

WCMUSA Manager App V.2

User Manual

2026-10-23

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This manual is for the church staff of World Church of Messiah USA who use the WCMUSA Manager App: to keep member records, record giving and attendance, look after stock, run pilgrimages and retreats, and print reports.

How to use this manual

- **Start with chapter 1.** It shows you how to sign in, find your way around the menu, and work with the lists that appear on almost every page. Then read the chapters for the work you do.
- **Check who can use each part.** Each chapter starts with a **Who can use this** box. What you can open depends on your role: **National / Admin, Regional, Admin Assistant** or **Local**. What you see on a page depends on the churches your account looks after.
- **Follow the numbered steps.** Each task is a short list of steps, one action per step. Buttons, tabs, menu items and boxes are written in **bold**, exactly as they appear on screen.
- **Look out for Tips and Important notes.** A **Tip** saves you time. **Important** warns you about something that cannot be undone, or that is easy to get wrong.
- **Use the Quick reference.** Each chapter ends with a table: the task, where to find it in the app, and who can do it.
- **Something not working?** See "Troubleshooting" and "Getting help" at the end of chapter 1.

Names and personal details in the screenshots are sample data, or are blurred.

Chapters

Chapter	What it covers
1. Getting started	Signing in, the left menu, roles, the Viewing as panel, working with lists, and troubleshooting.
2. Members	Finding, adding and editing members, membership events, family, the membership card and the member page.
3. Follow-up and prayer	Follow-up notes, meetings, All Notes and the prayer list.
4. Attendance	Checking people in with the QR code or by name, the Attendance Kiosk, and attendance reports.
5. Giving	Recording donations, the Hokokusho Date, a member's giving, Count & Deposit Reports and donation slips.
6. Online donations	Bringing in Zeffy, Stripe and Zelle gifts, and reviewing them before they are approved.
7. Reports	The Reports page: mailing labels, magazine and leaflet distribution, giving totals, membership changes and services.
8. Inventory	Stock at each church and the regional hubs, moving stock, supplier deliveries, and orders.
9. Pilgrimages	Trips, the roster, applications, flights, payments, the schedule and the Japan list.
10. Events and volunteers	Retreats at Headquarters, volunteer applications, the daily board, the kitchen and meal events.
11. Public pages	The pages that need no login: Pilgrimage Registration, Volunteer Application and the Attendance Kiosk.
12. Settings	The list of churches, church access, and your own account.

Glossary

Terms of the church and of the app, as they are used in this manual.

Term	Meaning
Activity Type	The kind of occasion attended: Church Service, Church Visit, Home Service, Home Gathering, Online

	Meeting and others. Chapter 4.
Admin Assistant	A role that sees only the churches in its church access, like Local . It is not a national role.
All Notes	The list of every follow-up note from every church. National / Admin only. Chapter 3.
Archived pilgrimage	A trip whose end date has passed. It is marked Completed and kept for the record. Chapter 9.
Attendance Kiosk	A check-in page for a tablet at the church entrance. Members check themselves in; no login is needed. Chapters 4 and 11.
Bulk actions	The button above a list that changes one column on many rows at once. Chapter 1.
Category	The kind of money a donation is, shown with a number, for example 1-GRATITUDE or 7-PILGRIMAGE. Categories 1 to 4 count as giving. Chapter 5.
Certainty	How sure a pilgrim is to attend: 100%, 50% or 25%. Chapter 9.
Church Access	The list of churches an account looks after. It decides whose records the account sees all through the app. Set by your administrator. Chapter 12.
Count & Deposit Report	The record of one collection: the count by two counters, the bank deposit, and the amount in each category. Chapter 5.
Endorsement	The minister's or regional leader's approval of a volunteer, recorded before the volunteer is approved. Chapter 10.
Events	The left menu item for retreats, HQ volunteers and meal events. The page path reads HQ Volunteers . Chapter 10.
Follow-up note	A short note written after a conversation with a member. Chapter 3.
Friend	A person recorded as a friend of the church, not a member. Their statuses read, for example, Friend (Active).
Hokokusho Date	The reporting month a donation belongs to, normally the 1st of a month. Printed as "H.S. Date" on donation slips. Chapter 5.

Hub	One of the four churches that hold the stock of magazines and leaflets for their region: Orlando, New Jersey, Los Angeles and Hawaii. Chapter 8.
Japan list	The Excel workbook for Headquarters in Japan listing who is coming to a service and their flights. Chapter 9.
Mailing OK	Whether a person may receive mail. A blue envelope with a thumbs-up means yes. Chapter 2.
Meal event	A single meal or short event, such as a picnic or fellowship meal, with a menu, a shopping list and a budget. Chapter 10.
Membership event	A recorded change in membership: joining, a transfer, leaving, being reinstated or passing away. Chapter 2.
Miracle / Milagre	The church magazine in English (Miracle) and in Portuguese (Milagre). Chapters 2 and 7.
National / Admin	The role that sees every church and every page.
Pending, Approved, Ignored, Duplicate	The status of a donation. Imported gifts start as Pending until someone reviews them. Chapter 6.
Profession of Faith Ceremony Date	The date a member made their profession of faith. A new member's New Member event is dated on it. Chapter 2.
Region	The group of churches a church belongs to: Southeast, Northeast or West Coast. A donation takes its region from its Local Church.
Regional	A role that sees the churches of its church access, and can use Follow-up .
Registrant Number	A member's ID number. It is given automatically, printed on the membership card and held in its QR code. On the member page it is shown as Internal Sequence (unused) . Chapter 2.
Retreat	A training period at Headquarters, with volunteer applications, daily duties, rooms and the kitchen. Chapter 10.
Roster	The list of everyone registered for a pilgrimage, on the Pilgrimages page. Chapter 9.
Sacred Objects	Items such as Bibles that members order and churches keep in stock. The list of items is Sacred

	Objects Catalogs. Chapters 5 and 8.
Tentative flight	A flight whose ticket is not bought yet. Chapter 9.
Viewing as	The panel at the bottom of the left menu showing your name, role, regions and churches. Chapter 1.
Who We Are, SDGs	The two leaflets churches hand out. Their distribution is recorded in Leaflet Distribution . Chapter 7.
立場 (position)	A pilgrim's position, used for the Japan list: 本部長 HQ head, 副本部長 Deputy HQ head, 理事 Director, 教区長 District head, 評議員 Councilor, 教会長 Church minister, 信徒 Member. It sets the order on every pilgrimage list. Chapter 9.
フリガナ (furigana)	A pilgrim's name written in katakana, as Japan should read it. It appears above the name on the roster and on the Japan list. Chapter 9.

1. Getting started

Videos for this chapter

- [Signing in and finding your way, step by step](#)



- [Working with lists, step by step](#)



The WCMUSA Manager App keeps the records of World Church of Messiah USA in one place: members, giving, attendance, stock, pilgrimages, follow-up and reports. This chapter shows you how to sign in, find your way around, understand what your account lets you see, and work with the lists that appear on almost every page.

Who can use this: Everyone with an account. National / Admin, Regional, Admin Assistant and Local all sign in the same way. What each role can open and see is explained in [Roles: what you can see](#).

Signing in

You sign in with the email address and password your administrator gave you.

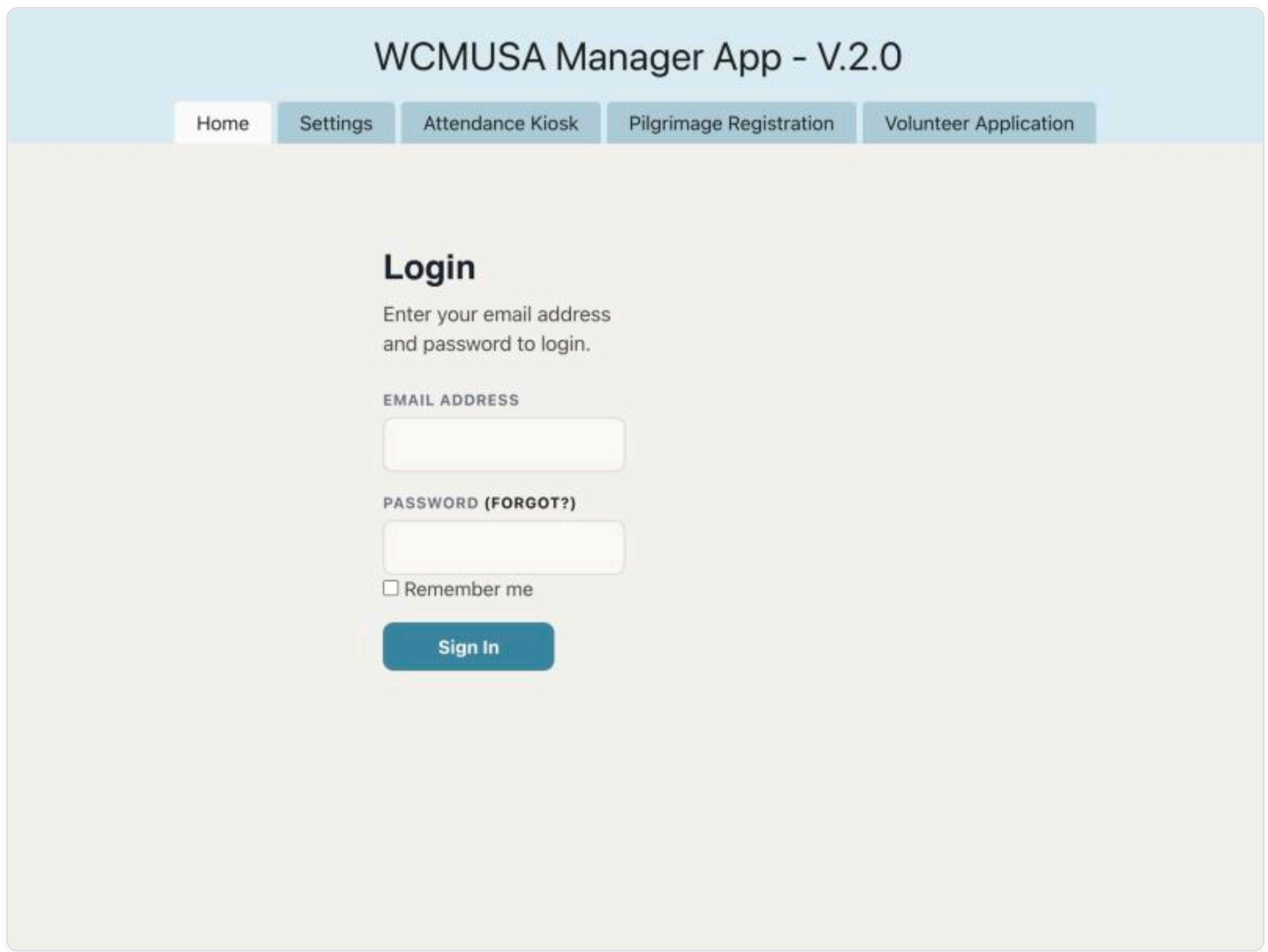
How to sign in

1. Open the app link: <https://wcmusa.knack.com/manager-v2-app>
2. Type your **Email Address**.
3. Type your **Password**.
4. Tick **Remember me** if you use your own computer and want to stay signed in.
5. Click **Sign In**.
6. The **Home** page opens and the menu appears down the left side.

If you forgot your password, click **Forgot?** next to **Password**.

Some parts of the app, such as **Membership** and **Follow-up**, have their own sign-in box. If you are already signed in, you go straight through and do not have to sign in again.

Tip: The menu on the left only appears after you sign in. If you do not see it, you are not signed in yet.



WCMUSA Manager App - V.2.0

Home Settings Attendance Kiosk Pilgrimage Registration Volunteer Application

Login

Enter your email address and password to login.

EMAIL ADDRESS

PASSWORD (FORGOT?)

☐ Remember me

Sign In

The sign-in box

Your account settings and password

The **Account Settings** page lets you change your name, your email address and your password. It is not in the left menu. Open it with the **Account Settings** link at the top right of every page, next to your name and **Log Out**.

How to change your name or email

1. Click **Account Settings** at the top right of the page.
2. In the **Account Settings** box, change **Name** or **Email**.
3. Click **Submit**.
4. The message "Your account settings have been updated." appears.

How to change your password

1. Click **Account Settings** at the top right of the page.
2. In the **Change Password** box, type your **Current Password**.
3. Under **New Password**, type the new password, then type it again to confirm it.
4. Click the button under the box to save.
5. The message "Password successfully changed." appears.

Important: If you change your email, use the new email the next time you sign in.

The screenshot displays the WCMUSA Manager App interface. On the left is a navigation menu with a blue header 'WCMUSA Manager' and 'World Church of Messiah USA' below it. The menu is divided into 'NAVIGATION' (Home, Membership, Giving, Attendance, Inventory, Pilgrimages, Follow-up, Reports) and 'TOOLS' (Attendance Kiosk, Settings, Prayer List). The 'Home' item is highlighted. The main content area has a header 'WCMUSA Manager App - V.2.0' and a status bar 'Logged in as [redacted] Account Settings - Log Out'. Below this, there are two main sections: 'Account Settings' and 'Change Password'. The 'Account Settings' section has fields for 'NAME' (two input boxes) and 'EMAIL' (one input box), followed by a blue 'Submit' button. The 'Change Password' section has fields for 'PASSWORD' (Current Password), 'NEW PASSWORD' (Password), and 'Confirm Password' (all three input boxes).

The Account Settings page with its two boxes

The menu on the left

The left menu is on every page once you are signed in. The page you are on is highlighted.

At the top is the name of the app, **WCMUSA Manager**, with "World Church of Messiah USA" under it.

Navigation

Menu item	What it is for
Home	Your dashboard: summary charts and a map.
Membership	Lists of members; open, add and edit members. See chapter 2.
Giving	Donations, count and deposit reports, and online donations. See chapters 5 and 6.
Attendance	Checking people in and the attendance list. See chapter 4.
Inventory	Church stock and orders. See chapter 8.
Pilgrimages	Pilgrimage trips and applications. See chapter 9.
Follow-up	Pastoral follow-up notes and meetings. See chapter 3.
Reports	All the reports of the app. See chapter 7.

Tools

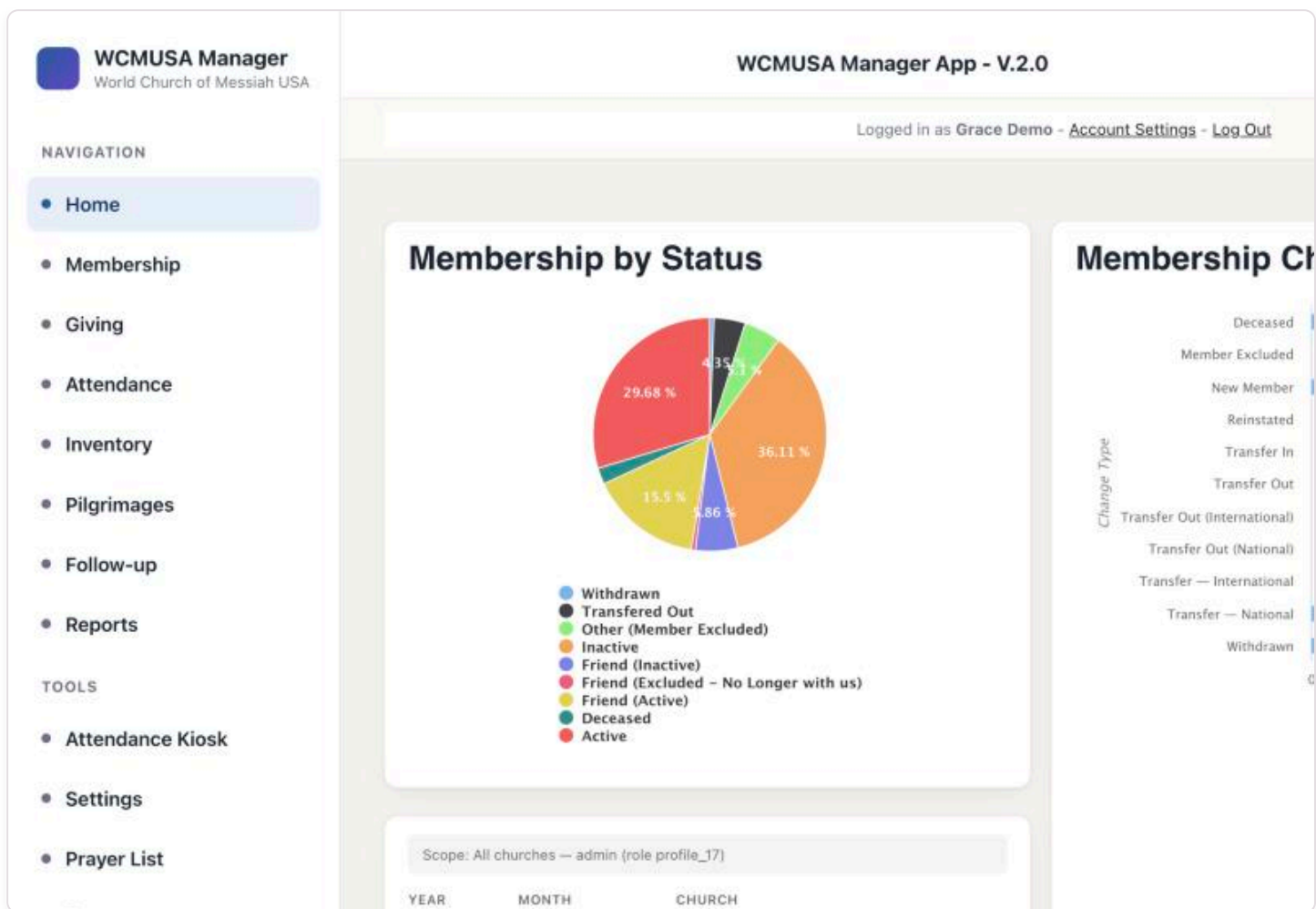
Menu item	What it is for
Attendance Kiosk	The self check-in screen for a tablet at the church entrance. See chapters 4 and 11.
Settings	The list of churches. See chapter 12.
Prayer List	The prayer list. Only shown if your account may use it. See chapter 3.
Events	Retreats, HQ volunteers and meal events. Only shown if your account may use it. See chapter 10.

At the bottom of the menu is the **Viewing as** panel (see below), and under it the build number of the app, for example "build 2026-10-20.3".

Important: If the build number is shown in red with the word "INCOMPLETE", the app is not set up correctly. Tell your administrator.

The menu shows the same main pages to everyone. Opening a page does not mean you see every record on it: you only see the records of the churches your account can reach.

On a narrow screen, such as a phone, the menu becomes a strip across the top of the page and the **Viewing as** panel is hidden.



The left menu, with Navigation, Tools and the Viewing as panel

Roles: what you can see

Every account has one role. Every account also has a list of **Regions** and **Churches** it can reach. The role decides which pages you can open. The churches decide which records you see on those pages.

Role	Pages you can open	Records you see
National / Admin	Every page, including All Notes .	All churches.
Regional	Home, Membership and the other main pages, Follow-up , and the Family and Follow-up tab on a member.	Only the churches your account can reach.
Admin Assistant	Home, Membership and the other main pages. Not Follow-up .	Only the churches your account can reach.
Local	Home, Membership and the other main pages. Not Follow-up .	Only the churches your account can reach.

Some things are only for certain accounts:

- **All Notes** (every follow-up note from every church) is only for **National / Admin**.
- **Bulk delete** on lists is only for **National / Admin**.
- The **Prayer List** is for **National / Admin** and for the **Regional** accounts the administrator has turned it on for.

Tip: The **Admin Assistant** role works like **Local**: it sees only its own churches. It is not a national role.

The “Viewing as” panel

The **Viewing as** panel at the bottom of the left menu tells you who you are signed in as and what you can reach.

It shows:

- Your name. Point at it to see your email.
- Your role. **National / Admin** is shown in green.
- **Regions**: the regions you can reach. **National / Admin** shows “All regions”.
- **Churches**: the churches you can reach. **National / Admin** shows “All churches”.

If **Churches** says “None recorded”, your account has no churches yet. Pages that show church records will look empty. Ask your administrator to add your churches.

The panel only shows your access. You cannot change your role or churches here.

Tip: If a list looks shorter than you expected, look at the **Viewing as** panel first.

The Home page

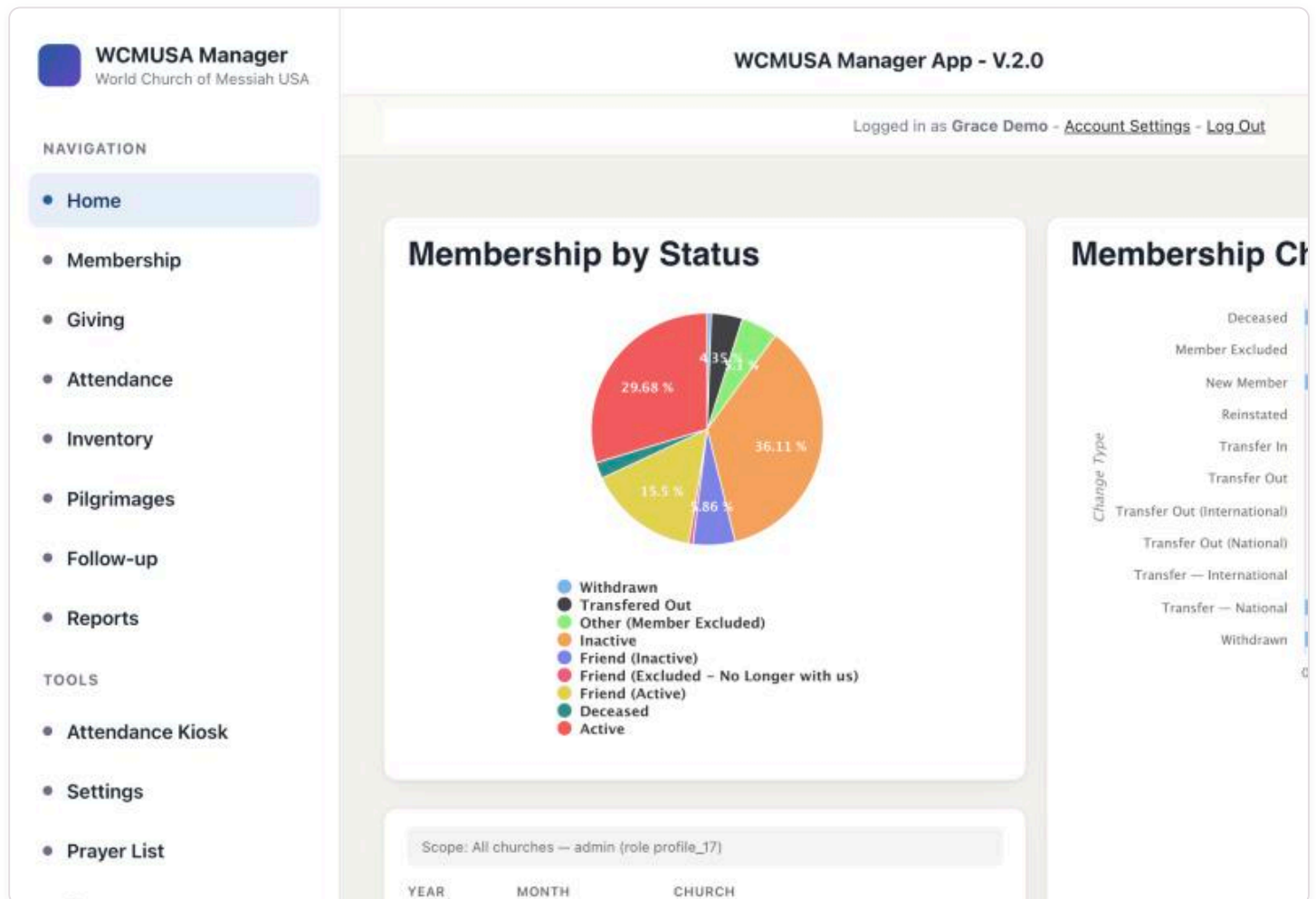
Home is the first page you see after signing in. At the top is a menu with **Membership, Giving, Attendance, Inventory, Pilgrimages, Follow-up, Reports** and **All Notes**. **All Notes** is only shown to **National / Admin**.

