

FELLOWSHIP ONE RELEASE NOTICE

New Features for Fellowship One Clients

Fellowship Technologies is pleased to announce a new feature in Fellowship One that will promote better communication between your church and Fellowship Technologies.

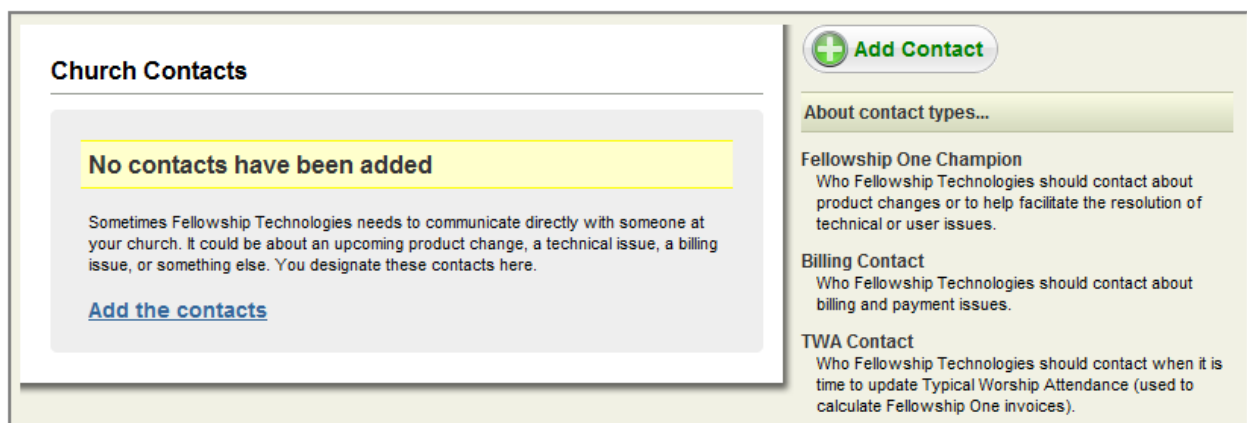
ACTION REQUIRED: *Please access and complete Church Contacts as soon as possible.*

Church Contacts

Church Contacts allows you to configure the Fellowship One users that should be contacted by Fellowship Technologies for different reasons. The three types of contacts are:

- Fellowship One Champion—these people will be contacted by Fellowship Technologies in the event of any changes made to functionality that may require action for your church. This person will also be the point of contact in the unlikely event of a system outage.
- Billing—these people will be contacted by Fellowship Technologies in regards to all contractual and billing related communications.
- TWA—Typical Worship Attendance (TWA) is used to determine pricing for your subscription to Fellowship One. These people will be contacted yearly to update the TWA number for your church.

Church Contacts will appear on the Admin tab in the **Church Setup** menu option. As shown below, when entering the page for the first time a notice appears that no contacts are available.



Church Contacts

No contacts have been added

Sometimes Fellowship Technologies needs to communicate directly with someone at your church. It could be about an upcoming product change, a technical issue, a billing issue, or something else. You designate these contacts here.

[Add the contacts](#)

+ Add Contact

About contact types...

Fellowship One Champion
Who Fellowship Technologies should contact about product changes or to help facilitate the resolution of technical or user issues.

Billing Contact
Who Fellowship Technologies should contact about billing and payment issues.

TWA Contact
Who Fellowship Technologies should contact when it is time to update Typical Worship Attendance (used to calculate Fellowship One invoices).

Click **Add Contact** to display the form to enter all contacts. You are required to select a primary and secondary contact for each contact type and you may add as many additional people as needed.

As shown in the following image, drop-down lists are available to use to select the Fellowship One users that are the contact responsible for each category.

Church Contacts

Fellowship One Champion

Required Contacts

Primary Contact: *

Secondary Contact: *

Additional Contacts

[+ Add Contact](#)

Billing

Required Contacts

Primary Contact: *

Secondary Contact: *

Additional Contacts

[+ Add Contact](#)

TWA

Required Contacts

Primary Contact: *

Secondary Contact: *

Additional Contacts

[+ Add Contact](#)

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Simply select a **Primary Contact** and a **Secondary Contact** from each drop-down list in each of the three categories. You may also select an **Additional Contact** if needed. Click **Save Contacts** to save your settings.

Disabling Fellowship One user accounts

Any user account that has been selected as a Church Contact cannot be disabled. A message appears in the user's account where the *Active* check box typically appears as shown below.

[Return to Users Summary]

Portal User

Login: * tcoulson Phone: x1002

Job Title: E-Mail: * tcoulson@fellowshiptech

First Name: * Tara Department: Administration

Middle Name: J. Birth Date: 8/30/1972

Last Name: * Coulson Start Date: 5/20/2007

Goes By Name: Change Password Is Staff Receive email notifications about product or training updates

[Replace Photo]

[Linked Person] Tara J. Coulson [UnLink]

User Bio:

This user is the Primary F1Champion contact, and cannot be disabled. Save Cancel

First, change the contact before trying to disable the account.

Support

If you have questions or concerns please feel free to contact Fellowship Technologies at 1-866-383-2437 or click the **Support** link in Fellowship One and click **Ask a Question**. Complete the required fields and submit the question to have a support representative contact you.