



For UUCP Members & Friends

Frequently Asked.....

Q - Do I have to use Simple Church?

A – No, you do not. It’s a tool you can use. Many users especially like the free phone app.

Q – I see that many people have their photos on their profile page.

A – You can upload your photo. You can upload your own as well from your computer or other device right to your Simple Church profile page. From your profile page, on the upper right-hand side, click on the pencil icon to “edit” your page. One of the options is to upload your photo. (you can also edit things like address, phone and email too) Don’t forget to hit the ‘SAVE’ button! You may have to scroll down the page to see it.

Q – I can see a record of my financial contributions on my page under “Giving”. Can other people see that too?

A – NO, access to that information is controlled. Only need-to-know people (you, Treasurer, Finance Chair and Office Admin) have access.

Q – Can I change/update my information?

A – YES, click the “EDIT” icon on the top right-hand side of your profile page. It looks like a pencil to make your changes. DON’T forget to click the “SAVE” button at the bottom of page. You may need to scroll down to get to it.

Q – How do I get to the calendar?

A – There are a couple of ways.

1. While logged in to Simple Church, on the upper right hand side, to the right of the circle with your initials, you’ll see six little dots arranged in rows of 3. Click it and one of your selections is for the calendar.
2. Access the calendar from the church website (uupensacola.org). Select the “CALENDAR” tab
3. If you have the app on your phone, it’s one of the options.

Q – I need some help.

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A – Get in touch with Membership Chair by email at UUCPMembership2021@gmail.com, the church office at 850-475-9077, UUPensacola@gmail.com, Lauren Anzaldo or Laurie Winterberg

Let's Start...

**There are several ways to access Simple Church
AND**

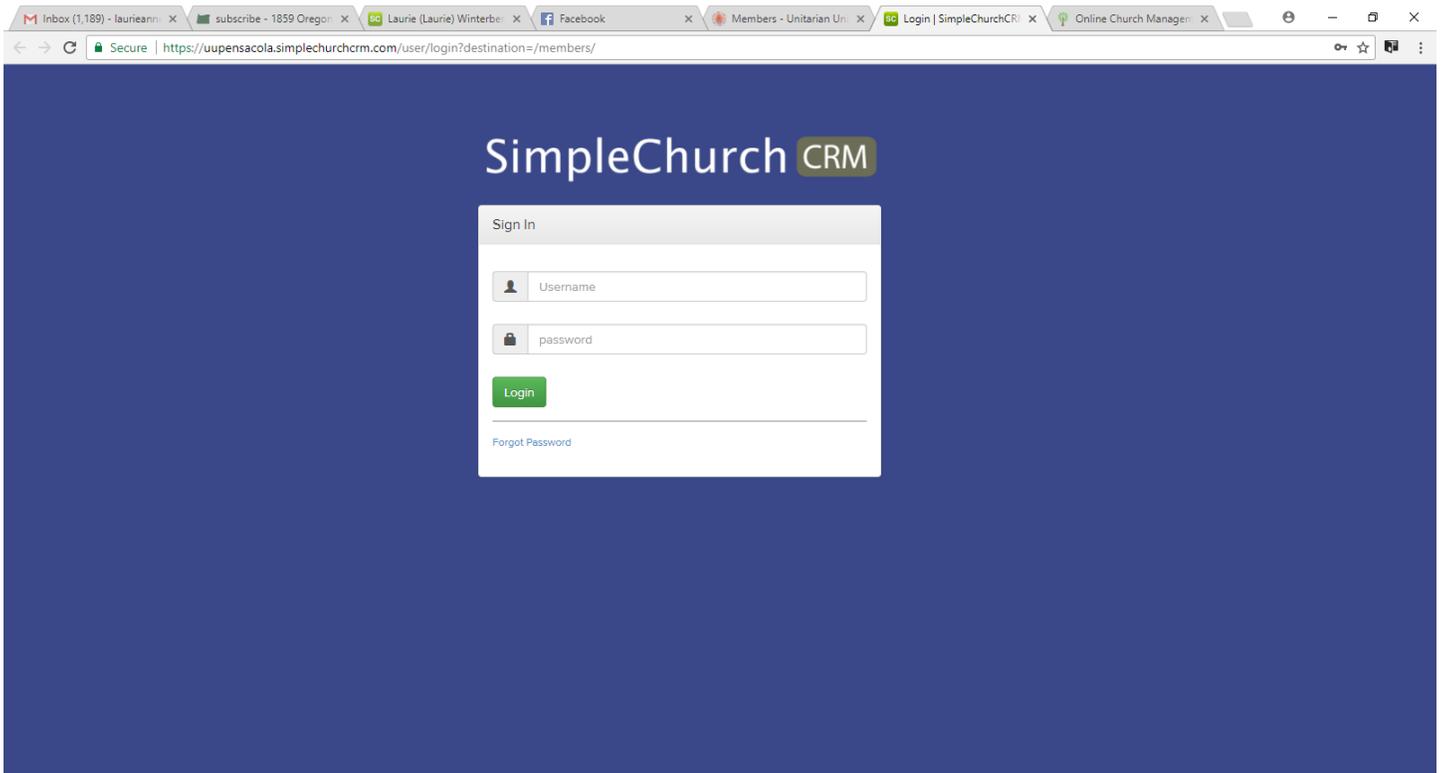
**Two ways to get your username/password or a
new one if you've forgotten.**