Below the menu are summary panels:

- **Attendance by Activity**
- **Member Residences**: a map of where members live
- **Membership by Status**
- **Membership Changes by Type**
- **Giving by Church**
- **Pilgrimage Applications by Status**
- **Inventory On Hand by Church**

- **Who We Are** Leaflets by Church
- **SDGs** Leaflets by Church
- a giving summary

Every panel counts only the churches your account can reach. A **Local** account sees the numbers for its own church. A **National / Admin** account sees the whole country.



The Home page for National / Admin

Working with lists

Most pages show records in a list (a table). The lists all work the same way.

How to find a record

1. Click in the **Search by keyword** box above the list.
2. Type part of a name or another word.
3. Click **Search** or press Enter. The list shows only the matching rows.
4. To see everything again, clear the search box and click **Search**.

Some lists also have **Add filters**, to show only rows that match a condition. A list may already have a saved filter. It is shown as a grey label next to **Add filters**, for example "Count Date is during the current month". Click the small cross on the label to remove it.

How to sort a list

1. Click a column heading. The list is sorted by that column.
2. Click the same heading again to sort the other way.

How to move between pages

Long lists are split into pages, for example of 100 rows. Above the list you see how many rows there are, for example "Showing 1-100 of 464". Use the page box and the arrows next to it to move to the next page. The **per page** box changes how many rows each page shows.

How to export a list

1. Click **Export** above the list.
2. Choose a file type, for example CSV.
3. The file downloads to your computer. It holds the rows you are allowed to see.

How to open, edit or delete one record

Each row has links, for example **View**, **Edit** and **Delete**. On some lists the link that opens the record is an eye icon in the **Details** column.

- **View** (or the eye icon) opens the full record.
- **Edit** opens a form to change it. Click the save button at the bottom when you are done.
- **Delete** removes the record for good.

Important: Delete cannot be undone. Make sure you have the right row.


WCMUSA Manager
World Church of Messiah USA

WCMUSA Manager App - V.2.0

[Home](#) > [Membership](#)
Logged in as Grace Demo - [Account Settings](#) - [Log Out](#)

NAVIGATION

- Home
- **Membership**
- Giving
- Attendance
- Inventory
- Pilgrimages
- Follow-up
- Reports

TOOLS

- Attendance Kiosk
- Settings

VIEWING AS
Grace Demo

+ Add Member

Contact

Showing 1-100 of 464

100 per page ✓
Page 1 of 5

NAME	MAILING OK	ADDRESS UPDATE NEEDED!	PENDING ORDERS	DETAILS
ATLANTA				
Friend (Active)				
1344				
EMMA DEMO	No	Update Address needed!	0	View
Inactive				
1426				
PAULO MUESTRA	Yes	Update Address needed!	0	View

A list with its search box, Export, Add filters and Bulk actions

Changing many rows at once (bulk edit)

Many lists have a **Bulk actions** button above them. It lets you change one column on many rows at once. **National / Admin** can also delete many rows at once.

You can only change records of the churches your account can reach. The app checks every row.

How to change many rows at once

1. Click **Bulk actions**. The list turns amber and a tick box appears on each row. The bar says "Bulk edit" and "Changes every ticked row at once. This cannot be undone."
2. Tick the rows you want to change. The tick box in the heading ticks every row on this page.
3. Next to **Set**, choose the column to change.
4. Next to **to**, type the new value.
5. Click the button. It says exactly what will happen, for example **Overwrite Status on 12 rows**.
6. Confirm in the box that appears.
7. Wait while each row is updated. A list shows "ok" or "FAILED" for each row.
8. When it is finished, click **Done**.

If a row is refused, the reason is shown, for example “record belongs to another church”.

How to delete many rows at once (National / Admin only)

1. Click **Bulk actions**.
2. Tick the rows to delete.
3. Click **Delete 12 rows** (the number matches your ticks).
4. Type DELETE in the box that appears and confirm. If you type anything else, nothing is deleted.

Important: Bulk edit and bulk delete cannot be undone. You can change at most 200 rows at a time.

Tip: If the button says **Tick some rows first**, no rows are ticked yet. If it says **Nothing editable here**, this list has no columns you can change in bulk.

Troubleshooting

A page says you are not signed in, or stays empty, after you reload it. If you reload a page in your browser, some pages, such as the **Prayer List** or the roster on **Pilgrimages**, may say “not signed in” or show nothing. The page asked for its records before your sign-in was ready. Click another item in the left menu, then come back to the page. You can also wait a moment and click the menu item again. You do not need to sign in again.

A page takes a long time to open. Some pages collect a lot of records. The **Prayer List**, for example, can take up to about 20 seconds. Wait until the loading message goes away.

A list looks shorter than you expected. Check the **Viewing as** panel. You only see the records of the churches your account can reach.

Getting help

- If a page looks empty, check the **Viewing as** panel. If **Churches** says “None recorded”, ask your administrator to give you access.
- If you cannot open a page, your role may not include it. See [Roles: what you can see](#).
- If the build number at the bottom of the menu is red and says “INCOMPLETE”, tell your administrator.
- For anything else, contact your administrator. Tell them the page you were on, what you clicked, and any message you saw.

Quick reference

Task	Where	Who
Sign in	App link, sign-in box	Everyone
Change name, email or password	Account Settings page	Everyone
See your role and churches	Viewing as panel, bottom of the left menu	Everyone
See the summary charts	Home	Everyone (own churches)
Search, sort, export a list	Above and under any list	Everyone
Change many rows at once	Bulk actions above a list	Everyone (own churches)
Delete many rows at once	Bulk actions above a list	National / Admin
Open every follow-up note	Home, All Notes	National / Admin

2. Members

Videos for this chapter

- [Adding a member, step by step](#)



- [Logging a membership event, step by step](#)



- [The member page, step by step](#)



The **Membership** part of the app is where you keep the record of every member and friend of the church. You can find a person, open their page, add someone new, record a change such as a transfer or a passing, link family members, and print a membership card with a QR code for check-in.

Who can use this: National / Admin — all members. Regional, Admin Assistant and Local — only members of the churches your account can reach. The **Family and Follow-up** tab on a member is only for National / Admin and Regional.

The membership lists

Click **Membership** in the left menu. The page has a **+ Add Member** button and three lists. Each list has a search box and an **Export** button, shows 100 rows per page and is sorted by name.

- **Contact:** the current members and friends, grouped by church, then by membership status and Registrant Number. People who are deceased, transferred out or excluded are not in this list. Columns: **Church, Membership Status, ID Number** (the Registrant Number), **Name, Mailing OK, Address update needed!, Pending Orders, Details** (with the **View** link), **Edit, Delete**.
- **Contacts at Local Church:** a shorter list of current people. Its **View Member Details** link opens a simple read-only page with the person's contact details and no tabs.
- **Excluded and transferred out:** everyone who is not active or inactive, such as people who are deceased, transferred out or excluded. It also shows **To Church, To Country** and **Reason**.

What the columns mean:

- **Mailing OK:** a blue envelope with a thumbs-up means the person may receive mail. A red envelope with a cross means they may not.
- **Address update needed!:** shows the link "Update Address needed!" when the person has no address. Otherwise it is blank.
- **Prayer list:** if your account uses the prayer list, a **Prayer list** column appears at the left of the **Contact** and **Contacts at Local Church** lists. See chapter 3.

How to find a member

1. Click **Membership** in the left menu.
2. Type part of the name in the search box above the list.
3. Click **Search** or press Enter.
4. Click **View** in the **Details** column to open the member's page.

Important: Delete removes the member and cannot be undone. To record that someone left, use **+ Log Event** instead (see below).

The screenshot displays the WCMUSA Manager App interface. On the left is a navigation sidebar with options: Home, Membership (selected), Giving, Attendance, Inventory, Pilgrimages, Follow-up, Reports, Attendance Kiosk, and Settings. The main content area is titled 'WCMUSA Manager App - V.2.0' and shows the 'Membership' section. It includes a search bar, a '+ Add Member' button, and a table of members. The table has columns: NAME, MAILING OK, ADDRESS UPDATE NEEDED!, PENDING ORDERS, and DETAILS. Two members are listed: Emma Demo (Inactive) and Paulo Muestra (Active). Both have 'Update Address needed!' buttons. The bottom of the page shows the user is logged in as Grace Demo.

NAME	MAILING OK	ADDRESS UPDATE NEEDED!	PENDING ORDERS	DETAILS
ATLANTA Friend (Active) 1344				
EMMA DEMO		No	0	View
Inactive 1426				
PAULO MUESTRA		Yes	0	View

The Membership page with its three lists

The member page (Member Details)

Click **View** on a member's row to open their page. From top to bottom you see:

1. **The tabs:** **Back, Giving, Family and Follow-up, Purchases, Attendance.**
2. **Member Actions:** the **+ Log Event** and **+ Add Relationship** buttons.
3. **The membership card:** initials, name, church, Registrant Number, status, a QR code and a **Print card** button.
4. **Contact Details:** **Pending Orders**, Registrant Number, **Name, Email, Phone, Address, Mailing OK, Date of Birth, Primary Language, Special Notes / Observations, Membership Status, Church, Region.** At the bottom of this box is the **Magazine received** log.
5. **Residence & nearest church:** a map.
6. **Prayer list:** a card, only if your account uses the prayer list.
7. **Membership History:** every membership event, newest first: **When, Event, To Church, To Country, Reason, Notes.**
8. **Family:** the person's family members.

Tip: In **Contact Details**, the Registrant Number is shown under the label **Internal Sequence (unused)**. It is the same number as on the card.

The tabs

- **Giving:** a giving summary, the list of donations, a chart of this year, and a form to record a donation. See chapter 5.
- **Family and Follow-up:** follow-up notes, meetings and family. Only for National / Admin and Regional. See chapter 3.
- **Purchases:** the person's orders, and the form **Record a Purchase for This Member.**
- **Attendance:** the person's check-ins, and the form **Check This Member In.**
- **Back:** returns to the **Membership** page.


WCMUSA Manager
World Church of Messiah USA

WCMUSA Manager App - V.2.0

[Home](#) > [Membership](#) > [Member Details](#)
Logged in as [Grace Demo](#) - [Account Settings](#) - [Log Out](#)

NAVIGATION

- Home
- Membership**
- Giving
- Attendance
- Inventory
- Pilgrimages
- Follow-up
- Reports

TOOLS

- Attendance Kiosk
- Settings
- Events

[Back](#)
[Giving](#)
[Family and Follow-up](#)
[Purchases](#)
[Attendance](#)

[+ Log Event](#)
[+ Add Relationship](#)


EMMA DEMO
ATLANTA · Registrant 1344 · Friend (Active)


[Print card](#)

Contact Details

PENDING ORDERS	INTERNAL SEQUENCE (UNUSED)
0	1344
NAME	EMAIL
EMMA DEMO	yuki.wood@example.org
PHONE	ADDRESS
—	—
MAILING OK	DATE OF BIRTH
No	00/00/0000

A member page, top part

Adding a member

Every new member gets a **Registrant Number** automatically. It continues the church's original numbering.

How to add a member

1. Click **Membership** in the left menu.
2. Click **+ Add Member**. A form opens.
3. Look at **Registrant Number**. It shows "assigning..." and then fills in the next free number. Leave it as it is.
4. Type the **Name**, **Email**, **Phone** and **Address**.
5. Tick **Mailing OK** if the person may receive mail.
6. Choose the **Church** and the **Region**.
7. Fill in **Date of Birth**, **Profession of Faith Ceremony Date** and **Primary Language**.
8. Choose the **Membership Status**, for example Active or Friend (Active).
9. Add anything else in **Special Notes / Observations**.
10. Click the submit button. The message "Form successfully submitted." appears.

What happens next:

- A **New Member** event is added to the person's **Membership History**, dated on the **Profession of Faith Ceremony Date**.
- If two people add a member at the same moment and get the same number, the second one is moved to the next free number. A message tells you, for example "Registrant number 1520 was taken while you were typing. This member has been given 1521 instead."
- If the number box shows "enter a number", the app could not find the next number. Type the number yourself.

Someone transferring in from overseas

If the person is a member of a World Church of Messiah overseas and is transferring to the USA:

1. Choose the country in **Transferred In From (Country)**.
2. Type the date of the transfer in **Status Change Date**.

The app then records a **Transfer In** event instead of a **New Member** event.

Tip: Gender is not on this form. After saving, open the member and use **Edit** to set **Gender**. The app needs it to name family relationships correctly.

Important: The Registrant Number is printed on the membership card and in its QR code. Do not change it once it is given.

Editing a member

How to edit a member

1. On the **Membership** page, find the person.
2. Click **Edit** on their row.
3. Change the fields you need. The edit form also has **Gender** and **Secondary Language**.
4. Click the save button at the bottom.

When you change **Membership Status** on this form and fill in **Status Change Date**, the app adds a matching event to **Membership History**, for example **Withdrawn** or **Transfer Out**.

Tip: To record a change such as a transfer or a withdrawal, **+ Log Event** is the easier way. It sets the status and **Mailing OK** for you.

Logging a membership event

A membership event records a change in a person's membership: joining, transferring, leaving, being reinstated or passing away. Events appear in **Membership History** on the member page and in **Reports, Membership Changes** (see chapter 7).

How to log an event

1. Open the member's page.
2. Click **+ Log Event**. The form **Log a Membership Event** opens.
3. Choose the **Event Date**.
4. Choose the **Event Type**.
5. Fill in the boxes that appear. Which boxes appear depends on the event:
 - **Transfer — National** or **Transfer Out (National): To Church** and **Reason**.
 - **Transfer — International, Transfer Out (International), Transfer Out** or **Transfer In: To Church, To Country** and **Reason**.
 - **Withdrawn, Member Excluded** or **Reinstated: Reason** only.
 - **New Member** and **Deceased**: no extra boxes.
6. Add any **Notes**.
7. Click the submit button. The message "Event logged." appears.

The **Reason** list only shows reasons that fit the event. For example, for **Withdrawn** you can choose Joined another group, Moved, no transfer requested, Lost contact, Personal request or Other.

How an event changes the member

When you save an event, the app updates the person's **Membership Status** and **Mailing OK** for you:

Event	Status becomes	Mailing OK
New Member, Transfer In, Reinstated	Active	On
Transfer — National, Transfer Out (National)	Active (still a member, at another US church)	On
Transfer — International, Transfer Out (International)	Transferred Out	Off
Withdrawn	Withdrawn	Off
Member Excluded	Other (Member Excluded)	Off
Deceased	Deceased	Off

- If the person is a friend, the friend version of the status is used. For example, Active becomes Friend (Active).
- Only the newest event, by **Event Date**, decides the status. Correcting an old event does not undo a newer one.

- A message at the bottom of the screen tells you what changed, for example 'Membership status set to "Withdrawn", Mailing OK turned off.'
- If the message is red and says the member record was not updated, set the status yourself with **Edit**.

Important: A transfer to another US church does not move the person to the new church. Use **Edit** and change **Church** yourself.

Family relationships

The **Family** list on the member page shows the person's family. A relative can be another member in the app, or someone who is not in the app.

How to add a family member

1. Open the member's page.
2. Click **+ Add Relationship**. The form **Add a Family Relationship** opens.
3. At **Is this person in the system?**, choose **A member in the system** or **Not in the system**.
4. If the relative is in the app, choose them in **Related member**. If not, type **Their name**, **Their phone** and **Their email**.
5. At **They are this member's...**, choose what the relative is to this person, for example Wife.
6. Add any **Notes**.
7. Click the submit button. The message "Relationship saved." appears.

What happens next:

- If the relative is in the app, the app also adds the link to the relative's page. For example, if you add Maria as Owen's Wife, Maria's page shows Owen as her Husband.
- The word used on the other page depends on the **Gender** of the person you started from. If no gender is set, the app uses Spouse, Child, Parent or Sibling.
- If you delete the relationship on one page, it is deleted on the other page too.
- A relative who is not in the app only appears on this person's page.

Tip: Set **Gender** on members with **Edit** so the family words are right.

The membership card and QR code

The top of the member page, and of every tab, shows the membership card: the person's initials in a circle, their name, their church, "Registrant" with their number, their status and a QR code.

The QR code holds the Registrant Number. The **Attendance** page and the **Attendance Kiosk** read it to check the person in.

How to print a membership card

1. Open the member's page.
2. Click **Print card**.
3. A small window opens with the QR code, the name, the card code and the church.
4. The print box opens. Choose your printer and print.

Tip: If nothing happens when you click **Print card**, your browser is blocking pop-up windows. Allow pop-ups for this site and try again.

If the person has no Registrant Number, the card shows "Registrant —".

The screenshot displays the 'WCMUSA Manager App - V.2.0' interface. On the left is a navigation sidebar with sections for 'NAVIGATION' (Home, Membership, Giving, Attendance, Inventory, Pilgrimages, Follow-up, Reports) and 'TOOLS' (Attendance Kiosk, Settings, Events). The 'Membership' section is active. The main content area shows the breadcrumb 'Home > Membership > Member Details' and a login status 'Logged in as Grace Demo - Account Settings - Log Out'. Below this is a top navigation bar with links: Back, Giving, Family and Follow-up, Purchases, and Attendance. Two buttons, '+ Log Event' and '+ Add Relationship', are present. The member profile for 'EMMA DEMO' is shown, including a QR code and a 'Print card' button. Below the profile is a 'Contact Details' section with a table of information.

Contact Details	
PENDING ORDERS	INTERNAL SEQUENCE (UNUSED)
0	1344
NAME	EMAIL
EMMA DEMO	yuki.wood@example.org
PHONE	ADDRESS
—	—
MAILING OK	DATE OF BIRTH
No	00/00/0000

The membership card at the top of the member page

The neighbourhood map

Under **Contact Details** is the map **Residence & nearest church**. It shows where the person lives, other members nearby, and the nearest church.

What you see:

- A line such as "12 members within 25 miles" and the nearest church with its distance.
- An orange button **Directions to** followed by the church name. It opens driving directions in Google Maps in a new tab.
- A large blue pin for this person.
- Purple pins for other members within 25 miles. Click a pin to see the name, church and distance.
- Red pins with a cross for churches. Click a pin for the address and driving directions.
- A dashed red line to the nearest church.

You only see other members of the churches your account can reach. **National / Admin** sees everyone. The line may say how many members outside your access are not shown.

Distances on the map are in a straight line. The directions links use driving routes.

If the person has no address, the map says "This member has no address on file, so there is nothing to place on a map."

The magazine log on the member page

At the bottom of **Contact Details** is **Magazine received**. Use it to record that one person received Miracle or Milagre outside a normal mailing, for example a copy handed to them at church.

The mailing report uses the same records, so a logged issue stops a second label being printed for that person.

How to log a magazine

1. Open the member's page.
2. In **Magazine received**, choose the magazine: Miracle (English) or Milagre (Portuguese).
3. Type the issue, for example Aug 2026.
4. Check the date. It is today unless you change it.
5. Choose how it was given: USPS Mail or By Hand.
6. Set the number of copies.
7. Click **Log it**. The message "Logged." appears and the row is added to the list below.

How to correct or remove an entry

1. Click **Edit** on the row, change it, and click **Save**. Click **Cancel** to stop without saving.
2. To remove a row, click **Delete** and confirm.

What happens to stock:

- Logging takes the copies out of the stock of that magazine at the person's church.
- Editing moves only the difference.
- Deleting puts the copies back.

Important: Always type the issue. Without it the app cannot stop a duplicate label later, and it asks you to confirm.

Important: Deleting an entry cannot be undone, and the person can get a label for that issue again.

Recording a passing

There are two ways to record that a member has passed away.

How to record a passing with Log Event

1. Open the member's page.
2. Click **+ Log Event**.
3. Choose **Deceased** as the **Event Type**.
4. Set the **Event Date** to the date of passing.
5. Click the submit button. The status becomes Deceased and **Mailing OK** is turned off.

How to record a passing with Edit

1. On the **Membership** page, click **Edit** on the person's row.
2. Set **Membership Status** to Deceased. The **Date of Passing** box appears.
3. Type the **Date of Passing**.
4. Type the **Status Change Date**.
5. Click the save button.

If you correct the **Date of Passing** later, the app also corrects the date of the Deceased event in **Membership History**.

