



New Learning Paths for *Shepherd's Staff*— Become an Expert Today!

Now that you have the best in church management software, take the time to get the most out of *Shepherd's Staff* by signing up today for one of our new learning paths. Each learning path is geared towards making your day go smoother in your current position at the church. The five new learning paths are The Basics, Power User, Mastering Membership, Finance Secretary, and Treasurer.

“The Basics” path, a must for any new user, covers the introduction classes and how to get the most out of each module. Together, these 4 courses are the fastest way to get up to speed to on the basics of *Shepherd's Staff*. It will also help you to make the most efficient use of the software as it pertains to your church.

The “Power User” path consists of 5 classes and will enhance your *Shepherd's Staff* skill set. Want to do a mail merge to form letters, set up a pledge drive, learn how to create complex journal entries, configure your *Shepherd's Staff* security and complete the year end quickly? This is the path for you.

The “Mastering Membership” path is a comprehensive learning package which includes all three Membership training classes. It’s designed to teach you everything you need to know and more about the Membership module.

The “Financial Secretary” path teaches church workers the ins and outs of the Contribution module. This path has two classes that cover how-to accurately managing contributors, offerings, pledges, and funds. This path will make your daily processes more efficient and easier to complete.

The “Treasurer” path helps users gain knowledge of the cash and fund accounting. This understanding makes the *Shepherd's Staff* Finance module easier to use. When you complete this path which consists of two classes, you will be ready to manage your church’s finances effectively with *Shepherd's Staff*.

Comparison Chart for New learning paths

The Basics	Power User	Mastering Membership	Financial Secretary	Treasurer
Introduction to Membership	Intermediate Membership	Introduction to Membership	Introduction to Contributions	Introduction to Finance
Introduction to Attendance	Advanced Membership	Intermediate Membership	Advanced Contributions	Advanced Finance
Introduction to Contributions	Advanced Contributions	Advanced Membership		
Introduction to Finance	Advanced Finance			
	Year End			
Total Package price = \$159.96 Now \$119.95 A \$40.00 Savings!	Total Package price = \$189.96 Now \$139.95 A \$40.00 Savings!	Total Package price = \$119.97 Now \$89.95 A \$30.00 Savings!	Total Package price = \$79.98 Now \$59.95 A \$20.00 Savings!	Total Package price = \$79.98 Now \$59.95 A \$20.00 Savings!

Each class can be purchased separately if you prefer; please read below for a full description of each class.

Introduction to Membership—\$39.99/ea

As an introduction to the Membership module, this online training class focuses on entering consistent person and household data. Afterwards, methods for correctly updating and maintaining changes for situations such as marriages, divorces, births, and deaths will be taught. The class concludes by teaching students how to set up and properly use subgroups and selected membership reports.

Intermediate Membership—\$39.99/ea

This online training class opens by teaching how to track your members' activities, skills, and training. It continues by reviewing how to track and schedule visits by pastors or other church staff, as well as how to use the church register to track weddings, baptisms, confirmation, and other historic events in the life of the congregation. Finally, the class concludes with reports and utilities related to tracking Sunday School information.

Advanced Membership—\$39.99/ea

This webinar will appeal to system administrators and those seeking to get more use out of their database. Topics covered will include: configuring *Shepherd's Staff* settings, managing user access and security, proper backup procedures, and understanding how and when to use the system's data utilities. The class concludes with a thorough review of the mail merge report, using it to create form letters in Microsoft Word and to export custom data reports to Microsoft Excel.

Introduction to Attendance—\$39.99/ea

This class offers an in-depth review of the Attendance module, beginning with the entry of events and attendance batches, continuing with a review of enrollees and attendance types, and ending with an overview of attendance reports.

Introduction to Contributions—\$39.99/ea

A webinar reviewing the basics of recording and tracking your congregation's contributions. Data entry topics are covered first: creating funds and contributors, recording offerings, and entering gifts-in-kind. Following that, producing contribution statements and labels will be reviewed. Finally, the class will close with an overview of Contribution reports related to offerings.

Advanced Contributions—\$39.99/ea

This online class will appeal to those who are interested in analyzing pledges and gifts made by their contributors. Topics covered in this class include: the proper entry of pledges, common issues related to pledges, and utilities for use with pledges in the Contributions module. The class completes by reviewing the use of reports for tracking pledges and their related offerings.

Introduction to Finance—\$39.99/ea

The class begins by reviewing the basic accounting principles that are used by the Finance module. Next, students will learn to properly setup, create, and enter a chart of accounts. The class ends by showing how to enter budgets for your income and expense accounts and how to enter and maintain vendor records.

Advanced Finance—\$39.99/ea

The webinar begins by teaching how to properly record deposits, checks, and journal entries in the Finance module. It continues with a review of the check printing process and the use of the bank account reconciliation utility. It concludes by reviewing reports used to track your congregation's financial information.

Year End—\$29.99/ea

This online class covers how to complete the annual year end closing process. The class instructor will take you step-by-step through the year end which includes printing congregational annual reports, cleaning up your membership records, and advancing the year.

