW button. If the data is not correct, click on the EDIT button to open the window and make the necessary corrections. To Delete the individual entirely from the system, click the DELETE MEMBER button. The Church Position Screen will refresh to show the updated data. Click the RETURN TO CHARGE LISTING button to return to the charge listing or hit the HOME button to take you back to the Welcome Screen.

Edit/Delete Local Church Officer

Click on the individual person name to edit or delete a person holding a Local Church Officers position. This will open the member Information Page. Click the EDIT INFORMATION button to Edit or Delete this individual. The Member Information Page will open. To Edit the data see the Member Information Page instructions above. To Delete the individual entirely from the system, click the DELETE MEMBER button. The Church Position Screen will refresh to show the updated data.