The Giving tab

Click the **Giving** tab on a member's page to see their giving. At the top is the **Giving Summary**:

- **Total given** in their lifetime, their **Last gift** and their **Giving streak** in months.
- This month, this quarter and this year, each compared with the period before.
- What was tax deductible this year and last year, and **Other receipts** such as purchases and pilgrimage costs, which are not counted as giving.

Under the summary are the donations list, the chart **Donation Trend — This Year** and the form **Record a Donation for This Member**.

You only see donations given at the churches your account can reach. Chapter 5 explains giving in full.

Changing many members at once

The membership lists have a **Bulk actions** button. Use it to change one column on many members at once, for example **Mailing OK**. Chapter 1 explains the steps.

You can only change members of the churches your account can reach. Only **National / Admin** can delete many members at once.

Important: Bulk changes cannot be undone. To record a status change for one person, use **+ Log Event** instead.

Quick reference

Task	Where	Who
Find a member	Membership , search box	Everyone (own churches)
Open a member's page	Membership , View	Everyone (own churches)
Add a member	Membership , + Add Member	Everyone
Edit a member	Membership , Edit	Everyone (own churches)
Record a transfer, withdrawal or passing	Member page, + Log Event	Everyone (own churches)
Link family members	Member page, + Add Relationship	Everyone (own churches)
Print a membership card	Member page, Print card	Everyone (own churches)
Log a magazine given by hand	Member page, Magazine received , Log it	Everyone (own churches)
See a member's giving	Member page, Giving tab	Everyone (own churches)
See follow-up and meetings	Member page, Family and Follow-up tab	National / Admin, Regional
Change many members at once	Membership , Bulk actions	Everyone (own churches); delete: National / Admin

3. Follow-up and prayer

Videos for this chapter

- [Logging a follow-up conversation, step by step](#)



- [Using the prayer list, step by step](#)



Follow-up is the pastoral care side of the app. You write a short note after each conversation with a member, plan the next meeting, and keep a prayer list of the people the church is praying for. This chapter explains follow-up notes, meetings and the prayer list.

Who can use this: National / Admin — all follow-up notes, including **All Notes**, and the full prayer list. Regional — **Follow-up**, the **Family and Follow-up** tab, and the prayer list if the administrator has turned it on for your account. Admin Assistant and Local — follow-up and the prayer list are not available.

The Follow-up page

Click **Follow-up** in the left menu. The page has:

- **My Follow-Up Notes:** the notes you wrote. Columns: **Date Created**, **Meeting Notes**, **Follow-up Date**, **Health Update Flag**, **Contact Type**, **Topic Tags**, **Sentiment**, **Edit**, **Details**.
- **Add Follow-Up Note:** a form to write a new note.
- Three summary panels: **Conversations Logged**, **Open Follow-Ups by Priority** and **Upcoming Meetings by Clearance**.

Important: This list only shows notes you wrote yourself. Notes written by other people are not shown here.

How to add a follow-up note

1. Click **Follow-up** in the left menu.

2. In **Add Follow-Up Note**, check the **Date Created**.
3. Choose the **Member**.
4. Write what was said in **Meeting Notes**.
5. If you need to follow up, choose a **Follow-up Date** and a **Follow-up Priority**: Low, Normal or Urgent.
6. Choose the **Contact Type**: Call, Email, In-Person, Other or Text.
7. Choose any **Topic Tags**.
8. Fill in **Financial Situation** if it applies.
9. Tick **Health Update Flag** if the note is about the person's health.
10. Choose the **Sentiment**: Concern, Neutral or Positive.
11. Choose the **Note Level**: Area or Admin.
12. Click the submit button.

The app records you as the writer of the note automatically.

How to change a note

1. Find the note in **My Follow-Up Notes**.
2. Click **Edit**.
3. Make your changes and click the save button.

WCMUSA Manager
World Church of Messiah USA

WCMUSA Manager App - V.2.0

Home > Follow-up

Logged in as Grace Demo - [Account Settings](#) - [Log Out](#)

NAVIGATION

- Home
- Membership
- Giving
- Attendance
- Inventory
- Pilgrimages
- **Follow-up**
- Reports

TOOLS

- Attendance Kiosk
- Settings
- Prayer List

Add Follow-Up Note

DATE CREATED
10/23/2026

MEMBER
Select

MEETING NOTES

FOLLOW-UP DATE
10/23/2026

FOLLOW-UP PRIORITY
Normal

CONTACT TYPE
No

TOPIC TAGS

- ☐ ATTENDANCE
- ☐ CONCERN
- ☐ CRISIS
- ☐ ENGAGEMENT
- ☐ FAMILY
- ☐ FINANCIAL
- ☐ FOLLOW-UP NEEDED
- ☐ HEALTH
- ☐ IMPROVEMENT
- ☐ PASTORAL CARE
- ☐ REFERRAL MADE
- ☐ WELCOME
- ☐ PRAYER

FINANCIAL SITUATION
Select...

HEALTH UPDATE FLAG
No

The Follow-up page with the Add Follow-Up Note form

Follow-up from a member's page

You can also work on follow-up directly from a member. Open the member's page and click the **Family and Follow-up** tab. This tab is only for **National / Admin** and **Regional**.

The tab shows:

- **Follow-Up Actions:** + **Log a Conversation**, **Schedule Next Meeting** (or **Reschedule Meeting** when a meeting is already booked), and **Follow-Up Notes**.
- **Next Meeting:** the booked meeting, with **When**, **About**, **Clearance**, **Scheduled By** and **Reminder Sent**.
- **Family:** the person's family.
- **Member Actions:** + **Log Event** and + **Add Relationship** (see chapter 2).
- **Follow-Up Notes:** the notes you wrote about this person.

How to log a conversation

1. Open the member's page and click the **Family and Follow-up** tab.
2. Click + **Log a Conversation**. The form **Log a Conversation** opens.

3. Fill in **Date Created** and **Meeting Notes**.
4. Fill in **Follow-up Date**, **Follow-up Priority**, **Contact Type** and the other boxes as needed.
5. Choose the **Note Level**. The form explains: "Area notes are visible to all staff. Admin notes are visible only on the Follow-Up page."
6. Click the submit button.

The note boxes, shown here on the Follow-up page

How to schedule the next meeting

1. On the **Family and Follow-up** tab, click **Schedule Next Meeting**. If a meeting is already booked, the button says **Reschedule Meeting**.
2. Choose the **Meeting Date & Time**.
3. Choose the **Meeting Status**.
4. Choose the **Clearance**.
5. Type **What is this meeting about?**
6. Click the submit button. The message "Meeting scheduled." appears.

The meeting appears in **Next Meeting** on the tab, and in **Upcoming Meetings by Clearance** on the **Follow-up** page.

How to see your notes about one member

1. On the **Family and Follow-up** tab, click **Follow-Up Notes**.
2. A page opens with the notes you wrote about this person.
3. Click **Details** to read a note, or **Edit** to change it.

All Notes (National / Admin only)

All Notes shows every follow-up note from every church, whoever wrote it. It is only for **National / Admin**. Other roles do not see the link and cannot open the page.

How to open All Notes

1. Click **Home** in the left menu.
2. In the menu at the top of the page, click **All Notes**.
3. The list shows **Date Created**, **Written By**, **Member**, **Local Church**, **Meeting Notes**, **Follow-up Date**, **Health Update Flag**, **Contact Type**, **Topic Tags** and **Sentiment**.
4. Use the search box to find a member or a church. Click **Details** to read a note.

The prayer list

The prayer list holds the people the church is praying for, with what the prayer is for. Each prayer request is saved as a follow-up note on the person called "Prayer request", so it also appears among their follow-up notes.

Who can use it: **National / Admin** sees and manages the whole list. **Regional** accounts can use it only if the administrator has turned it on for them, and then only for their own churches. If your account cannot use the prayer list, you do not see the **Prayer List** menu item, the **Prayer list** column or the **Prayer list** card.

You can work with the prayer list in three places:

- the **Prayer list** column at the left of the **Contact** and **Contacts at Local Church** lists on the **Membership** page,
- the **Prayer list** card on a member's page, below the map,
- the **Prayer List** page, under **Tools** in the left menu.

How to add someone to the prayer list

1. On the **Membership** page, click the box in the **Prayer list** column on the person's row. Or, on the member's page, tick the box on the **Prayer list** card.
2. The box **Add to the prayer list** opens.
3. Type **What is the prayer for?** This is required.

4. Choose one or more **Category** buttons: Health, Financial, Conflict, Christian Veganism, Accepting Masaaki-sama.
5. If you like, choose a **Follow up by** date.
6. Click **Add to prayer list**. The box in the list now shows a tick.

A person can only have one active prayer request at a time.

Tip: Choosing Health also ticks the **Health Update Flag** on the note.

How to record a follow-up

1. Click **Follow up** on the person's **Prayer list** card or on the **Prayer List** page.
2. The box shows the prayer request.
3. Type **What happened?** This is required.
4. Choose **How:** Call, In-Person, Text, Email or Other.
5. If you like, choose a **Next follow-up** date.
6. Click **Save follow-up**.

The app saves a "Prayer follow-up" note and updates the date of the last follow-up.

The screenshot shows the WCMUSA Manager App interface. On the left is a navigation menu with options: Home, Membership, Giving, Attendance, Inventory, Pilgrimages, Follow-up, Reports, Attendance Kiosk, and Settings. The main content area is titled "Prayer List" and shows a list of people. The first person listed is SAMUEL MODELO, with a sample prayer request and a "Follow up" button. The second person is GRACE MODELO, also with a sample prayer request and a "Follow up" button. The third person is EMMA LAKE, with a sample prayer request and a "Follow up" button. Each entry also has a "Remove" button. The app is logged in as Grace Demo.

The Follow up and Remove buttons on the Prayer List page

How to take someone off the prayer list

1. Click the tick box in the **Prayer list** column, or click **Remove from prayer list** on the card, or **Remove** on the **Prayer List** page.
2. The box asks "Take this person off the prayer list?" with their name.
3. If you like, type **Why?**
4. Click **Remove from prayer list**. Click **Keep on list** to stop.

The request is not deleted. It stays in the person's follow-up notes, marked Removed, with the date.

The Prayer List page

Click **Prayer List** under **Tools** in the left menu.

The page shows:

- How many people are on the list, and how many are shown.
- A **Print list** button.
- Buttons to show **All** or one category.
- A search box: "Search name, church or prayer".
- The people, grouped by church and then by surname.

Each person shows their name, their local church, their age and status, the categories, what the prayer is for, who added it and when, the last follow-up and the next follow-up date. Click the name to open the member's page. Each person has **Follow up** and **Remove** buttons.

If nobody is on the list yet, the page says so and tells you how to add someone.

Tip: The Prayer List can take up to about 20 seconds to open. While it loads, the page says "Loading the prayer list...". Wait for it to finish before you click again.

Tip: If you reload the page in your browser, the Prayer List may say you are not signed in, or stay empty. This happens when the page asks for the list before your sign-in is ready. Click another item in the left menu, then click **Prayer List** again. You can also wait a moment and click it again.

The screenshot shows the WCMUSA Manager App interface. On the left is a navigation menu with sections for NAVIGATION (Home, Membership, Giving, Attendance, Inventory, Pilgrimages, Follow-up, Reports) and TOOLS (Attendance Kiosk, Settings, Prayer List). The main content area is titled 'Prayer List' and shows 206 people. It includes filter buttons for All, Health, Financial, Conflict, Christian Veganism, and Accepting Masaaki-sama. A search bar is present. Below the filters, it shows 'ATLANTA 6' and a list of prayer requests. Each request card includes the person's name, local church, age, status, categories, and a sample prayer request. Action buttons 'Follow up' and 'Remove' are provided for each entry.

The Prayer List page

Privacy for Regional accounts

If you are **Regional**, a request added by someone else shows the **name only**, with the words “Added by someone else. The details are private to them.” You do not see what the prayer is for, the categories, who added it or the dates.

- You can still click **Follow up** for that person.
- You cannot remove a request someone else added. Only the person who added it, or **National / Admin**, can remove it.
- “Last followed up” counts only your own follow-ups.

How to print the prayer list

1. Open the **Prayer List** page.
2. If you like, choose a category button or search to narrow the list. The printout holds only what is shown.
3. Click **Print list**.
4. Choose your printer and print.

The printout is on letter-size paper. It has the title “Prayer List”, the date and the number of people. People are grouped under their church in three columns. Each page has a page number and the date it was printed.

Quick reference

Task	Where	Who
Write a follow-up note	Follow-up, Add Follow-Up Note	National / Admin, Regional
Log a conversation with a member	Member page, Family and Follow-up, + Log a Conversation	National / Admin, Regional
Book or move a meeting	Member page, Family and Follow-up, Schedule Next Meeting	National / Admin, Regional
See your notes about a member	Member page, Family and Follow-up, Follow-Up Notes	National / Admin, Regional
See every note from every church	Home, All Notes	National / Admin
Add someone to the prayer list	Membership, Prayer list column, or the member page card	National / Admin; Regional if turned on
Record a prayer follow-up	Prayer List page or member page card, Follow up	National / Admin; Regional if turned on
Take someone off the prayer list	Prayer List page, Remove	Whoever added it; National / Admin
Print the prayer list	Prayer List page, Print list	National / Admin; Regional if turned on

4. Attendance

Videos for this chapter

- [Checking members in, step by step](#)



- [Setting up the attendance kiosk, step by step](#)



This part of the app records who came to church and to other activities. Staff can check people in on the **Attendance** page by scanning their membership card or searching for their name. Members can check themselves in at the door on the **Attendance Kiosk**, a page that needs no login and is meant for a tablet at the church entrance. Church leaders also file one **Attendance Report** for each service or activity, with the headcounts.

Who can use this: National / Admin — all churches. Regional, Admin Assistant and Local — only the churches in their account. The Attendance Kiosk is a public page: anyone at the device can check in, without a login.

The Attendance page (staff QR check-in)

Open **Attendance** in the left menu. At the top of the page is the **QR Check-In** panel. Below it are the **Add Attendance** form and the **Attendances** table.

The panel has these fields:

- **Local Church** — the church where people are checking in. You must choose it first.
- **Activity Date** — today's date is filled in for you.
- **Activity Type** — Church Service, Church Visit, Home Service, Home Gathering or Online Meeting. On the first three Sundays of the month it starts on **Church Service**. On other days it starts on **Church Visit**.
- **Participant Type** — Member, Friend or First-Time.
- **Search Member**, **Selected Member** and the button **Check In Selected Member**.
- **Manual QR / Member Value** and the button **Check In Manually**.

- A camera box, **Scan Membership QR**, with **Start Camera** and **Stop Camera**. If your device has more than one camera, a **Switch Camera** button also appears.

WCMUSA Manager
World Church of Messiah USA

WCMUSA Manager App - V.2.0

Home > Attendance

Logged in as [redacted] Account Settings - Log Out

NAVIGATION

- Home
- Membership
- Giving
- **Attendance**
- Inventory
- Pilgrimages
- Follow-up
- Reports

TOOLS

- Attendance Kiosk
- Settings
- Prayer List

QR Check-In

Local Church
Select church...

Activity Date
10/23/2026

Activity Type
Church Visit

Participant Type
Member

Search Member
Type member name

Selected Member
Type at least 2 letters to search

Check In Selected Member

Manual QR / Member Value

Scan Membership QR

Start Camera

Ready. Select a Local Church, then scan or search.

The QR Check-In panel before a church is chosen

How to check someone in with their membership card

1. Open **Attendance** in the left menu.
2. Choose the church in **Local Church**.
3. Check **Activity Date**, **Activity Type** and **Participant Type**.
4. Click **Start Camera**. The first time, your browser asks to use the camera. Allow it.
5. Hold the member's card so the QR code faces the camera.
6. The app beeps and shows "Checked in:" with the member's name. A **Checked In!** message appears for five seconds.

The QR code is printed on the member's card. You can print a card from the member's profile (see chapter 2).

How to check someone in by name

1. Choose the **Local Church** and check the other fields.
2. In **Search Member**, type at least two letters of the name.

3. Pick the right person in **Selected Member**.
4. Click **Check In Selected Member**.

How to check someone in by card number

1. Choose the **Local Church**.
2. In **Manual QR / Member Value**, type the member's Registrant Number, or the code printed under the QR (it starts with WCM-REG-).
3. Click **Check In Manually**, or press Enter.

The screenshot displays the WCMUSA Manager App interface. On the left is a navigation sidebar with the WCMUSA Manager logo and a list of menu items: Home, Membership, Giving, Attendance (highlighted), Inventory, Pilgrimages, Follow-up, Reports, Attendance Kiosk, Settings, and Prayer List. The main content area is titled 'WCMUSA Manager App - V.2.0' and shows a breadcrumb trail 'Home > Attendance'. It includes a 'Logged in as' section with a user profile and 'Account Settings - Log Out' link. The primary section is 'QR Check-In', which contains a form with the following fields: 'Local Church' (a dropdown menu with 'Select church...' as the placeholder), 'Activity Date' (a date picker showing '10/23/2026'), 'Activity Type' (a dropdown menu with 'Church Visit' selected), 'Participant Type' (a dropdown menu with 'Member' selected), 'Search Member' (a text input with 'Type member name' as the placeholder), 'Selected Member' (a dropdown menu with 'Type at least 2 letters to search' as the placeholder), and a green 'Check In Selected Member' button. Below these fields is a 'Manual QR / Member Value' input field. To the right of the form is a 'Scan Membership QR' section featuring a large black rectangle for the QR code and a 'Start Camera' button. Below this is a message: 'Ready. Select a Local Church, then scan or search.'

Search Member, Selected Member and Check In Selected Member

Tip: If a member checks in twice for the same activity on the same day, the app plays a low beep and shows **Already Checked In**. Nothing new is saved.

Every check-in is also counted in that day's Attendance Report for the church, date and activity. If no report exists yet, the app creates one for you.

Messages you may see:

Message	What to do
Select a Local Church first.	Choose the church at the top of the panel.
Select a member first.	Search for the name and pick it in Selected Member .
Enter a QR value or member ID.	Type a code or Registrant Number before you click Check In Manually .
Member not found for QR	The card code was not found among your churches' members. Search by name instead.
Camera permission was blocked	Allow the camera in your browser settings, then click Start Camera again.
No camera was found on this device.	Use the name search or the card number instead.

The Attendance Kiosk (members check in at the door)

The kiosk is a simple screen for a tablet at the church entrance. Members check themselves in. It has no left menu, and it needs no login. It can only look up members by card or by name, and record a check-in.

To open it, click **Attendance Kiosk** under **Tools** in the left menu, or open the kiosk link on the tablet.

How to set up a tablet as a kiosk

1. On the tablet, open the Attendance Kiosk link.
2. The kiosk shows "Detecting your location...". Allow location if the tablet asks.
3. If the tablet is near one of the churches, the kiosk for that church opens by itself. Otherwise you see **Select your Local Church**, or **Nearest church detected — confirm or choose**, with a button for each church.
4. Tap your church.
5. Bookmark the page, or add it to the home screen. Next time the tablet opens straight to your church.
6. If the camera faces the wrong way, tap **Switch Camera**. The tablet remembers your choice.

What members do at the kiosk

1. Hold the membership card so the QR code faces the camera.
2. Or type your name in **Search Member**, choose it in **Selected Member**, and tap **Check In Selected Member**.
3. A **Checked In!** message welcomes you.

WCMUSA Manager App - V.2.0

[Home](#)[Settings](#)[Attendance Kiosk](#)[Pilgrimage Registration](#)[Volunteer Application](#)

World Church of Messiah USA

Attendance Form

ORLANDO

Activity Date

10/23/2026



Activity Type

Church Visit



Participant Type

Member



Search Member

Type member name

Selected Member

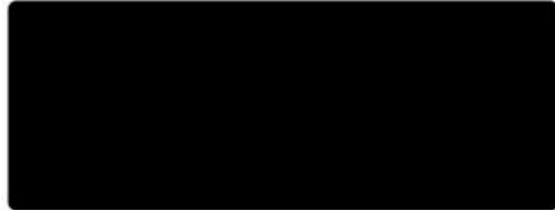
Type at least 2 letters to search

**Check In Selected Member**

Manual QR / Member Value

Paste active QR value

Scan Membership QR

**Start Camera**

The kiosk screen ready to scan

The kiosk screen shows "World Church of Messiah USA", "Attendance Form", the church name, the same date and activity fields as the staff panel, and the status line "Ready. Scan a QR code or search by name." At the bottom is a **Switch Church** list. The current church has a star.

Tip: The camera turns off after 30 seconds with no activity. It turns on again as soon as someone taps the screen or types.

Important: If two members share the same card number, the kiosk refuses the card instead of checking in the wrong person. Ask an administrator to correct the duplicate number.

If the kiosk shows "The church list could not be loaded on this device", tap **Try again**.

Recording attendance in other ways

The Add Attendance form

Below the QR Check-In panel, the **Add Attendance** form lets you type a check-in by hand. It has **Check-in Time, Activity Type, Participant Type, Check-in Method, Duplicate Check-in?, Notes, Local Church** and **Member**. For a Church Service, it also asks for **Online Participation Total** and **Number of Machines**.

Check-in Method can be QR Scan, Manual Search, Walk-in Friend, First Time Visitor, or Correction / Admin Entry. Use **Correction / Admin Entry** when you add a check-in after the fact.

The **Attendances** table below it lists the check-ins for your churches. Click **Details** to see one, or **Edit** to change it.

From a member's profile

1. Open the member's page (see chapter 2).
2. Click the **Attendance** tab.
3. Fill in the form **Check This Member In**.
4. Click **Submit**.

The tab also lists every check-in for that member.

Attendance reports

An Attendance Report describes one occasion: a service, a home service, a gathering, an online meeting or another activity, with how many people took part. Local churches file their own reports.

To open it, click **Reports** in the left menu, then the card **Attendance Report**.

How to add an attendance report

1. Open **Reports**, then **Attendance Report**.
2. In **Add Attendance Report**, enter the **Date**.
3. Choose the **Activity Type**. The form changes to show only the boxes for that type.
4. Choose the **Region** and the **Local Church**.
5. Fill in the counts (see the table below).
6. Add **Notes** if needed.
7. Click **Submit**.

Activity Type	Boxes that appear
Church Service	In Person - Members, In Person - Friends, In Person - First Time, Online Service Attendance, Number of Machines, Host
Home Service	Home Service - Members, Home Service - Friends, Home Service - First Time, Type of Home Service, Host
Home Gathering	Home Gathering / Other Activity, Host
Online Meeting / Study	Online - Members, Online - Friends, Online - First Time
Other Activity	Name, Home Gathering / Other Activity
Church Visit	Daily Attendance

Reviewing reports

Below the form, the reports are listed in separate tables: **Church Service Reports**, **Home Service Reports**, **Home Gathering or Other Activities**, **Online Meetings or Studies** and **Other Activities**. Each table shows the current year. Click **Edit** to correct a report, or **Delete** to remove it.

Important: **Delete** removes the report for good.

Quick reference

Task	Where	Who
Check a member in with the camera	Attendance → QR Check-In → Start Camera	All roles
Check a member in by name	Attendance → Search Member → Check In Selected Member	All roles
Check in by card number	Attendance → Manual QR / Member Value → Check In Manually	All roles
Set up a door tablet	Left menu, Tools → Attendance Kiosk → tap your church → bookmark	Anyone; no login
Check yourself in at church	Attendance Kiosk on the tablet	Members; no login
Add a check-in by hand	Attendance → Add Attendance	All roles
Check in from the profile	Member → Attendance tab → Check This Member In	All roles
File a service headcount	Reports → Attendance Report → Add Attendance Report	All roles, own churches

5. Giving

Videos for this chapter

- [Adding a donation, step by step](#)



- [Filing a Count and Deposit Report, step by step](#)



- [A member's giving and donation slips, step by step](#)



This part of the app keeps every donation and payment the church receives. You use it to record cash and check gifts by hand, to see each member's giving, to file the collection count and bank deposit, and to print donation slips. Online gifts from Zeffy, Stripe and Zelle come in through the **Import Donations** page, described in chapter 6.

Who can use this: National / Admin — all churches. Regional, Admin Assistant and Local — only the donations and reports of the churches in their account. Everyone can record donations and file Count & Deposit Reports for their own churches.

The Giving page

Click **Giving** in the left menu. At the top are two buttons: **Count and Deposits** and **Import Donations**. Below them you see:

- the **Add Donation** form,
- the chart **Donation Trend — This Year**, beside the form,
- the **Donations** table, newest first, with a search box.

The **Donations** table shows the gifts of the current year. Its saved filter, **Date is during the current year**, is shown next to **Add filters**. To see older gifts, click the small cross on the filter, or add a filter of your own.

Important: **Delete** in the Donations table removes the donation for good.

The Giving page with the Add Donation form and the chart

Every donation has a **Category**. The number at the start tells you what kind of money it is:

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Adding a donation

Use the **Add Donation** form for cash, checks and anything else that did not come in through the online import.

How to record a donation

1. Click **Giving** in the left menu.
2. In **Add Donation**, enter the **Date** of the gift.
3. Choose the member in **Registrant**.
4. Enter the **Amount**.
5. Choose the **Category**.
6. Choose the **Payment Method**: Cash, Check, Online or Other.
7. Leave **Is this a regular donation?** on **Donation** for an ordinary gift.
8. Check the **Hokokusho Date**. The app fills it in for you (see below).
9. Choose the **Local Church** where the gift was given.
10. If you have already filed the count, choose its **Count & Deposit Report**.
11. Add **Notes** if needed.
12. Click **Submit**. You see "Form successfully submitted."

A donation saved on this form is marked **Approved** right away.

The screenshot displays the WCMUSA Manager App interface. On the left is a navigation sidebar with options: Home, Membership, Giving (highlighted), Attendance, Inventory, Pilgrimages, Follow-up, Reports, Attendance Kiosk, Settings, and Prayer List. The main header shows 'WCMUSA Manager App - V.2.0' and 'Logged in as Grace Demo - Account Settings - Log Out'. Below the header are two tabs: 'Count and Deposits' (active) and 'Import Donations'. The 'Add Donation' form contains the following fields:

- DATE:** 10/23/2026
- HOKOKUSHO DATE:** 11/1/2026
- REGISTRANT:** Select (dropdown)
- LOCAL CHURCH:** Select (dropdown)
- AMOUNT:** (empty text field)
- NOTES:** (empty text area)
- CATEGORY:** Select (dropdown)
- PAYMENT METHOD:** Select... (dropdown)
- IMPORT SOURCE:** Select... (dropdown)

To the right of the form is a 'Donation Trend — This Month' bar chart. The y-axis is labeled 'Date' and lists months from 01/26 to 10/26. The x-axis shows values from 0.00 to 15000.00. The bar for 10/26 is highlighted with the value 10145.03. A legend indicates that the blue bars represent the 'Total'.

The Add Donation form

The Hokokusho Date

The Hokokusho Date is the reporting month the gift belongs to. When you enter the Date, the app fills it in:

- **Cash, check and other gifts entered by hand:** a gift dated on or before the 21st goes to the 1st of that month. A gift dated after the 21st goes to the 1st of the next month.
- **Online gifts:** always the 1st of the month the gift came in.

For example, a cash gift on October 23 gets the Hokokusho Date November 1.

To count a gift in a different month on purpose, type over the date. The app keeps your value. On an **Edit Donation** form, the app never changes a Hokokusho Date that is already there.


WCMUSA Manager
World Church of Messiah USA

WCMUSA Manager App - V.2.0

[Home](#) > [Giving](#)
Logged in as [Grace Demo](#) - [Account Settings](#) - [Log Out](#)

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Count and Deposits
Import Donations

Add Donation

DATE

10/23/2026

HOKOKUSHO DATE

11/1/2026

REGISTRANT

Select ▼

LOCAL CHURCH

Select ▼

AMOUNT

NOTES

CATEGORY

Select ▼

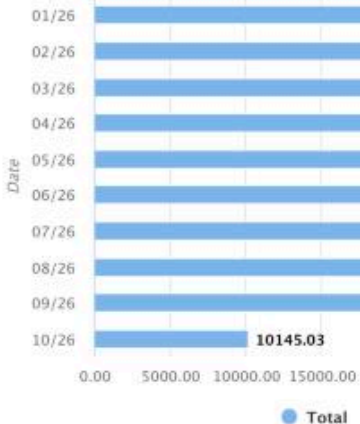
PAYMENT METHOD

Select... ▼

IMPORT SOURCE

Select... ▼

Donation Trend — This



Date	Amount
01/26	
02/26	
03/26	
04/26	
05/26	
06/26	
07/26	
08/26	
09/26	
10/26	10145.03

Total

Hokokusho Date filled in for a cash gift on the 23rd

The Local Church and the region

Choose the church where the gift was **given**, not the member's home church. For example, a member from Los Angeles who gives in Orlando counts for Orlando.

You never set the region of a donation. The app takes it from the Local Church when you save. If you later change the Local Church, the app corrects the region a moment after you save. If a report shows a gift under the wrong region, check its Local Church.

How to record a payment toward a Sacred Objects order

When a member pays for an order (for example, a sacred object), record the payment as an order payment. The order then shows how much is paid and how much is still owed.

1. In **Add Donation**, choose the member in **Registrant**.
2. Set **Is this a regular donation?** to **Order Payment**. The **Customer Order** box appears.
3. Open **Customer Order**. It lists the member's orders that still owe money, with the balance and total.
4. Pick the order. If **Amount** is empty, it fills in with the full balance.
5. For a partial payment, change the **Amount**.

6. Fill in the other fields and click **Submit**.

If the box says “No unpaid orders for this member”, the member owes nothing on any order. If it says “Choose the member first”, pick the **Registrant** first.

Pilgrimage payments

A payment for a pilgrimage can be counted toward the member’s trip registration. The app then updates what is paid, what is still owed, and the payment status of the registration.

How to record a pilgrimage payment

1. On a donation form, choose the member.
2. Set **Category** to **7-PILGRIMAGE**. A pink box appears: **Apply to pilgrimage registration**.
3. Choose the trip registration. If the member has only one, it is already chosen.
4. To save the donation without linking it, choose — **Don’t link** —.
5. Click **Submit**.
6. A message at the bottom right confirms the payment, for example “Applied to the pilgrimage registration. Paid \$500, \$1,200 still owed. Status: Paid Deposit.”

The payment status moves from **Unpaid** to **Paid Deposit**, **Paid Deposit & Some** and **Paid in Full** as payments come in.

Tip: If the member has no registration for an upcoming trip, the donation is saved without a link. If something goes wrong, the donation is still saved and the message tells you to link it from the Pilgrimages roster instead (see chapter 9).

A donation can pay toward one registration only. Linking it to a different registration removes it from the first one.

A member’s Giving tab

Every member profile has a **Giving** tab with that member’s history.

How to see a member’s giving

1. Open **Membership** and click **View** on the member’s row.
2. Click the **Giving** tab.

At the top, the **Giving Summary** shows three rows of cards:

- **Total given (lifetime)** with the number of gifts, **Last gift** with its date, and **Giving streak** (how many months in a row the member has given).

- **This month**, **This quarter** and **This year**, each compared with the period before.
- **Tax deductible** for this year and last year, and **Other receipts (lifetime)**.

The summary counts only categories 1 to 4 as giving. Categories 5 and up appear under **Other receipts**. Donations marked **Ignored** or **Duplicate** are left out.

Below the summary are the chart, the member's **Donations** table, and the form **Record a Donation for This Member**.

How to record a gift from the member's tab

1. On the member's **Giving** tab, scroll to **Record a Donation for This Member**.
2. Fill in **Date**, **Category**, **Amount**, **Payment Method** and **Local Church**.
3. Set **Donation Status** to **Approved**.
4. Click **Submit**. The summary updates.

Important: On this form you choose the **Donation Status** yourself. For a gift you have received, choose **Approved**.

Count & Deposits

After each collection, two counters count the money and someone takes it to the bank. The **Count & Deposit Report** records the count, the deposit, and how much went into each category.

Click **Giving**, then **Count and Deposits**. The list shows the reports for your churches **for the current month**, grouped by church. Its saved filter, **Count Date is during the current month**, is shown next to **Add filters**. Click the small cross on the filter to see older reports.


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[Home](#) > [Giving](#) > [Count and Deposits](#)
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Count and Deposits
Import Donations

+ Add Count & Deposit Report

Count & Deposit Reports

Showing 1-6 of 6
Count Date is during the current month
25 per page

DETAILS	RECONCILED	REPORT NUMBER	COUNT DATE	DEPOSIT DATE	DEPOSIT TOT
NEW JERSEY					
	Pending Confirmation	923	10/22/2026	10/22/2026	177
	Pending Confirmation	920	10/20/2026	10/20/2026	230

The Count & Deposit Reports list

How to file a Count & Deposit Report

1. Click **Giving**, then **Count and Deposits**.
2. Click **+ Add Count & Deposit Report**.
3. Enter the **Count Date** and choose the **Local Church**.
4. Enter **1st Counter's Name** and **2nd Counter's Name**.
5. Enter the **Deposit Date** and **Depositor's Name**.
6. Enter the amount for each category, from **1-Gratitude Amount** to **7-Pilgrimage Groundfare**.
Leave a box empty if there was nothing in that category.
7. Upload the **Written Report Image** (a scan or photo of the paper count).
8. Upload the **Deposit Receipt Image** (the bank receipt).
9. Add **Observations / Notes** if needed.
10. Click **Submit**.

You do not add up the total. The app works out the **Deposit Total** from the category amounts.

The confirmation

After you submit, a box appears: **Report Submitted!** It shows the **Report ID** and the date. Click **Done**, or press Esc, to close it.

Tip: Write the Report ID on the paper count sheet.

Linking donations to a report

Each donation can be linked to a report. Choose the report in the donation's **Count & Deposit Report** box when you add or edit the donation.

On the list, click the eye icon in the **Details** column to open a report. The table **Donations in this Deposit** lists the donations linked to it. Use **Cash Donations**, **Check Donations** or **All Donation Types** to filter it.

A new report has **Reconciled** set to **Pending Confirmation**.

The printable Count & Deposit report

The app can rebuild the paper "Donation Count - Report" form from a report, so you can print it or save it as a PDF.

How to print the count report

1. Open **Count and Deposits** and click the eye icon in the **Details** column of the report.
2. Click **Print / attach count report**. A full-page sheet opens.
3. Click **Print** to print it.
4. Or click **Save PDF to Written Report** to save it as a PDF on the report.
5. Click **Close** when you are done.

The sheet shows the report number (and the old paper number, if there is one), one column for each category with **Cash**, **Checks** and **Totals** rows, the **Total Deposit**, the notes, the date, and lines for the two counters' names and signatures.

The **Totals** row is what the counters entered. **Cash** and **Checks** come from the linked donations. If they do not agree, the sheet prints a **Does not reconcile** box with both amounts.

Important: **Save PDF to Written Report** replaces any scan already saved in **Written Report Image**. The old file cannot be recovered. To keep a scan, use **Print** only.

Printing donation slips

You can print paper donation slips for the gifts you choose. The bar **Print donation slips** appears above donation tables: on the Giving page, on a member's Giving tab, on **Imported — Pending Review**, and on **Donations in this Deposit**.

How to print donation slips

- 1. Search or filter the table to show the gifts you want.
- 2. Tick the box at the left of each gift, or tick **Select all**. The bar shows how many are selected.
- 3. Choose **Per page: 4** or **1**.
- 4. Click **Print donation slips**. Your browser's print window opens.
- 5. Print.

Each slip shows "World Church of Messiah USA", the H.S. Date (the Hokokusho Date), the date, first and last name, the category and amount, the payment method (Cash, Check, Zelle, Online or Other), notes and the total. With four per page, the page prints sideways so you can cut it into four slips.

Tip: If you click **Print donation slips** with nothing ticked, the app asks you to tick at least one donation first.

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Submit

WCMUSA Manager App - V.2.0

Donations

Search by keyword

Search

Showing 1-50 of 1052

Add filters

Date is during the current year

50 per pag

Page 22

Select all 0 selected

Per page 4

Print donation slips

Bulk actions

	DETAILS	DATE	REGISTRANT	HOKOKUSHO DATE	CATEGORY	AMO
☐	DANIA BEACH					
☐						
☐		07/28/2026	EMMA BROOKS	07/01/2026		108.
☐	1-GRATITUDE					
☐		10/15/2026	KENJI DALE	10/01/2026	1-GRATITUDE	33.0

Donation slips selected for printing

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Quick reference

Task	Where	Who
Record a cash or check gift	Giving → Add Donation	All roles
Record a payment toward an order	Add Donation → Is this a regular donation? = Order Payment	All roles
Record a pilgrimage payment	Donation form → Category 7-PILGRIMAGE → Apply to pilgrimage registration	All roles, own churches
See one member's giving	Member → Giving tab	All roles
File the collection count	Giving → Count and Deposits → + Add Count & Deposit Report	All roles, own churches
Print the count report	Count & Deposit Report details → Print / attach count report	All roles
Print donation slips	Any donations table → tick rows → Print donation slips	All roles
Bring in online gifts	Giving → Import Donations (chapter 6)	National / Admin, Regional, Admin Assistant

6. Online donations

Videos for this chapter

- [Importing online donations, step by step](#)



Gifts made online through Zeffy or Stripe, and gifts sent by Zelle, do not need to be typed in by hand. The **Import Donations** page brings them into the app, matches each gift to a member, and lets you check everything before it is saved. Imported gifts are saved as **Pending**. A second check, in the table **Imported — Pending Review**, approves them.

Who can use this: National / Admin — all churches. Regional and Admin Assistant — only the members and donations of their own churches. Local accounts cannot use this page: the app sends them back to the Giving page.

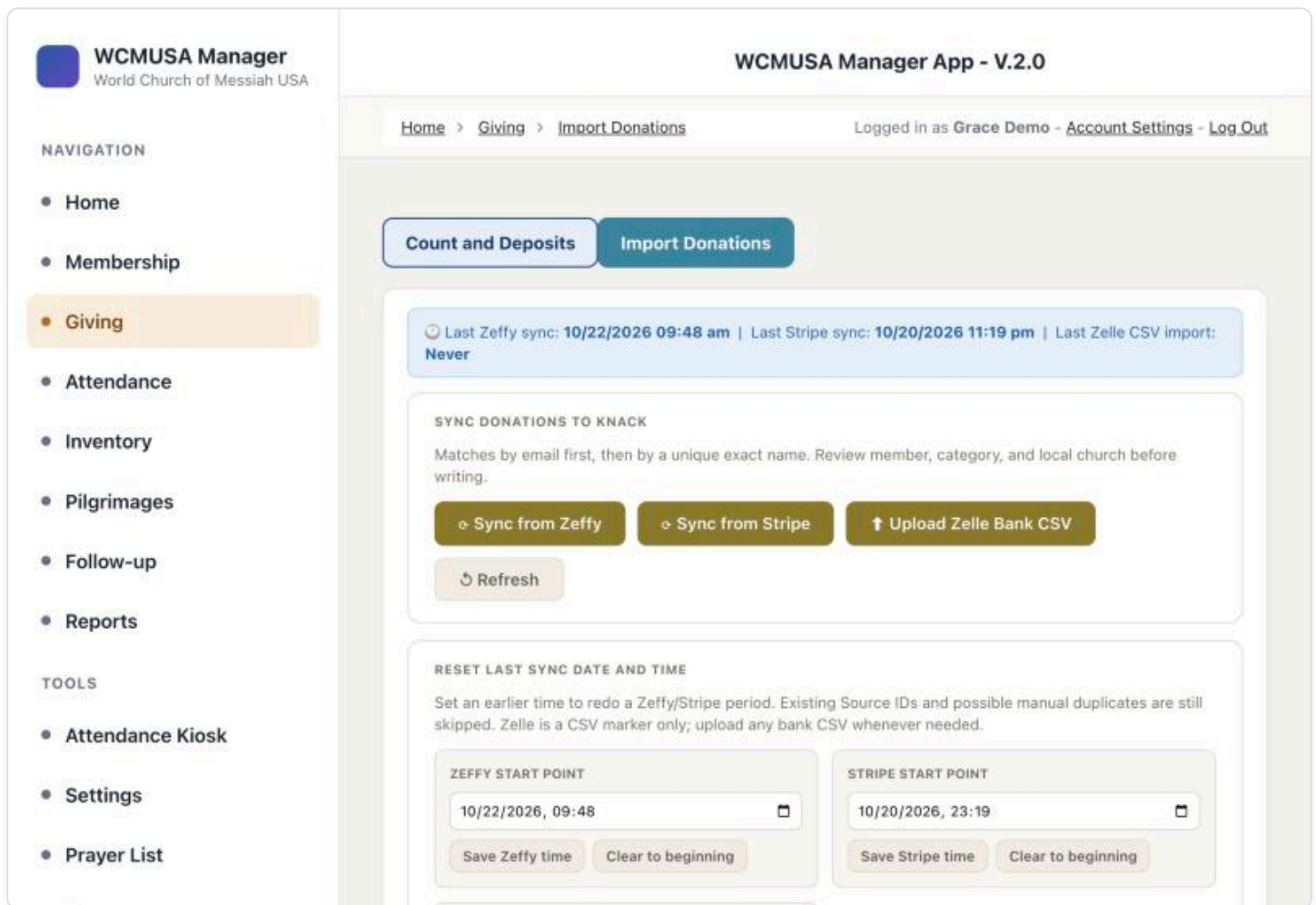
The Import Donations page

Click **Giving** in the left menu, then **Import Donations**.

At the top, a blue strip shows when the last imports ran: **Last Zeffy sync**, **Last Stripe sync** and **Last Zelle CSV import**.

Below it you see:

- the box **Sync Donations to Knack**, with the buttons **Sync from Zeffy**, **Sync from Stripe**, **Upload Zelle Bank CSV** and **Refresh**,
- the box **Reset Last Sync Date and Time**,
- the table **Imported — Pending Review**.



The Import Donations page before a sync

Syncing from Zeffy or Stripe

A sync fetches every gift made since the last sync.

How to sync from Zeffy or Stripe

1. Open **Giving**, then **Import Donations**.
2. Click **Sync from Zeffy** or **Sync from Stripe**.
3. Wait while the **Activity Log** shows the progress.
4. Read the four counters: **Fetched**, **Email matches**, **Name matches** and **Need review**.
5. Check every row in the review table (see below).
6. Click **Write to Knack**.
7. Wait for "Done!" in the log, with the number written and the number of duplicates skipped.
8. The page reloads. The new gifts appear in **Imported — Pending Review**.

For Stripe, a **Bank Payout Groups** table also lists each bank deposit: the payout, the arrival date, how many donations, and the total. Gifts not yet paid out are counted below it. This helps you match the gifts to your bank statement.

Uploading a Zelle bank CSV

Zelle gifts arrive in the bank account. You bring them in from the bank's transaction file.

How to upload a Zelle bank file

1. In your online bank, download the transactions as a CSV file.
2. On **Import Donations**, click **Upload Zelle Bank CSV**.
3. Choose the file.
4. Every row with money coming in is treated as a Zelle gift. The category starts as **1-GRATITUDE**, and the donor name is read from the bank description.
5. Check every row in the review table, especially **Category**, member and **Local Church**.
6. Click **Write to Knack**.

Checking the review table

The review table is titled **Review all** followed by the number of records. Each row is one gift. The columns are: **Status**, **Possible Duplicate**, Email, Name, Amount, Date, **Form Title**, **Category**, **Member ID** and **Local Church**. Stripe rows also show the payout date and payout.

Match status

The **Status** badge tells you how the gift was matched to a member:

Status	Meaning
matched	Matched by email address.
matched_name	Matched by an exact name that only one member has (also tried with last name first).
ambiguous_name	More than one member has this name. Type the right Registrant Number.
unmatched	No member found. Type the Registrant Number if you know who it is.
no_email	The gift had no email address.
manual	You typed the Registrant Number.
invalid_id	The Registrant Number you typed was not found.

The app only matches members of the churches your account can see.

How to fix a row

1. **Category** — check the category. The app guesses it from the Zeffy or Stripe campaign title. For example, a title with “enshrinement” gets **2-ENSHRINEMENTS**, and anything not recognised gets **1-GRATITUDE**. Change it if needed.
2. **Member ID** — to match a gift by hand, type the member’s Registrant Number.
3. **Local Church** — choose the church the gift is for. Every row needs one.

Important: Only rows with a member are written. A row with no member, or with no Local Church, is left out. Check **Local Church** on every row before you click **Write to Knack**.

Possible duplicates

The **Possible Duplicate** column shows **No**, **Possible duplicate** or **Not checked** (when there is no member yet).

Possible duplicate, in yellow, means the same member already has a donation with the same date and amount, for example because someone typed it in by hand. That row is **skipped** when you write. If it really is a second gift, enter it by hand on the Giving page.

How to remove a row from the import

1. Click **x** at the left of the row.
2. The app asks if you want to remove it from this import. Click **OK**.

The row is not written. Nothing already saved in the app is changed.

To empty the whole review list, click **Clear results**. Nothing already saved is changed.

Writing to the app, and duplicate protection

When every row looks right, click **Write to Knack**. The app saves each gift as a donation with:

- the date, amount, member, category and Local Church (the region follows the church),
- **Hokokusho Date** on the 1st of the month the gift came in,
- **Payment Method** set to **Online**,
- the source (**Zeffy**, **Stripe** or **Zelle**),
- **Donation Status** set to **Pending**,
- the **Campaign** and **Notes** (see below).

The app protects you from saving the same gift twice:

- A Zeffy or Stripe payment that is already in the app is skipped. The log says “Skipped duplicate”. For Zelle, a row with the same date, amount, name and description is skipped.
- If the app cannot check for duplicates at that moment, it skips the row instead of risking a copy. Run the import again later.

- A **Possible duplicate** row is skipped.

So it is safe to run a sync again.

When a sync finishes cleanly, the last-sync time moves to now, and the next sync fetches only newer gifts. If any row had an error, the log says the last-sync date was not moved. Fix the problem and sync again.

The Campaign and the notes

Each imported gift keeps its **Campaign**: the name of the campaign page in Zeffy, the description in Stripe, or "Zelle Bank CSV".

The **Notes** are filled in for you:

- Zeffy: "ZEFFY UPLOAD -" followed by the campaign page title, exactly as Zeffy names it.
- Stripe: "STRIPE UPLOAD -" followed by the kind of gift, for example "STRIPE UPLOAD - ENSHRINEMENT".
- Zelle: "ZELLE UPLOAD -" followed by the bank description and reference.

A sync also fills in the Campaign on older Zeffy and Stripe gifts that do not have one yet. Notes that a person typed are never changed.

Reset Last Sync Date and Time

Use this box to fetch an earlier period again, for example all gifts since October 1.

How to sync an earlier period again

1. In **Zeffy start point** or **Stripe start point**, choose a date and time.
2. Click **Save Zeffy time** or **Save Stripe time**.
3. To fetch everything from the very beginning, click **Clear to beginning** instead.
4. Run **Sync from Zeffy** or **Sync from Stripe** again.

Gifts already in the app, and possible duplicates, are still skipped. Nothing is counted twice.

The **Zelle CSV import marker** is only a reminder of when you last uploaded a bank file. Click **Save Zelle marker** to set it, or **Clear marker** to clear it. It does not limit what you can upload, and it is kept on this computer only. Another computer shows "Never".

The Reset Last Sync Date and Time box

Imported — Pending Review

Imported gifts stay **Pending** until someone reviews them. The table **Imported — Pending Review** lists the pending gifts for your churches, newest first.

The columns are Date, Donor, Email, Matched Member, Amount, Campaign, Category, Local Church, Source, Batch, Payout, Status, Notes, **Fix** and **Review**.

How to review an imported gift

1. Scroll down to **Imported — Pending Review**.
2. Check the donor, matched member, amount, campaign, category and Local Church.
3. If something is wrong, click **Fix**. Correct the donation in the form and click **Submit**.
4. In the **Review** column, click one button:
 - **Approve** — the gift is real and correct. It becomes **Approved**.
 - **Ignore** — not something to keep, such as a test or a refund. It becomes **Ignored**.
 - **Duplicate** — the gift is already recorded. It becomes **Duplicate**.
5. Confirm the question, for example "Approve 1 donation?".
6. The page reloads, and the gift leaves the table.

Important: You cannot approve a gift that has no Matched Member. Click **Fix** and choose the member first. **Ignore** and **Duplicate** work either way.

Nothing on this table deletes a donation. Ignored and duplicate gifts stay in the app with that status, and they are left out of the member's giving summary.

How to approve many gifts at once

1. Check every row on the current page of the table.
2. In the green bar above the table, click **Approve visible pending donations**.
3. Confirm the question.

This approves only the rows shown on the current table page. Rows with no matched member are skipped.

Quick reference

Task	Where	Who
Bring in Zeffy gifts	Giving → Import Donations → Sync from Zeffy	National / Admin, Regional, Admin Assistant
Bring in Stripe gifts	Import Donations → Sync from Stripe	National / Admin, Regional, Admin Assistant
Bring in Zelle gifts	Import Donations → Upload Zelle Bank CSV	National / Admin, Regional, Admin Assistant
Match a gift by hand	Review table → Member ID	National / Admin, Regional, Admin Assistant
Save the checked gifts	Write to Knack	National / Admin, Regional, Admin Assistant
Fetch an earlier period again	Reset Last Sync Date and Time	National / Admin, Regional, Admin Assistant
Approve, ignore or mark a duplicate	Imported — Pending Review → Review column	National / Admin, Regional, Admin Assistant
Approve a whole page	Approve visible pending donations	National / Admin, Regional, Admin Assistant

7. Reports

Videos for this chapter

- [Finding your reports, step by step](#)



The **Reports** page is the starting point for every report in the app. From here you can build a mailing list and print address labels, see how many magazines and leaflets went out, follow giving totals, review membership changes, plan services and check stock. This chapter walks through each report in turn.

Who can use this: Everyone who signs in can open the Reports page and every report on it. What you see inside each report depends on your account. **National / Admin** sees every church.

Regional, Admin Assistant and **Local** see only the churches listed in their account's church access. If your account has no churches set, most reports show a short message instead of figures. Ask an administrator to add the churches you are responsible for.

The Reports page

Click **Reports** in the left menu. The reports are shown as cards, grouped by topic. Each card has its name and a one-line description of what is behind it.

Group	Cards
Membership	Membership Changes, Pilgrimage Applications
Attendance	Attendance Report, Scheduled Services
Events	Retreats and meal events (only for National / Admin and Regional)
Distribution & Mailing	Glory Magazine Distribution, Leaflet Distribution, Mailing Reports & Labels
Inventory & Orders	Regional Inventory, Order Report
Finance	Financial Reports

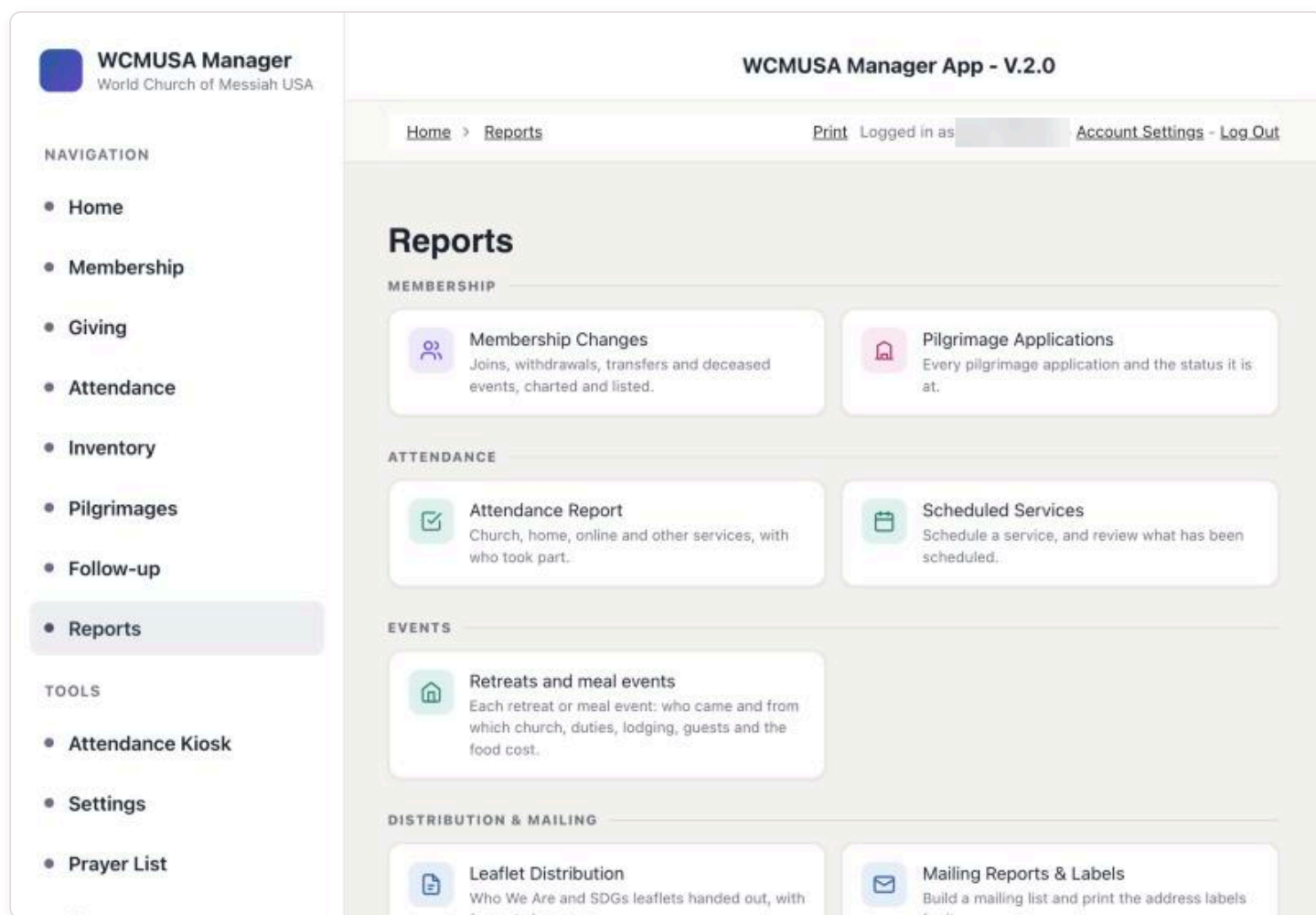
How to open a report

1. Click **Reports** in the left menu.
2. Click the card of the report you want.

Tip: To keep the Reports page open, hold **Cmd** (Mac) or **Ctrl** (Windows) while you click a card. The report opens in a new browser tab.

The **Glory Magazine Distribution** card opens a page titled **Miracle Magazine Distribution**. They are the same report.

The **Retreats and meal events** card opens the HQ Volunteers page on its reports tab, described in chapter 10. The **Pilgrimage Applications** card is covered in chapter 9.



The Reports page with its grouped cards

Mailing Reports & Labels

This report builds the list of members who can receive the magazine by post: **Miracle** in English or **Milagre** in Portuguese. From that list you can export a spreadsheet, print address labels, and record who was sent which issue, so that nobody gets the same issue twice.

National / Admin sees members of every church. Everyone else sees members of their own churches only.

The page has these parts, from top to bottom:

- **The mailing bar.** Choose the **Mailing** (*Miracle (English)* or *Milagre (Portuguese)*) and type the **Issue**, for example "Oct 2026". Next to it, a stock line shows how many copies are in stock at your regional hub, how many this run needs, and how many will be left. If there are not enough, it shows how many you are short, in red.
- **Summary cards.** How many members are selected, how many have a complete address, how many cannot be posted, how many are mailable, and how many have already received this issue.
- **Filters. Status, Church, Address, Age and Language.**
- **The export bar.** How many people will be exported, with the buttons **Export CSV**, **Export Excel**, **Labels — Avery 5160** and **Labels — Avery 5162**.
- **The logging bar.** Records the issue as sent, with the **Log send for these N** button.
- **The table.** One row per member, grouped by status and church, with the columns **Name**, **Language**, **Address**, **City / State / Zip**, **Age**, **Last sent** and **Mailing**.

Who receives the magazine by post

- The address must be complete: street, city, state and zip.
- The person must be over 12, or have no date of birth recorded. An unknown age counts as mailable and is marked as assumed.
- Members whose status is excluded, deceased, transferred, withdrawn or removed never get post. They stay in the table, greyed out and in italics, but are left out of exports, labels and logging. Inactive members still get post.
- Each person gets one edition, chosen by their primary language. If no primary language is set, the app uses their first second language, and then English.

How to post an issue to everyone who can receive it

1. In **Mailing**, choose *Miracle (English)* or *Milagre (Portuguese)*.
2. In **Issue**, type the issue, for example "Oct 2026".
3. If you need to, set **Language** and **Church**.
4. Check the number that will be exported and the stock line.
5. Click **Labels — Avery 5160** (30 labels per sheet) or **Labels — Avery 5162** (14 labels per sheet). A new window opens with the label sheets.
6. Click **Print**. Print at 100% or actual size, so the labels line up.
7. Back on the report, check the date and the method (*USPS Mail* or *By Hand*) in the logging bar.
8. Click **Log send for these N**. A confirmation shows how many copies come off which church.
9. Click **OK**. When it finishes, the message reads "Logged N. Stock updated for N church(es)."

Important: Always type the **Issue** before you print or log. The app uses the issue name to know who has already received it. With no issue typed, nobody is held back as already received.

Tip: If the label window does not open, your browser blocked it. Allow pop-ups for this site and click the label button again.

How to export the list as a spreadsheet

1. Set the filters you need.
2. Click **Export CSV** or **Export Excel**. The file downloads to your computer.

How to record one person who already got a copy

1. Find the person in the table.
2. In the **Last sent** column, click **+ log Miracle** (or **+ log Milagre**).
3. Confirm. The cell changes to "has this issue".

How to include an excluded person for one run

Sometimes a person who is normally left out, such as a transferred member, has asked to keep receiving the magazine.

1. Find the greyed row.
2. Tick **send anyway** above their name.

This lasts only until you reload the page. It does not change the member's record.

How to correct someone's language

1. Point at the person's row and click **edit** in the **Language** cell.
2. Choose the primary language and tick any second languages.
3. Click **Save**.

Where the copies come from

When you log a send, the copies come off the regional hub's stock for each member, not off the member's own church. To take them from one particular church instead, choose it in the **from** list in the logging bar. Stock never goes below zero. If a church is short, the confirmation warns you before anything is saved. See chapter 8 for the regional hubs.

If the stock line looks wrong, click **recount from purchases**. The app works out the count from what was received and sent, and corrects the hub's number.

Magazine received (on a member's page)

You can also record a single copy for one person, for example a magazine handed over at church. Open the member, and use the **Magazine received** box under the contact details.

How to record a copy for one member

1. Choose the publication.
2. Type the issue, for example "Oct 2026".
3. Check the date and choose *USPS Mail* or *By Hand*.
4. Enter the number of copies.
5. Click **Log it**. The message reads "Logged."

The entry goes into the same record the Mailing list uses, so this person will not get a label for that issue. The history below the box shows each entry with **Edit** and **Delete** buttons. Logging takes the copies off stock, editing moves only the difference, and deleting puts the copies back.

Miracle Magazine Distribution

Open it with the **Glory Magazine Distribution** card. This report shows how many Miracle and Milagre copies went out each month, by hand or by post, and to whom.

- **Cards** at the top: copies sent of all time, Miracle (English), Milagre (Portuguese), and the number of log entries.
- **A monthly table** with the columns **Month**, **Miracle**, **Milagre**, **By hand**, **USPS** and **Total**, and a total row at the bottom.
- **Stock Transfer from HQ**, below the panel: the total quantity of each item moved to each church, with a date filter.

The report counts copies, not entries. One hand-out of five magazines counts as five.

How to see who received copies in a month

1. Click the month in the table. The list of members opens, with the publication, issue, date, method and copies.
2. Click **Show more months** to go further back. Each click adds 12 months.
3. To save the figures, click **Export CSV**.

Leaflet Distribution

This page records how many **Who We Are** and **SDGs** leaflets each church handed out. It has a form and a table for each leaflet.

- **Add Who We Are Distribution: Distribution Date, Quantity, Notes, Local Church and Region.**

- **Add SDGs Leaflet Distribution:** Distribution Date, Quantity English, Quantity Portuguese, Notes and Local Church.

The **Who We Are Distributions** table shows the current calendar year only. Both tables have a search box and filters.

How to record leaflets handed out

1. Fill in the form for the leaflet you handed out.
2. Click **Submit**.
3. A message at the bottom of the screen confirms that the stock was updated, for example "Inventory updated: 200 Who We Are Leaflet off Orlando."

Saving a distribution takes the leaflets off stock. They come off your church's own shelf if it holds any, otherwise off your regional hub. If there were not enough, the message is red and says how many were short. Editing a quantity moves only the difference, and deleting a record puts the leaflets back.

Important: Change leaflet quantities only with the **Edit** and **Delete** links in these tables, not with **Bulk actions**. Only the forms and links on this page update the stock.

Financial Reports

Open it with the **Financial Reports** card. This page brings together the giving totals for your churches.

- **Global Giving Summary:** quick totals for a month, a quarter and a year, compared with the period before and with last year.
- **Giving by Region:** a bar chart.
- **Donations for Hokokusho Report:** a table of amounts by category and Hokokusho month.
- **All Income by Date:** a table of amounts by category and month.
- **Count & Deposit Reports:** a link to the list of count and deposit reports with their category amounts.

The two tables have the filter buttons **National**, **WC**, **NE** and **SE**, for the whole country or one region.

Local accounts do not see the Global Giving Summary or the Giving by Region chart on this page.

How the numbers are counted: The giving reports total every donation record for the churches in scope. This includes donations still waiting in **Imported — Pending Review**, as well as purchase and trip payments such as sacred objects and pilgrimage. Use the **Category** filter to look at one kind of giving.

A donation is counted for the church where it was given, not the giver's home church. If a gift appears under the wrong church or region, check its **Local Church**. Chapter 5 explains donations and deposits in full.

How to use the Global Giving Summary

1. Choose the **Year**.
2. Choose the **Month**, or leave *All months*.
3. If you look after more than one church, choose the **Church**.
4. Choose a **Category**, or leave *All categories*.
5. Click **Apply**.
6. Switch between the tabs **Summary** and **YTD vs Prior Year**.

The grey **Scope** line tells you which churches are included. Each card has a coloured edge: green when giving went up, red when it went down, grey when it stayed the same. Amounts are rounded to whole dollars.

The **YTD vs Prior Year** tab compares this year so far with the same months of last year, and shows a month-by-month breakdown.

Membership Changes

This report lists every join, transfer, withdrawal, exclusion and passing.

- **A chart** of changes by month and type.
- **A table** with the columns **Change Type**, **Name**, **Change Date**, **Notes**, **Member**, **Local Church** and **Region**, with **Edit** and **Details** links.
- **The Add Membership Change form**.

The change types include **New Member**, **Transfer In**, **Transfer Out**, **Withdrawn**, **Member Excluded**, **Deceased** and **Reinstated**.

How to record a membership change

1. In **Add Membership Change**, choose the **Member**.
2. Enter the **Change Date** and choose the **Change Type**.
3. Add a **Reason** and **Notes** if needed.
4. For a transfer, fill in **To Church** or **To Country**.
5. Submit the form.

Tip: When a member is saved as deceased with a **Date of Passing**, the app corrects the date of the matching Deceased change to match.

Attendance Report

This page holds the attendance reports for church services, home services, home gatherings, online meetings and other activities. Each table shows the current calendar year. Chapter 4 explains how to fill in an attendance report.

The tables on this page are **Church Service Reports**, **Home Service Reports**, **Home Gathering or Other Activities**, **Online Meetings or Studies**, **Other Activities** and **Scheduled Service Reports**.

Online Meetings or Studies lists the online meetings and study groups your churches reported, with the counts of members, friends and first-time visitors who joined online.

Scheduled Services

This page lists services planned ahead, with the officiant, language and expected numbers.

How to schedule a service

1. In **Schedule a Service**, choose the **Service Name**.
2. Enter the **Officiant**.
3. Choose the **Service Type**: *Church Service*, *Church Service (Non Physical Church)* or *Member's Home Service*.
4. Enter the **Service Date** and **Service Time**.
5. Choose the **Region** and **Local Church**.
6. Choose the **Service Location**: *Church*, *Member's Home* or *Rental Location*.
7. Choose the **Language**.
8. Enter **Projected Participants (at Church)** and **Projected Participants (Online)**.
9. Add any **Observations**.
10. Submit the form. The message reads "Service scheduled."

The **Scheduled Services** table lists the newest services first. You can search it, filter it and export it. The chart **Scheduled Service Reports** shows the projected participants.

Regional Inventory and Order Report

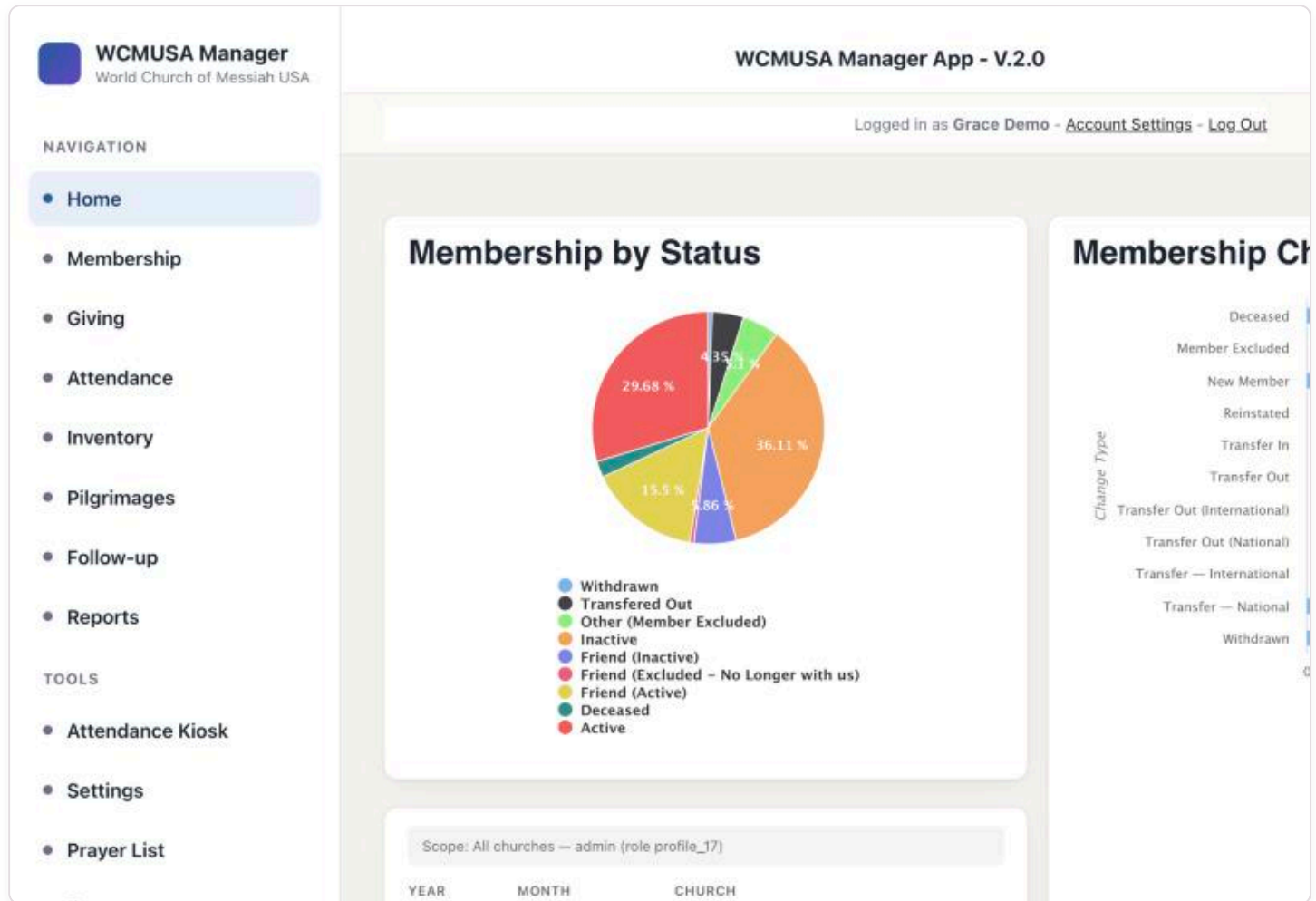
Regional Inventory is a read-only summary of the stock held at each church and the purchases behind those counts. **Order Report** lists members' orders for sacred objects in three tables: **Pending Orders**, **Concluded Orders** and **Cancelled Orders**. Both are explained in chapter 8.

Charts on the Home page

The Home page shows charts for your churches. Those that belong to this chapter are:

- **Giving by Church** and the **Global Giving Summary**.
- **Membership by Status** and **Membership Changes by Type**.
- **Attendance by Activity**.
- **Pilgrimage Applications by Status**.
- **Inventory On Hand by Church**.
- **Who We Are Leaflets by Church** and **SDGs Leaflets by Church**.

The giving figures on the Home page are counted in the same way as on Financial Reports.



Charts on the Home page

Quick reference

Task	Where	Who
Open any report	Reports in the left menu, then a card	Everyone
Print magazine address labels	Mailing Reports & Labels, Labels — Avery 5160 or 5162	Everyone, for their churches
Record an issue as sent	Mailing Reports & Labels, Log send for these N	Everyone, for their churches
Record one copy for one member	Member page, Magazine received	Everyone, for their churches
See copies sent per month	Glory Magazine Distribution	Everyone, for their churches
Record leaflets handed out	Leaflet Distribution	Everyone, for their churches
See giving totals	Financial Reports	Everyone, for their churches; the summary and region chart are not shown to Local
Record a membership change	Membership Changes	Everyone, for their churches
Schedule a service	Scheduled Services	Everyone, for their churches

8. Inventory

Videos for this chapter

- [Moving stock between hubs, step by step](#)



- [Recording a delivery, step by step](#)



The **Inventory** part of the app keeps count of the magazines, leaflets, Prayer Books, Bibles and other items each church holds. Here you record deliveries from the supplier, move stock from one church to another, check counts against the records, and keep the list of items up to date. Two reports, **Regional Inventory** and **Order Report**, give you a summary of stock and of members' orders.

Who can use this: Everyone who signs in can open the Inventory page. **National / Admin** sees the stock of every church. **Regional, Admin Assistant** and **Local** see the stock, purchases and orders of their own churches only. The list of items, **Sacred Objects Catalogs**, is the same for everyone.

How stock is kept

The four regional hubs

Magazines and leaflets are not kept at every church. They are kept at four regional hubs, and the churches nearby are served from there:

Hub	Also serves
Orlando (Southeast)	Atlanta, Dania Beach, Hispanic America - Peru
New Jersey (Northeast)	New England, Washington D.C.
Los Angeles (West Coast)	Chicago, Northern California, HQ
Hawaii	Hawaii keeps and uses its own stock

When copies are handed out or posted, the app takes them from the church's own shelf if it holds any. If it does not, the app takes them from the church in the same region that holds the most, which is normally the hub.

One count per item and church

Each church has one **On-Hand** count for each item. These actions change it for you:

- Saving a purchase as **Received** or **Paid** adds copies.
- **Move** in **Move stock between churches** takes copies off one church and adds them to another.
- Logging a magazine as sent, on the Mailing list or on a member's page, takes copies off.
- Saving a Who We Are or SDGs leaflet distribution takes copies off.
- Typing a number into a count box sets the count directly.

Stock never goes below zero.

The Inventory page

Click **Inventory** in the left menu. The page has these parts:

- **Move stock between churches**, at the top.
- **Add Inventory Purchase For Churches**, a form for deliveries from the supplier.
- **Sacred Objects Catalogs**, the list of items, with name, cost per unit, minimum required, description and image. It has a search box and **Add filters**.
- **Church Inventories**, the count of each item at each church, with an **Edit** link.
- **Inventory Purchases**, every purchase with its date, quantity and status.
- **Customer Orders**, members' orders for sacred objects.
- **Add Church Inventory**, a form to give a church a count for an item.



WCMUSA Manager
World Church of Messiah USA

Home > Inventory

Logged in as
Account Settings - Log Out

NAVIGATION

- Home
- Membership
- Giving
- Attendance
- Inventory
- Pilgrimages
- Follow-up
- Reports

TOOLS

- Attendance Kiosk
- Settings
- Prayer List

Add Inventory Purchase For Churches

RESTOCK DATE

10/23/2026

QUANTITY

STATUS

Pending

NOTES

LOCAL CHURCH

Select

Sacred Objects Catalogs

Search by keyword

Search

Showing 1-25 of 27

Add filters

25 per page

ITEM NAME	ITEM PER UNIT COST	MINIMUM REQUIRED	DESC
Bible (English)	\$35.00	20	Stand
Bible (Japanese)	\$20.00	1	Japa
Bible (Portuguese)	\$20.00	15	Portu
Bible (Spanish)	\$20.00	5	for Bi
Glory and Grace 1 (English)	\$0.00	0	cong

The Inventory page

Move stock between churches

Use this panel to move items from one church to another, for example from the Los Angeles hub to Chicago. Both counts change at once, and the move is recorded.

How to move stock

1. Choose the **Item**.
2. In **From**, choose the church that holds the stock. Each church is shown with its count.
3. In **To**, choose the receiving church.
4. Type the number in **how many**.
5. Check the date.
6. Click **Move**. The message reads "Moved N to [church] on [date]."

The **From** list shows only the churches you look after. The **To** list shows every church. If no church holds the item, the list reads "nobody holds any" in red.

Below the controls, a line shows the total on hand and the count at each church. **Transfers of [item]** lists the last 10 moves of the selected item.

Important: Always move stock with the **Move** button. Changing or deleting a move in a stock transfer table does not move the stock back.

How to check counts against the records

1. Choose the **Item**.
2. Click **Show the count for every church**.
3. Read the table. For each church it shows what was bought, moved in, moved out, handed out by hand and by post, the number it **Should hold**, and the number it **Actually holds**.
4. Rows that disagree are shaded red and show the difference.
5. To correct a count, type the right number in **Actually holds** and press **Enter**.

“not tracked” means the church only has a starting count that someone typed in, with no purchases, moves or hand-outs on record. A red note lists any church that handed out more than it was recorded as receiving. To fix it, record the move that brought the stock there.

Hand-outs are counted only for the two magazines and the three leaflets.

How to see the whole stock list

1. Click **Show the whole stock list**.
2. Filter by **Church** and **Item**. In **Show**, choose *Everything*, *Only where there is stock* or *Only below the reorder level*. You can also type in the search box.
3. To change a count, type the new number in its box.
4. Click **Hide the stock list** to close it.

Items below their reorder level are highlighted and marked “low”. The **Total shown** row at the bottom adds up the list.

The list of items (catalog)

The **Sacred Objects Catalogs** table lists every item the app keeps count of. You add and change items in the **Move stock between churches** panel.

How to add an item

1. Click **+ Add an item to the list**.
2. Type the name of the new item.
3. Fill in **reorder below** and **unit cost**, and a note if you like.
4. Click **Add**.
5. To give a church a shelf for the new item, move stock into that church.

How to change an item

1. Choose the item in **Item**.
2. Click **edit** next to it.
3. Change the name, reorder level, unit cost or note.
4. Click **Save**.

An item can be deleted with **Delete this item** only if nothing has ever used it. If it has purchases, moves, mailings or stock, the app refuses. Rename it instead.

Purchases arriving from the supplier

Record each delivery from the supplier as a purchase. When a purchase is saved as received, the app adds it to the church's count for you.

How to record a delivery

1. On the Inventory page, go to **Add Inventory Purchase For Churches**.
2. Choose the **Sacred Objects Catalog** item and the **Local Church** that received it.
3. Enter the **Quantity** and **Restock Date**.
4. Set **Status** to *Received*, or *Paid*.
5. Add any **Notes**.
6. Submit the form. A green message confirms the new count, for example "Added 6000 × Who We Are Leaflet to NEW JERSEY. On hand: 6000."

The **Status** choices *Pending* and *Submitted* mean the order has not arrived yet. A purchase saved with one of these does not change the count. The **Inventory Purchases** table lists every purchase with its status.

Tip: Choose *Received* only when the goods are physically there. The stock is added the moment you save.

If a red message says the purchase was saved but the stock count was not updated, set the count by hand in the stock list.

Leaflet distributions

When you record Who We Are or SDGs leaflets handed out on the **Leaflet Distribution** report, the app takes them off stock. They come off your church's own shelf if it holds any, otherwise off your regional hub. Chapter 7 explains the forms.

Regional Inventory

Open it from **Reports** with the **Regional Inventory** card. It is a read-only summary:

- **Church Inventories:** the count of each item at each church.
- **Inventory Purchases:** quantities bought, by month.

To correct a number, use the Inventory page, not this report.

Order Report

Open it from **Reports** with the **Order Report** card. It lists members' orders for sacred objects in three tables, newest first:

- **Pending Orders**
- **Concluded Orders**, the orders that have shipped
- **Cancelled Orders**

Each order shows the date, member, item, quantity, unit price, order total, amount paid, balance, **Payment Status** (*Unpaid, Partial or Paid in Full*) and church.

Orders are created on the member's **Purchases** tab. Payments are recorded on the donation form, as explained in chapter 5.

How to mark an order as delivered

1. Click **Edit** on the order.
2. Set **Order Status** to *Shipped*.
3. If you use them, tick **Received** and fill in **Received Date**.
4. Submit the form. The order moves to **Concluded Orders**.

Quick reference

Task	Where	Who
Move stock to another church	Inventory, Move stock between churches	Everyone, from their own churches
Check counts against the records	Inventory, Show the count for every church	Everyone, for their churches
Correct a count	Inventory, Show the whole stock list	Everyone, for their churches
Add or rename an item	Inventory, + Add an item to the list or edit	Everyone
Record a supplier purchase	Inventory, Add Inventory Purchase For Churches	Everyone, for their churches
See a stock summary	Reports, Regional Inventory	Everyone, for their churches
Mark an order delivered	Reports, Order Report, Edit	Everyone, for their churches

9. Pilgrimages

Videos for this chapter

- [The pilgrimage roster, step by step](#)



- [Editing an application, step by step](#)



- [Flights and the Japan list, step by step](#)



The **Pilgrimages** page is the one place to run a pilgrimage. Here you see every trip, who is going, who has paid, their flights and hotel rooms, the day-by-day schedule, and the printouts and lists that Headquarters in Japan asks for. Pilgrims register themselves on a public form (see chapter 11); everything they send arrives here.

Who can use this: National / Admin — everything, for every church. Regional — the pilgrims of their own churches only: change status, payment, certainty and hotel room, link pilgrims to members and payments, view and print. Regional never sees passports, medical details, emergency contacts or birth dates. Local and Admin Assistant — the roster is not available to these accounts.

The Pilgrimages page

Open **Pilgrimages** in the left menu (or the **Pilgrimages** tile on the Home page). At the top you see:

- **Upcoming pilgrimages** — one button per trip, with its title, its status and the number of pilgrims. The selected trip is highlighted. When you open the page, the first upcoming trip is already selected.
- **Archived pilgrimages** — a fold-out list of completed trips, with the number of trips in brackets.
- Three tabs: **Roster**, **Schedule** and **Flights**.

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[Home](#) > [Pilgrimages](#)
Logged in as Grace Demo - [Account Settings](#) - [Log Out](#)

NAVIGATION

- Home
- Membership
- Giving
- Attendance
- Inventory
- Pilgrimages**
- Follow-up
- Reports

TOOLS

- Attendance Kiosk
- Settings
- Prayer List

UPCOMING PILGRIMAGES

JAPAN - DECEMBER 2026
Open - 6 pilgrims

Archived pilgrimages (1)

Roster
Schedule
Flights

DATES
12/09/2026
to 12/16/2026

PILGRIMS
6
14 seats left of 20

CONFIRMED
0
6 pending

PAID IN FULL
0
cost \$1,500, deposit \$500

COLLECTED
\$0
of \$9,000

FLIGHTS ON FILE
6
0 without

Everyone
Not confirmed
Unpaid
No flights
Not linked to a member

Search name, church,
Fill blanks from member records
Print roster
Japan list (Excel)

☐	PILGRIM	STATUS	PAYMENT	CERTAINTY	FLIGHTS	HOTEL ROOM
☐	HAWAII - 2					

The Pilgrimages page with an upcoming trip selected

Trips: open, completed and archived

A trip is created with the form **Add Pilgrimage Trip** further down the Pilgrimages page. You give it a **Trip Title**, **Country**, **Start Date**, **End Date**, **Status**, **Cost**, **Deposit Amount**, **Capacity** and an optional **Poster (shown on the public registration page)**. Existing trips are listed in the **Manage trips** table, where each trip has **Edit**, a details button (the eye) and **Delete**.

What each setting does:

- **Status Open** — only trips with the status **Open** appear on the public registration form.
- **Cost** and **Deposit Amount** — the app uses them to work out each pilgrim's payment status and how much is still owed. With no cost, the roster says "no cost set on the trip".
- **Capacity** — shown on the roster as "seats left". The app does not stop registrations when the trip is full, so keep an eye on it.
- **Poster** — shown whole beside the public registration form.

When a trip's **End Date** has passed, the app marks it **Completed** by itself. Completed trips move under **Archived pilgrimages**. Opening one shows the note "This pilgrimage is completed. Its registrations are archived and kept for the record." You can still view, print and export everything on an archived trip.

How to create a trip

1. On the Pilgrimages page, scroll down to **Add Pilgrimage Trip**.
2. Fill in **Trip Title**, **Country**, **Start Date** and **End Date**.
3. Enter the **Cost**, the **Deposit Amount** and the **Capacity**.
4. If you have a poster, add it under **Poster (shown on the public registration page)**.
5. Set **Status** to **Open** when you are ready for people to register.
6. Click **Submit**.

How to open an archived trip

1. At the top of the Pilgrimages page, click **Archived pilgrimages**.
2. Click the trip you want.

The Roster tab

The **Roster** tab shows everyone registered for the selected trip. It opens by default.

Summary cards across the top show the trip dates, the number of pilgrims and seats left, how many are confirmed and pending, how many have paid in full, the money collected so far, and how many have flights on file.

Filters. Click one of the chips to narrow the list: **Everyone**, **Not confirmed**, **Unpaid**, **No flights** or **Not linked to a member**. Use the search box to find a pilgrim by name, church, email or phone.

How the list is arranged. Pilgrims are grouped by church, with the number of pilgrims beside each church name. Pilgrims who are not yet placed in a church are listed under "Not placed in a church yet". Inside each church, pilgrims are in order of their 立場 position (HQ head first, members last), then the oldest first.

Each row shows:

- **Pilgrim** — the name in katakana (small, above the name, when it has been entered), the name, age and phone, and the buttons **View** and (National / Admin) **Delete**. A pilgrim who is not linked to a member has a red "not linked" tag and a **Link to member** button.
- **Status** — **Confirmed** or **Pending**.
- **Payment** — **Unpaid**, **Paid Deposit**, **Paid Deposit & Some** or **Paid in Full**, with the amount paid and the amount still due underneath.
- **Certainty** — how sure the pilgrim is to attend: **100%**, **50%** or **25%**.
- **Flights** — a short summary of the going and return journeys, or "Not booked yet".
- **Hotel room** — a small box for the room number.

On a narrow screen, the Certainty, Flights and Hotel room columns are hidden.

Tip: If you reload the page in your browser, the roster may say you are not signed in, or stay empty. This happens when the page asks for the roster before your sign-in is ready. Click another item in the left menu, then click **Pilgrimages** again. You can also wait a moment and click it again.

The roster of a trip, grouped by church

How to change one pilgrim's status, payment, certainty or room

1. Find the pilgrim on the roster.
2. Choose a new value in the **Status**, **Payment** or **Certainty** drop-down. It saves at once.
3. To set the room, type it in the **Hotel room** box and click anywhere outside the box.

Tip: When you change Payment to anything other than Unpaid, the app fills in today's date as the payment date, if there was none.

How to see a pilgrim's details

1. Click the pilgrim's name. The row opens.
2. Read the boxes **Contact**, **Stay**, **Payments** and **Flights**. Flights show each leg with layover times and whether the ticket is bought.

3. National / Admin also see the boxes **Passport · National only**, **Medical · National only** and **Emergency · travel**, and the buttons **View application** and **Delete registration**.

If a connecting flight leaves before the previous flight lands, the app warns: "Connection leaves before the previous flight lands – check the times".

Important: Passports, medical details, emergency contacts and birth dates are for National / Admin only. Regional accounts never receive them; they see the pilgrim's age instead of the birth date.

Changing several pilgrims at once

You can set the status, payment or certainty of many pilgrims in one go.

How to change several pilgrims at once

1. Tick the box at the left of each pilgrim you want. Tick the box on a church heading to select everyone in that church, or the box in the table heading to select everyone shown.
2. A bar appears at the top saying how many are selected.
3. Choose a new value in **Status**, **Payment** and/or **Certainty**. Leave the others on "no change".
4. Click **Apply to** (the button shows the number of pilgrims).
5. Confirm the question.
6. Read the result: how many were updated, and the names of any that were not changed and why. Pilgrims that were not changed stay ticked.
7. Click **Clear** to untick everyone.

Hotel rooms and member links cannot be changed this way. You can change up to 200 pilgrims at a time. If some ticked pilgrims are hidden by the filter, the bar tells you.

Viewing and printing an application

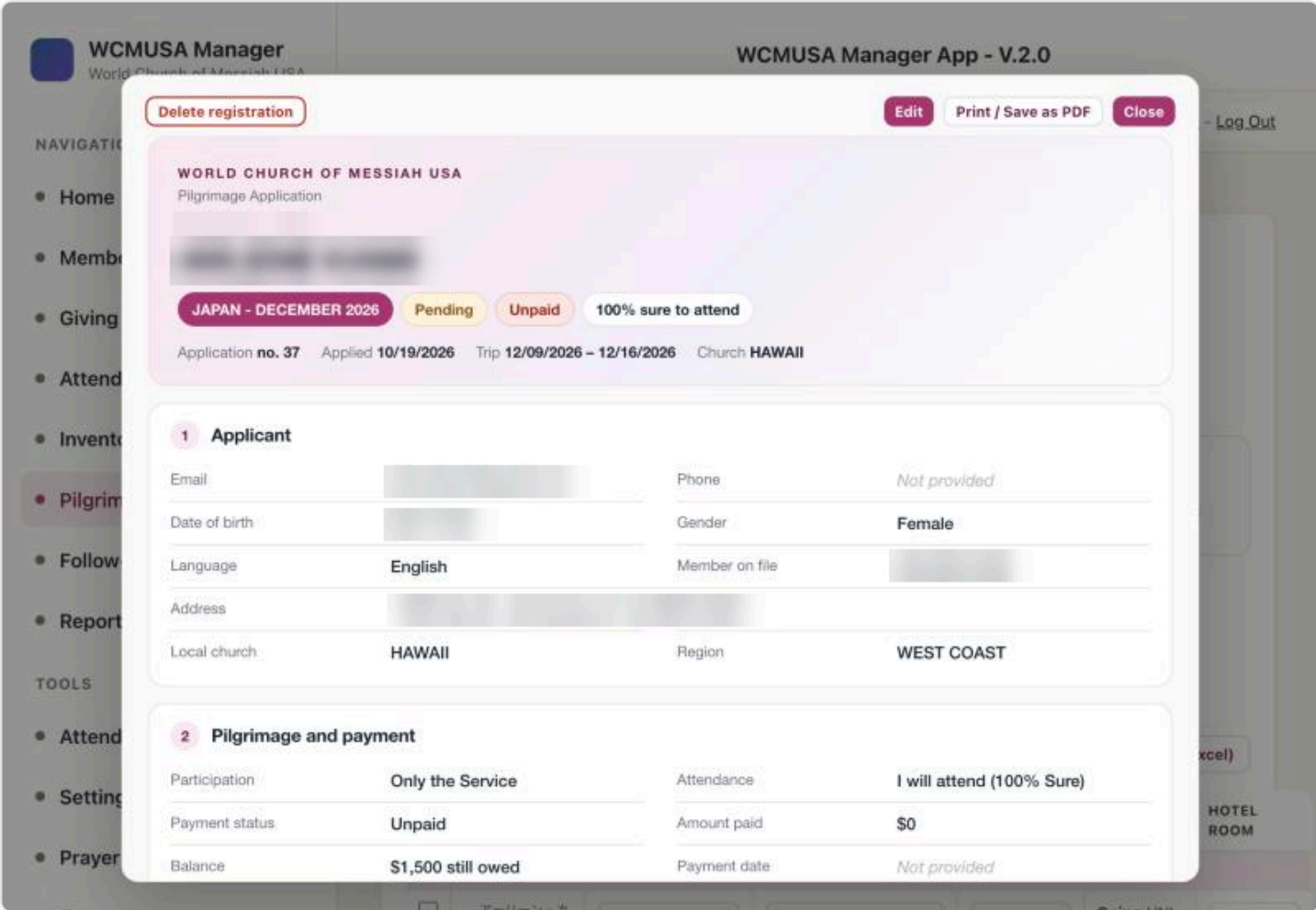
Every registration can be opened as a complete, printable application.

How to view and print an application

1. On the roster, click **View** on the pilgrim's row (or **View application** in the opened row).
2. The application opens: the name in katakana and in letters, the trip, status, payment, certainty, application number, date applied and church, then numbered sections — Applicant, Pilgrimage and payment, Japan experience, Accommodation and Flights.
3. Click **Print / Save as PDF**.
4. In the print window, choose your printer, or choose **Save as PDF** to keep a file.
5. Click **Close** when you are done.

The printout is Letter size, upright. Each page shows the applicant’s name, the page number and the trip title at the bottom, and a section is never split across two pages. It ends with a signature line and an “Office use” box.

National / Admin also see and print the sections Passport and travel, Health, Emergency contact and Acknowledgements, marked “National office only”. Regional see a note that these details are held by the National office.



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WORLD CHURCH OF MESSIAH USA
Pilgrimage Application

JAPAN - DECEMBER 2026 Pending Unpaid 100% sure to attend

Application no. 37 Applied 10/19/2026 Trip 12/09/2026 – 12/16/2026 Church HAWAII

1 Applicant

Email		Phone	Not provided
Date of birth		Gender	Female
Language	English	Member on file	
Address			
Local church	HAWAII	Region	WEST COAST

2 Pilgrimage and payment

Participation	Only the Service	Attendance	I will attend (100% Sure)
Payment status	Unpaid	Amount paid	\$0
Balance	\$1,500 still owed	Payment date	Not provided

An application opened for viewing

Editing an application

Who can use this: National / Admin only.

You can change every answer on a registration, add the name in katakana, set the pilgrim’s position, and enter or correct flights.

How to edit an application

1. Open the application with **View**.

2. Click **Edit**. The form "Edit application" opens with all the answers.
3. Change what you need. The sections are Applicant, Address, Pilgrimage and payment, Japan, Stay, Passport and travel, Health, Emergency contact, Acknowledgements and Flights.
4. Click **Save changes** (or **Cancel** to leave without saving).
5. A note confirms "Saved" with the pilgrim's name. If some empty answers were filled from the member record, the note lists them.

Good to know:

- **First name** and **Last name** are required.
- **フリガナ** is the name in katakana, as Japan should read it (for example アナ・マリア・キスぺ). It appears above the name on the roster, on the printouts and on the Japan list.
- **立場** is the pilgrim's position, for the list to Japan: 本部長 HQ head, 副本部長 Deputy HQ head, 理事 Director, 教区長 District head, 評議員 Councilor, 教会長 Church minister, 信徒 Member. A blank position counts as 信徒 Member. The position sets the order on the roster, the printouts and the Japan list.
- Changing **Local church** also changes the region to that church's region.
- Changing **Trip** moves the registration to another trip.
- If the pilgrim is linked to a member, any answer you leave empty is filled from the member's record when you save.

The Edit application form, with Cancel and Save changes at the top

Flights in the editor

Each flight leg is a card with **Direction** (**Going** or **Returning**), **From (airport)**, **To (airport)**, **Airline**, **Flight no.**, **Departs (date and time)**, **Arrives (date and time)**, a **Ticket bought** tick, and the buttons **Look up times** and **Remove**.

- **+ Going flight** and **+ Returning flight** add a leg. A new leg starts at the airport where the previous leg landed.
- A leg without **Ticket bought** is tentative. It is marked as tentative on the Flights tab, the printouts and the Japan list.
- **Flights not booked yet** is ticked when the pilgrim has no flights yet. Adding a leg removes the tick.
- When you save, the flights in the editor replace all of the pilgrim's earlier flight legs.

How to fill in flight times automatically

1. In the flight card, type the **Airline** (a name such as United or JAL, or the two-letter code) and the **Flight no.**
2. Type the departure date in **Departs (date and time)**. The time can be anything.

3. Click **Look up times**.
4. The airports and the scheduled local times are filled in, with a green note saying which flight was found.
5. Check the result, then click **Save changes**.

If the flight is not found, a red note explains why and offers **Search Google instead**. Click it to look the flight up on Google and type the times yourself. If a flight number makes several stops that day, the note asks you to check it is the right one.

Tip: Typing the airline code with the number, such as LA 801, always works.

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Edit application Cancel Save changes

Acknowledgements

- ☒ Some meals might not be covered by the ground fare
- ☒ Restaurants might not accommodate food restrictions
- ☒ Preparations and informing the church are my responsibility
- ☒ Report to church before purchasing gifts

Flights

☐ Flights not booked yet

Direction	From (airport)	To (airport)	Airline	Flight no.	Departs (date and time)	Arrives (date and time)	Ticket bought	Look up times	Remove
Going	HNL	HND	AS	863	12/09/2026, 12:55	12/10/2026, 17:15	☒	Look up times	Remove
Returning	HND	HNL	AS	864	12/16/2026, 20:05	12/16/2026, 08:20	☒	Look up times	Remove

Flight cards with Ticket bought, Look up times and Remove

Linking a pilgrim to a member

Registrations from the public form are not linked to a member record. Linking a pilgrim files them under the member's church and region, lets you attach their payments, and fills their empty answers from the member record.

How to link a pilgrim to a member

1. On the roster, find a pilgrim with the red “not linked” tag. Tip: use the **Not linked to a member** chip.
2. Click **Link to member**.
3. The search box is already filled with the surname. Type at least two letters to change it.
4. Click the right person (the name and church are shown).
5. A note confirms the link and lists the answers filled from the member record.

Regional can only link to members of their own churches.

How to fill blanks from member records

Who can use this: National / Admin only.

1. Select the trip on the Roster tab.
2. Click **Fill blanks from member records**.
3. For every linked pilgrim on the trip, the app fills empty answers — name, email, phone, birth date, gender, language, church, region and address — from the member record. It never changes an answer that is already filled in.
4. A note says how many applications were filled.

Linking payments

Pilgrimage payments are recorded first as donations on the **Giving** page, with a pilgrimage category. You then link them to the registration. The amount paid is the total of the linked donations, and the payment status is worked out from the trip's cost and deposit:

- Nothing paid — **Unpaid**.
- At least the deposit — **Paid Deposit**.
- More than the deposit — **Paid Deposit & Some**.
- The full cost — **Paid in Full**.

How to link a payment

1. Make sure the pilgrim is linked to a member.
2. On the roster, click the pilgrim's name to open the row.
3. In the **Payments** box, click **+ Link a payment**.
4. The window lists that member's pilgrimage donations. Click **Link** beside the right one. If it is linked to another registration, the button says **Move here**.
5. The roster reloads with the new amount and payment status.

To remove a link, click **Unlink**. The donation itself is kept.

Tip: You can also link a payment from the Giving page: when a donation has a pilgrimage category, choose the registration under **Apply to pilgrimage registration**. See chapter 5.

Deleting a registration

Who can use this: National / Admin only.

How to delete a registration

1. Click **Delete** on the pilgrim's row (or **Delete registration** in the opened row or the application view).
2. Read the question. Deleting also removes the pilgrim's flight legs and cannot be undone. Donations linked to the registration are kept.
3. Confirm.

Printing the roster

How to print the roster

1. On the Roster tab, choose the filter chip and search you want. Only the pilgrims shown are printed.
2. Click **Print roster**.
3. In the print window, choose your printer or **Save as PDF**.

The roster prints on Letter paper, sideways (landscape), as one list of all pilgrims — not split by church — in order of position, then the oldest first. Each pilgrim shows the name in katakana and letters, position and church, age and phone, language, status and payment, how sure they are to attend, every flight leg with local times (tickets not bought are marked in red), and where they stay. Passports and medical details are never printed on the roster.

The Schedule tab

The **Schedule** tab is the trip's day-by-day itinerary. Activities are grouped by day, each with its time, type, details, address, transportation, phone, notes and link. Everyone who can open the roster can read and print it; only National / Admin can add, change or delete activities.

How to add an activity

1. Click the **Schedule** tab.
2. Click **+ Add an activity**.

3. Fill in **Date**, **Time** and **Activity** (for example "Airport: Arrival", "Service" or "Free Time").
4. Add **Details**, **Address**, **Transportation**, **Phone**, **Important observations** and a **Link** if needed.
5. Click **Save**.

To change an activity, click **Edit** beside it. To remove it, click **Edit**, then **Delete**, and confirm.

How to print the itinerary

1. Click the **Schedule** tab.
2. Click **Print itinerary**. It prints upright, day by day.

The Flights tab

The **Flights** tab shows every flight leg of every pilgrim on the trip. Flights are entered on the public form or in the application editor; you cannot change them on this tab.

- **Chips: All flights, Purchased and Tentative (not purchased)**, each with a count. A search box narrows the list.
- **Flights shared by several pilgrims:** two columns, **To Japan** and **Home from Japan**. Each card is a flight that two or more pilgrims are on, in time order, with the flight number, route, times, the number of pilgrims and their names. Use it to see who to meet at which airport.
- **The table:** grouped by church, one line per flight leg: pilgrim, leg (for example "Going 1"), flight, from, departs, to, arrives and ticket. **Purchased** tickets are green; **Tentative** tickets are amber and the row is shaded. Under the table, the app lists the pilgrims with no flights yet.

Tip: The filter chip you chose on the Roster tab also applies here. If the Flights tab looks short, go back to the Roster tab and click **Everyone**.


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UPCOMING PILGRIMAGES

JAPAN - DECEMBER 2026
Open - 6 pilgrims

Archived pilgrimages (1)

Roster
Schedule
Flights

All flights - 20
Purchased - 12
Tentative (not purchased) - 8

Search name, church,

6 of 6 pilgrims have flights

Print flights
Export to Excel
Japan list (Excel)

FLIGHTS SHARED BY SEVERAL PILGRIMS

To Japan 3

UA 2746 MCO → IAD 2 pilgrims
9:00 AM Wed, Dec 9 → 11:14 AM

UA 803 IAD → HND 2 pilgrims
12:20 PM Wed, Dec 9 →
4:50 PM Thu, Dec 10

Home from Japan 3

UA 804 HND → IAD 2 pilgrims
4:50 PM Wed, Dec 16 → 3:40 PM

UA 2463 IAD → MCO 2 pilgrims
5:45 PM Wed, Dec 16 → 8:16 PM

AS 864 HND → HNL 2 pilgrims

The Flights tab with flights shared by several pilgrims

How to print the flights

1. On the Flights tab, choose **All flights**, **Purchased** or **Tentative (not purchased)**.
2. Click **Print flights**.
3. Choose your printer or **Save as PDF**.

It prints sideways on Letter paper, as one list of all pilgrims in order of position then age, one line per leg, with tentative tickets marked. Then come the flights shared by several pilgrims (To Japan and Home from Japan), and, when showing all flights, the pilgrims with no flights yet.

How to export the flights to Excel

1. On the Flights tab, choose the chip you want.
2. Click **Export to Excel**.
3. A file named after the trip (for example "Trip - flights.csv") downloads. Open it in Excel.

The file has one line per flight leg, with church, pilgrim, phone, email, direction, airline, flight, airports, dates and times, ticket, status, attendance and stay. With **All flights**, pilgrims without flights are added at the end.

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Important: The exported file contains email addresses and phone numbers. Keep it private and delete it when you no longer need it.

The Japan list (Excel)

Who can use this: National / Admin only. The list contains allergies and health conditions.

Before a service, Headquarters in Japan asks for a list of who is coming, in Japanese and in their own layout. The **Japan list (Excel)** button builds it for you. It is on the Roster tab and on the Flights tab.

The workbook has two sheets:

- **参拝者名簿** — who is coming: country, name in katakana and in letters, gender, age, **立場** position, church, language, number of visits, allergies, health conditions and notes (ticket status, 50% or 25% certainty, service only, home stay, visa needed).
- **フライト情報** — for each pilgrim, the flight arriving in Japan and the flight leaving Japan, with the full route, local times and whether the ticket is bought.

Pilgrims are in the order 本部長, 副本部長, 理事, 教区長, 評議員, 教会長, 信徒, and members by age, oldest first. Three blank rows are added at the end of each sheet. The list always includes everyone on the trip, whatever filter is chosen on the roster.

How to make the Japan list

1. Before you start, make sure every pilgrim has **フリガナ** and **立場** filled in (see Editing an application). Otherwise the readings are blank and everyone counts as 信徒.
2. Select the trip.
3. Click **Japan list (Excel)**.
4. A box asks for the event name as it should appear in the title. It is already filled in from the trip date, for example “2026年 クリスマス祝典”. Correct it if needed.
5. Click **OK**. The button shows “Building...” for a moment.
6. The Excel file downloads. Send it to Headquarters in Japan.

Tip: The first time, the button needs an internet connection to prepare Excel.

Quick reference

Task	Where	Who
Create or edit a trip	Pilgrimages → Add Pilgrimage Trip / Manage trips	National / Admin
Open a completed trip	Pilgrimages → Archived pilgrimages	National / Admin, Regional
Change status, payment, certainty, room	Roster tab, drop-downs on the row	National / Admin, Regional
Change several pilgrims at once	Roster tab, tick rows → Apply to	National / Admin, Regional
View or print an application	View → Print / Save as PDF	National / Admin, Regional
Edit an application, katakana, position, flights	View → Edit → Save changes	National / Admin
Link a pilgrim to a member	Link to member	National / Admin, Regional
Fill empty answers from member records	Fill blanks from member records	National / Admin
Link a payment	Open the row → + Link a payment	National / Admin, Regional
Delete a registration	Delete	National / Admin
Print the roster	Print roster	National / Admin, Regional
Add or change the itinerary	Schedule → + Add an activity	National / Admin
Print flights or export them	Flights → Print flights / Export to Excel	National / Admin, Regional
List for Headquarters in Japan	Japan list (Excel)	National / Admin

10. Events: HQ volunteers, retreats and meal events

Videos for this chapter

- [Events and volunteers, step by step](#)



The **Events** page runs two kinds of events. A **retreat** is a training period at Headquarters: people apply to serve as volunteers, you approve them, and the app plans who does which duty each day, where everyone sleeps, and what the kitchen cooks and buys. A **meal event** is a single meal or a short event — a picnic, a lunch, a fellowship meal — with only the kitchen and a report.

Who can use this: National / Admin — everything. Regional — the applicants from their own churches (read, record the endorsement, write notes), the daily board to read, and meal events for their own churches. Health notes and emergency contacts are never shown to Regional. Local and Admin Assistant — Events is not available to these accounts.

Opening Events

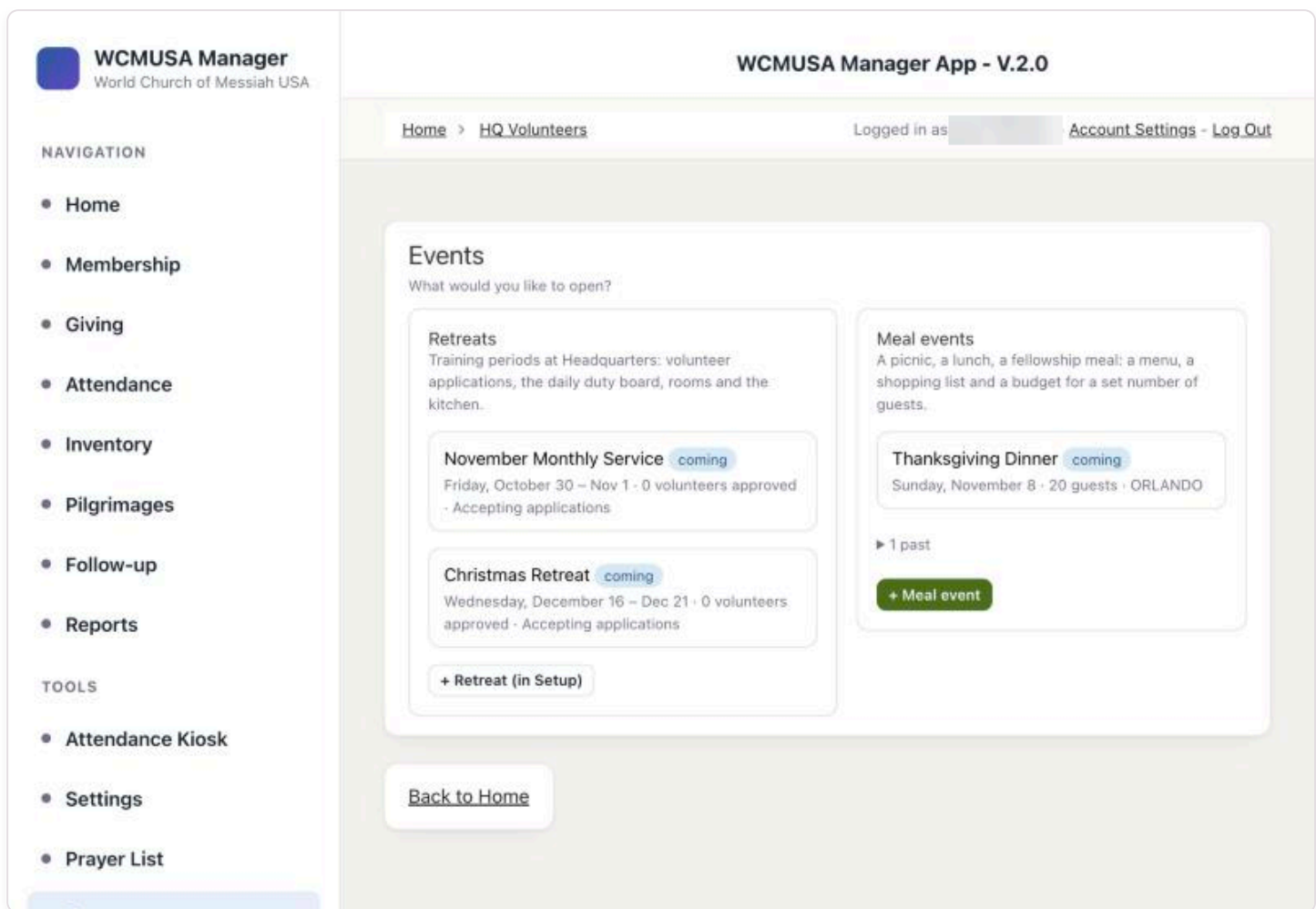
Click **Events** in the left menu, under **Tools**. The path at the top of the page reads **HQ Volunteers**. The first screen asks “What would you like to open?” and shows two boxes:

- **Retreats** — training periods at Headquarters, with volunteer applications, the daily duty board, rooms and the kitchen.
- **Meal events** — a picnic, a lunch or a fellowship meal.

Current and coming events are listed first, marked “now” or “coming”. Past events are folded away; click the line with the number of past events to see them. Use **+ Meal event** to create a meal event. National / Admin create retreats in **Setup** (the button **+ Retreat (in Setup)** takes you there). **Back to Home** returns to the Home page.

Inside an event you see **← All events** to go back, a drop-down to switch to another retreat or meal event, **+ Meal event**, and the tabs:

- A retreat: **Applications**, **Daily board**, **Coverage**, **Kitchen**, **Reports**, and for National / Admin **Setup**.
- A meal event: **Kitchen** and **Reports**, and for National / Admin **Setup**.



The Events chooser

Applications

The **Applications** tab lists everyone who has applied to serve during the retreat. Most applications come from the public volunteer form (see chapter 11); staff can also enter one.

At the top, three counts show the applications waiting for a decision, the number approved out of the places available, and those waitlisted or declined. Below them:

- A search box: "Search name, church or email".
- A status filter: **Every status, New, In review, Approved, Waitlisted, Declined, Withdrawn.**
- **+ New application**, and the address of the public form, ready to share.

The list on the left shows each applicant with their dates, member match, status and church. Approved people show their team. Click a row to open the application on the right: church, contact, the dates on site, the areas they would like to serve in, experience, lodging, endorsement, when and how it was sent, who decided, and **Notes**. National / Admin also see health, diet and the emergency contact.

The member match

When someone applies on the public form, the app looks for them among the members:

- **Same email or same phone** — the application is linked to that member at once. The list shows **Linked**.
- **Same name only** — the list shows **Confirm**. The application asks “Is this the same person?”. National / Admin click **Same person: link to** (the member’s name) or **Different person: add a new member**.
- **Nobody found** — a new member record is made as a Friend (Active) at the church the person chose. The list shows **New member**.

Endorsements

Before a volunteer is approved, their minister or regional leader endorses them. While none is recorded, the application shows “Waiting” under Endorsement.

How to record an endorsement

1. Open the application.
2. Under **Endorsement**, click **Record endorsement**.
3. The application now shows “Endorsed” with your name, and the endorsement check is ticked.

Both National / Admin and Regional can record endorsements and write **Notes**.

How to approve a volunteer

Who can use this: National / Admin only.

1. Open the application.
2. If the match shows **Confirm**, settle it first: **Same person: link to** or **Different person: add a new member**.
3. Tick all four checks in the checklist: **Member record confirmed, Minister / regional endorsement received, Health and dietary notes read, Dates fit the period and capacity**.
4. Click **Approve**. The button stays grey until the match is confirmed and all four checks are ticked.
5. The app places the person in the smallest team, from A to E, and says which one.

Instead of approving, you can click **Waitlist** or **Decline**. After any decision, **Reopen** puts the application back in review. **Delete** removes it. If the retreat is full, the app refuses the approval and asks you to waitlist the person or raise the capacity in Setup.

National / Admin can also change the person’s dates on site.

After approval: team, sleeping area and the approval email

1. Under **Team**, change the team if needed. Changing it moves every day of their stay at once.
2. Under **Sleeping area**, choose where the person sleeps. Each room shows how many beds are free; full rooms cannot be chosen. The app checks this night by night.

3. Click **Write the approval email**. Your own email program opens with a ready-written message: dates, team, where they sleep, the first day's duties and the daily routine.
4. Check the message and press Send in your email program. The app does not send the email itself.
5. Back in the app, click **Mark as sent**. The application then shows the date the approval email was sent, and **Open the email again** if you need it.

Tip: If your email program does not open, click **Copy the text** and paste it into a new email.

How to enter an application for someone

1. On the Applications tab, click **+ New application**.
2. Find the person among the members, or click **Add a new person** and give first name, last name, email, phone and home church.
3. Fill in the arrival and departure dates and whether they need lodging.
4. Tick the areas they would like to serve in and their experience.
5. Add health notes and an emergency contact.
6. Click **Save application**.

A person can have only one application for the same training period.

Daily board

The **Daily board** shows who does what on each day of the retreat. Duties are worked out by the app from the teams; you never type them in. Each day the teams rotate to a different duty area, so the work is shared fairly. Kitchen and Household Cleaning are always covered first. When fewer than four people are on site, the day is a "Reduced crew" day: one person in each always-covered area, and everyone takes a second duty.

Choose **By day** or **By person**.

By day shows:

- The date with arrows to move day by day.
- **Coordinator today** — National / Admin choose the coordinator for the day.
- The routine for everyone, every day.
- A grid of duty areas by time block, with the team on duty, how many people are needed, the people (marked when they come from another area, arrive or leave that day, or are doing a second duty) and the tasks. National / Admin tick tasks as they are done.
- **On site today** (alphabetical or by team), **Sleeping tonight** (beds per room, and anyone without a place yet), and what is in season in the garden this month.

By person — choose a volunteer to see their area and tasks for every day of their stay.

How to print the duty sheet for a day

1. Open **Daily board, By day**.
2. Move to the day you want.
3. Click **Print this day**. It prints sideways, with each area, its team, the names and tick boxes for the tasks.

Coverage

The **Coverage** tab is a calendar of the whole retreat. Each day is coloured: fine, reduced crew, or red when no one is on site. Each day also shows how many people are in the Kitchen and Household Cleaning. A headline at the top sums it up, for example "Kitchen and Household Cleaning are covered all 7 days". Click a day to open it on the Daily board.

Kitchen

The **Kitchen** tab plans the meals and the shopping. It has seven parts: **Menu, Shopping list, Recipes, In season, Pantry & fridge, Budget** and **Prices**. Everyone who can open Events can read the kitchen. National / Admin change it for retreats; Regional change it only for their own churches' meal events.

Important: Headquarters buys no dairy. Dairy items are left off the shopping list and flagged in recipes.

Menu. One row per day with the number of people eating (volunteers on site plus staff, or the guests of a meal event) and a recipe for **Breakfast, Lunch** and **Dinner**. You can type a different number of servings to override the head count.

Shopping list. Built from the menu for the dates in **From** and **To** (a week by default). For each item you see whether to buy, buy more or whether it is in stock, how much the meals use, how much you have, how many packages to buy, and the price at each store. Totals per store and the cheapest store for each item are shown. Choose the view **Everything, By recipe** or **Restocking**. The list also shows items left off because they are dairy, and items to check in the pantry.

How to use the shopping list

1. Open **Kitchen**, then **Shopping list**.
2. Set **From** and **To**.
3. Click **Print list** for a clean list grouped by store, with tick boxes and subtotals.
4. When you buy an item, click **Bought**, type the price paid and the store, and confirm. The item goes into the pantry.
5. To add something not on the menu, use **Add an item**.

National / Admin can click **Clear the list** to remove items added by hand or from recipe cards that are not yet bought.

Recipes. The list of recipes, how many each serves, whether it is on the menu and whether it is in season. Open a recipe to read it, **Print** it, **Edit** it, see what it costs, or **Add to the shopping list** for a number of people.

How to add a recipe

1. Open **Kitchen**, then **Recipes**.
2. Click **+ New recipe** to type it, or **Upload a recipe (PDF, photo or text)** to let the app read a file. A photo can take about a minute the first time.
3. Check the ingredients. The app shows how it matched each ingredient to the price list.
4. Click **Save recipe**.

In season. The crops that grow in the garden in the chosen month. Click a crop to add it to the shopping list.

Pantry & fridge. What is on hand in the pantry, fridge and freezer, with the minimum to keep, what was used in the last 30 days, and whether each item is OK, low or out. National / Admin record **Count**, **Bought**, **Used** and **Thrown out**. Meals take their ingredients out of the pantry automatically on their day. A meal event at a church uses that church's own pantry, never Headquarters'.

Budget. The budget (by default \$30 a person a day for a retreat, \$10 a guest for a meal event), the estimated cost, the actual amount spent from receipts, and what is left. Click **Add receipt** to record a receipt with its date, store, total and a note.

Prices. The price list, with a column per store. Ralphs prices and US averages fill in automatically; prices for other stores are typed by hand with **+ price** in that store's column. **Look up at Ralphs** searches Ralphs for an item, and **Refresh all Ralphs prices** updates them all.

Meal events

Who can use this: National / Admin — at Headquarters or any church. Regional — at their own churches only.

How to create a meal event

1. Click **+ Meal event** on the chooser or inside Events.
2. Type the **Name** (for example "Vegan picnic") and the **Date**. For an event over several days, add the **Last day**.
3. Enter the number of **Guests** and the **Budget per guest** (10 dollars by default).

4. Under **Where (whose pantry)**, choose Headquarters or the church. Regional see only their own churches.
5. Click **Create the event**.

To change it later, open the event and click **Edit event**. The same form has **Delete event**.

A meal event has only **Kitchen** and **Reports**. It has no applications or duties and never appears on the public volunteer form.

Reports

The **Reports** tab sums up an event. Regional see their own churches only.

- **Retreat:** volunteers who came (first time and returning), days of service, applications from the public form, beds used, food cost, budget and amount spent; tables of who came by church, applications by status, duties checked off per area, lodging and kitchen, each volunteer's times served, and every training period side by side. Click **Print report** to print it.
- **Meal event:** guests, budget, estimated food cost, amount spent, and the menu.

Setup

Who can use this: National / Admin only.

Setup holds everything the rest of Events is built on.

- **Training periods** — each retreat: name, start and end dates (quick buttons **3 days**, **7 days**, **10 days**), capacity, staff eating, budget a person a day, status and deadline. Status is **Accepting applications**, **In progress**, **Completed** or **Closed**. Only periods with **Accepting applications**, not yet ended and before the deadline, appear on the public volunteer form.
- **Price source** — where prices come from, an organic adjustment, and **Update the averages now**. Under **Ralphs prices**, type a ZIP code, click **Find Ralphs stores** and then **Use this store**.
- **Sleeping areas at HQ** — rooms, beds and notes.
- **Crops for the garden** — what grows in which season.
- **Duty areas** — order, people needed, whether always covered, and colour.
- **Duty tasks by time block** — the tasks for each area in each part of the day. + **Add a time block** adds one.
- **Daily routine for all participants** — the start time and activity of each part of the day.

How to open a new retreat

1. Open **Events**, then **Setup**.
2. Under **Training periods**, fill in the name and the start date, and click **3 days**, **7 days** or **10 days** (or type the end date).

3. Enter the capacity, the deadline and the budget.
4. Set the status to **Accepting applications**.
5. Click **Add**.

The retreat now appears on the public volunteer form.

Quick reference

Task	Where	Who
Open a retreat or meal event	Events → chooser	National / Admin, Regional
Record an endorsement	Applications → Record endorsement	National / Admin, Regional
Approve, waitlist or decline	Applications → checklist → Approve	National / Admin
Send the approval email	Write the approval email → Mark as sent	National / Admin
Enter an application for someone	Applications → + New application	National / Admin
See or print today's duties	Daily board → Print this day	National / Admin, Regional
Check the whole period is covered	Coverage	National / Admin, Regional
Plan meals and shopping	Kitchen → Menu, Shopping list	National / Admin; Regional for own meal events
Create a meal event	+ Meal event → Create the event	National / Admin, Regional (own churches)
Print an event report	Reports → Print report	National / Admin, Regional
Open a new retreat	Setup → Training periods	National / Admin

11. Public pages

Videos for this chapter

- [The public registration forms, step by step](#)



Three pages of the app are open to everyone, with no login: **Pilgrimage Registration**, **Volunteer Application** and the **Attendance Kiosk**. You share their links with members and friends, or open them on a tablet at a church table. These pages show no member records, so they are safe to leave open in public. The two registration forms also hide the app's menu. What people send arrives in the app, where staff take it from there.

Who can use this: Anyone can fill in the public pages; no account is needed. The results are handled by staff: pilgrimage registrations by National / Admin and Regional (chapter 9), volunteer applications by National / Admin and Regional (chapter 10), and check-ins as described in chapter 4.

The links to share

Page	Link
Pilgrimage Registration	https://wcmusa.knack.com/manager-v2-app#pilgrimage-registration
Volunteer Application	https://wcmusa.knack.com/manager-v2-app#volunteer-application
Attendance Kiosk	https://wcmusa.knack.com/manager-v2-app#attendance-kiosk

How to share a link

1. Copy the link from the table above.
2. Paste it into an email, a message, the church newsletter or the website.
3. To put it on a printed flyer, turn the link into a QR code with any QR code maker, so people can open it with their phone camera.

Tip: The address of the volunteer form is also shown on the **Applications** tab in Events, ready to copy.

Pilgrimage Registration

This is the form pilgrims use to register for a pilgrimage. It lists every trip whose status is **Open**. If no trip is open, the page says "There is no pilgrimage open for registration right now."



WORLD CHURCH OF MESSIAH USA

Pilgrimage Registration

Fill in one form for each person travelling. Fields marked * are required.
Your passport and medical details are seen only by the National office.

1. PILGRIMAGE

JAPAN - DECEMBER 2026
Japan · 12/09/2026 – 12/16/2026 · ground fare \$1,500, deposit \$500

Participation: Choose...
How sure are you to attend?: Choose...

2. ABOUT YOU

First name *:
Last name *:
Email *:
Phone:
Date of birth *: mm/dd/yyyy
Gender: Choose...
Language: Choose...
Your church: Choose your church...

The Pilgrimage Registration page with a trip poster

What the public sees

The page has the heading **Pilgrimage Registration**. It explains that each person travelling fills in their own form, and that passport and medical details are seen only by the National office.

The poster. If the trip has a poster, it is shown whole beside the form, or above the form on a phone. To add or change the poster, edit the trip on the Pilgrimages page and use **Poster (shown on the public registration page)** (see chapter 9).

The form has numbered sections:

1. **Pilgrimage** — a card for each open trip, with its country, dates, ground fare and deposit; whether the person comes for the whole pilgrimage; and how sure they are to attend.
2. **About you** — first name, last name, email, phone, date of birth, gender, language, church and address.
3. **Passport and travel** — citizenship, passport number and expiry date, an optional passport photo (JPG or PNG, up to 5 MB), and whether they need a travel visa.
4. **Flights** — the journey there and back (see below).
5. **Stay** — room preference, whether they stay with the group the whole time, nights, and home stay.
6. **Health.**
7. **Emergency contact.**
8. **Insurance.**
9. **Japan** — shown only for a trip to Japan.
10. **Acknowledgements** — all four must be ticked.

First name, last name, a valid email, date of birth, the trip and all four acknowledgements are required. The form says what is missing.

Flights as a journey. The flights section has two parts, "Going to the pilgrimage" and "Returning home", each starting with one flight. **+ Add a connecting flight** adds the next leg, starting where the last one landed. As the person types, the layover time appears, with a warning if a flight leaves before the previous one lands. Someone who has not bought tickets yet ticks **I haven't bought my flights yet** and sends them to the church office later.



Citizenship Choose...	Country of citizenship
Passport number 	Passport expires mm/dd/yyyy
Photo of your passport (optional, JPG or PNG, up to 5 MB) Choose File No file chosen	
☐ I need a travel visa for this trip	

4. FLIGHTS

☐ I haven't bought my flights yet — I'll send them to the church office later

A direct flight is one flight. If you change planes, add each connecting flight — the layover time is worked out for you.

→ **Going to the pilgrimage**

Flight

From (airport)

To (airport)

Airline and flight number

Departs

Arrives

☐ Ticket bought

+ Add a connecting flight

→ **Returning home**

The flights section with a connecting flight

How a pilgrim registers

1. Open the Pilgrimage Registration link.
2. Choose the trip.
3. Fill in each section.
4. Tick the four acknowledgements.
5. Click **Send my registration**.
6. The page thanks the person by name and shows their application number.

Using the form at a church table (kiosk mode)

Because the page hides the app's menu, you can leave it open on a tablet or laptop at a church table and let people register one after another.

1. Open the Pilgrimage Registration link on the device.
2. Let the first person fill in the form and click **Send my registration**.
3. On the thank-you screen, click **Register another person**. The form is cleared for the next person.

Important: Each email address can register only once for the same trip. If family members share one email, only the first can register online; ask the others to use their own email, or contact the National office.

What staff do with a registration

Every registration appears at once on the **Roster** tab of the Pilgrimages page, as **Pending**, **Unpaid** and "not linked". Then staff:

1. Click **Link to member** to connect the pilgrim to their member record.
2. Link payments once they are recorded on the Giving page.
3. Change the status to **Confirmed** when the pilgrim is accepted.
4. Add the name in katakana and the position, and check the flights (National / Admin).

See chapter 9 for each step.

Volunteer Application

This is the form people use to apply to serve at Headquarters during a training period (a retreat). It lists the periods that are accepting applications. If none is open, the page says "No training period is open for applications right now."

Serve at Headquarters

Apply to volunteer during a training period at Headquarters. The church office will review your application and confirm with you.

TRAINING PERIOD

November Monthly Service

October 30, 2026 to November 1, 2026

Christmas Retreat

December 16, 2026 to December 21, 2026

Arriving *

10/30/2026



Leaving *

11/01/2026



ABOUT YOU

First name *

Last name *

Email

Phone

Your church *

Choose your church...



The Volunteer Application page

What the public sees

The page has the heading **Serve at Headquarters**. The sections are:

- **Training period** — a card for each open period, with the arrival and departure dates (limited to that period).
- **About you** — first name, last name, email, phone and church. The person gives an email, a phone number, or both.
- **How you would like to serve** — the duty areas they would like and their experience.
- **Health and safety** — health limits, allergies and diet, an emergency contact and phone, and whether they need lodging at Headquarters.
- An agreement to follow the daily schedule and the coordinator's direction during the stay.

How a volunteer applies

1. Open the Volunteer Application link.
2. Choose the training period and the arrival and departure dates.
3. Fill in the sections.

4. Tick the agreement.
5. Click **Send my application**.
6. The page thanks the person and says the church office will review the application and confirm.
7. To enter another person on the same device, click **Apply for another person**.

A person can apply only once for the same period. The page never shows which member record the person was matched with.

What staff do with an application

The application appears on the **Applications** tab in Events. The app matches it to a member by email or phone, asks staff to confirm when only the name matches, or makes a new member record as a Friend. Staff then record the endorsement, approve the volunteer and send the approval email. See chapter 10.

Attendance Kiosk

The Attendance Kiosk lets members check themselves in at a service, usually on an iPad at the church entrance. A member scans their card's QR code or searches for their name, and the check-in is recorded for that church. Chapter 4 explains how to set it up and use it.

To open the kiosk straight on one church, add the church to the link, for example <https://wcmusa.knack.com/manager-v2-app#attendance-kiosk?church=ORLANDO>. Without it, the kiosk finds the nearest church from the device's location, or asks which church to use.

Check-ins appear in the church's attendance like any other.

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[Home](#)
[Settings](#)
[Attendance Kiosk](#)
[Pilgrimage Registration](#)
[Volunteer Application](#)

World Church of Messiah USA

Attendance Form

ORLANDO

Activity Date

10/23/2026

Activity Type

Church Visit

Participant Type

Member

Search Member

Type member name

Selected Member

Type at least 2 letters to search

Check In Selected Member

Manual QR / Member Value

Destination QR value

Scan Membership QR

Start Camera

The Attendance Kiosk on a tablet

Quick reference

Task	Where	Who
Share the pilgrimage form	#pilgrimage-registration link	Anyone
Register several people at one table	Register another person	Anyone
Change the poster on the form	Pilgrimages → edit the trip → Poster	National / Admin
Handle new registrations	Pilgrimages → Roster	National / Admin, Regional
Share the volunteer form	#volunteer-application link	Anyone
Handle volunteer applications	Events → Applications	National / Admin, Regional
Open the kiosk for one church	#attendance-kiosk?church=link	Anyone

12. Settings

Videos for this chapter

- [Managing the church list, step by step](#)



The **Settings** page keeps the list of churches up to date: each church's name, region and address. The address also places the church on the map, so the app can find each member's nearest church. This chapter also explains how church access decides what each account sees, and where to change your own name, email and password.

Who can use this: Only **National / Admin** can open the **Settings** page and change the church list. **Regional**, **Admin Assistant** and **Local** see the message "Only administrators may change the church list." Everyone can change their own name, email and password.

The Settings page

Click **Settings** in the left menu. If the app asks you to sign in, sign in with your own account. Only **National / Admin** accounts are let in.

The page shows the heading **Churches**, with a line telling you how many churches are on file and how many have no location. A church without a location cannot be anyone's nearest church on the map.

The table has these columns:

- **Church**
- **Region**
- **Street**
- **City / State / Zip**
- **Coordinates**, with the label *on the map* in green or *not located* in red.

Each row has an **Edit** button.



WCMUSA Manager
World Church of Messiah USA

WCMUSA Manager App - V.2.0

Logged in as
[Account Settings](#) - [Log Out](#)

NAVIGATION

- Home
- Membership
- Giving
- Attendance
- Inventory
- Pilgrimages
- Follow-up
- Reports

TOOLS

- Attendance Kiosk
- **Settings**
- Prayer List

Churches

12 on file - 8 without a location, so they cannot be anyone's nearest church on the map

CHURCH	REGION	STREET	CITY / STATE / ZIP	COORDINATES	
ATLANTA	SOUTHEAST	—	—	not located	Edit
CHICAGO	WEST COAST	—	—	not located	Edit
DANIA BEACH	SOUTHEAST	—	—	not located	Edit
HAWAII	WEST COAST	1637 Kino Street	Honolulu, HI 96819	on the map	Edit
HISPANIC AMERICA - PERU	SOUTHEAST	—	—	not located	Edit
HQ	WEST COAST	29277 Valley Center Rd Ste. A	Valley Center, CA 92082	on the map	Edit
LOS ANGELES	WEST COAST	—	—	not located	Edit
NEW ENGLAND	NORTHEAST	1635 Dorchester Ave. Apt 1	Dorchester, MA 02122	on the map	Edit
NEW JERSEY	NORTHEAST	124 Jackson Street FL 2	Newark, NJ 07105	on the map	Edit

The Settings page with the list of churches

Adding and editing churches

How to add a church

1. Click **Add a church**. A new, empty row opens at the top of the table.
2. Type the name of the church.
3. Choose the **Region**.
4. Fill in **Street, Suite / unit** if there is one, **City, ST** (the two-letter state) and **Zip**.
5. Leave the coordinates box empty. The app fills it in from the address.
6. Click **Save**. The message reads "Looking up the address..." and then "Church added."

How to edit a church

1. Click **Edit** on the church's row.
2. Change the name, region or address.
3. Click **Save**. The message reads "Saved." To leave without changing anything, click **Cancel**.

When an address cannot be found

If the app cannot find the address, the message reads "Saved, but that address could not be found, so it will not appear on the map." The church is saved, but shows *not located*.

1. Check the street and zip, and correct them if needed.
2. Click **Save** again.

If the address is right but still not found, for example a rural address, you can place the church yourself:

1. Click **Edit** on the row.
2. In the last column, type the latitude and longitude, separated by a comma, for example 33.2296,-117.0205.
3. Click **Save**.

Coordinates you type yourself always take priority over the address lookup.

Tip: To find a church's coordinates, look up the address in an online map and copy the latitude and longitude it shows.

Closing a church

Churches cannot be deleted. Members, donations, reports and deposits are all linked to them, and removing a church would leave those records without a church. When a church closes, leave it in the list.

Regions

The **Region** list offers the regions that already exist. There is no screen in the app to add a new region. Ask your app administrator if a region is needed.

Church access: what each account sees

Each account has a list of churches it looks after, called its church access. This decides what the account sees all through the app:

- **National / Admin** sees every church.
- **Regional, Admin Assistant** and **Local** see only the members, donations, attendance, stock and reports of the churches in their church access.
- An account with no churches in its church access sees no figures. Most pages show a short message saying so.

Every page in the left menu opens for every signed-in user. What changes from one account to another is the information inside.

Accounts and their church access are set up by your app administrator. There is no screen for them in the app. If you see the message that your account has no church access, or you are missing a church you look after, ask your administrator.

Your own account

Everyone can change their own details on the **Account Settings** page.

Click **Account Settings** at the top right of any page, next to your name and **Log Out**. Chapter 1 explains the steps.

How to change your name or email

1. Click **Account Settings** at the top right of the page.
2. Change **Name** or **Email**.
3. Click **Submit**.

How to change your password

1. Click **Account Settings** at the top right of the page.
2. In **Change Password**, type your **Current Password**, then the new password twice.
3. Click the button under the box to save.

WCMUSA Manager

World Church of Messiah USA

NAVIGATION

• Home

• Membership

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• Pilgrimages

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TOOLS

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WCMUSA Manager App - V.2.0

Logged in as [Account Settings](#) - [Log Out](#)

Account Settings

NAME *

EMAIL *

Submit

Change Password

PASSWORD *

Current Password

NEW PASSWORD *

Password

Confirm Password

The Account Settings page

Other settings for National / Admin

The settings for importing online donations, such as the last Zeffy and Stripe sync times, are on the **Import Donations** page. They are explained in chapter 6.

Quick reference

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Task	Where	Who
See the list of churches	Settings	National / Admin
Add a church	Settings, Add a church	National / Admin
Change a church's name, region or address	Settings, Edit	National / Admin
Place a church on the map by hand	Settings, Edit , coordinates column	National / Admin
Add a region, or change an account's church access	Ask your app administrator	Administrator
Change your own name, email or password	Account Settings	Everyone