First way:

GO TO: uupensacola.simplechurchcrm.com

(the above is also our "domain name")

And click on "Forgot Password" (HINT – right below the **green LOGIN** button)



Enter your Email address (the one that appears in the church directory)

Click **“Send Password”**

SimpleChurch CRM

Forgot Password

Username or Email

[Send Password](#)

[Login](#) | [Mobile Login](#)

An email will be sent to your email containing your
USERNAME and a Password
There's a link to the **login** in the body of the email.

Second Way:

Contact the Church Office, or uucpmembership2021@gmail.com. They can have an email sent to you with your username and random generated password.

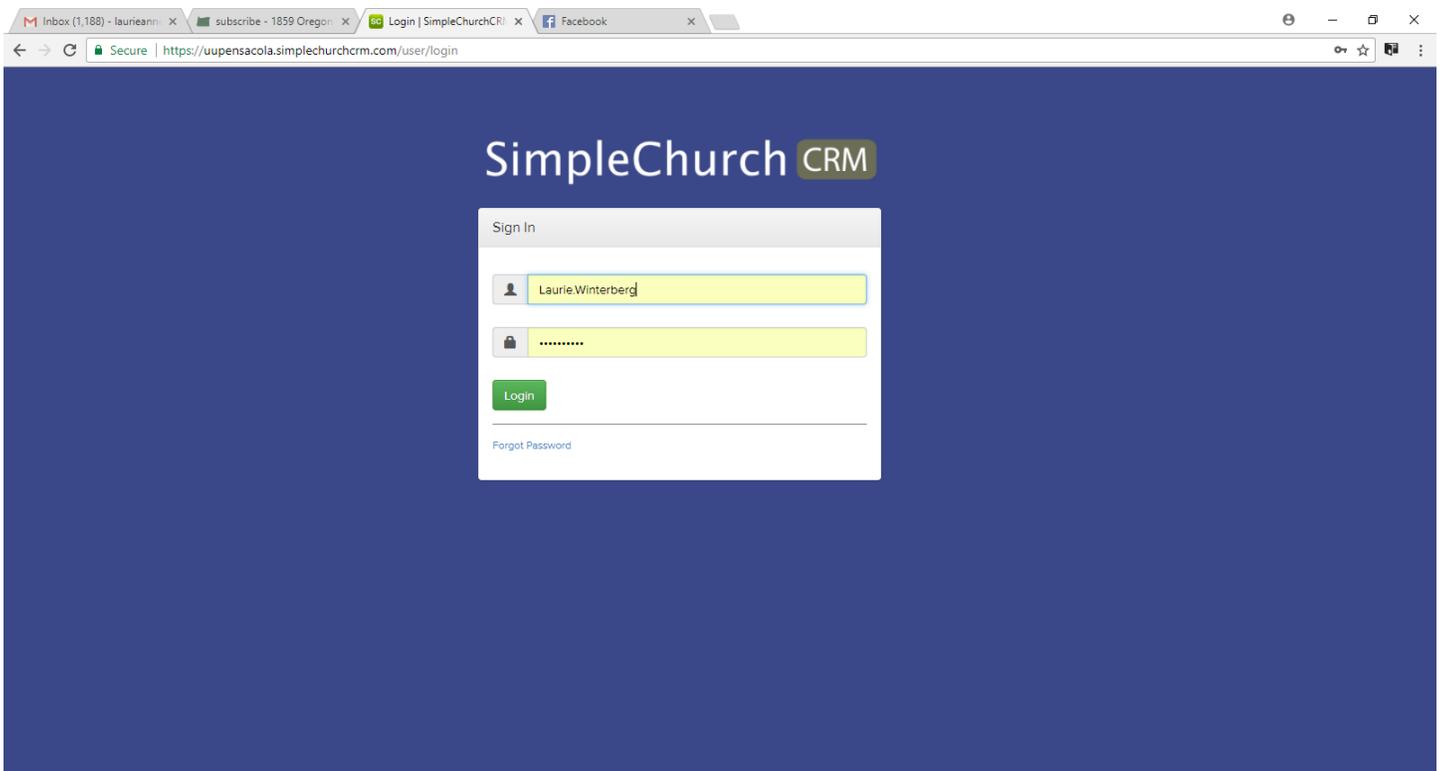
Check your email,

Enter your Username and Password

(HINT – Your Username will be a combination of your first name and last name. Example: John.Smith.

The password will be a random string of letters and numbers and is case sensitive

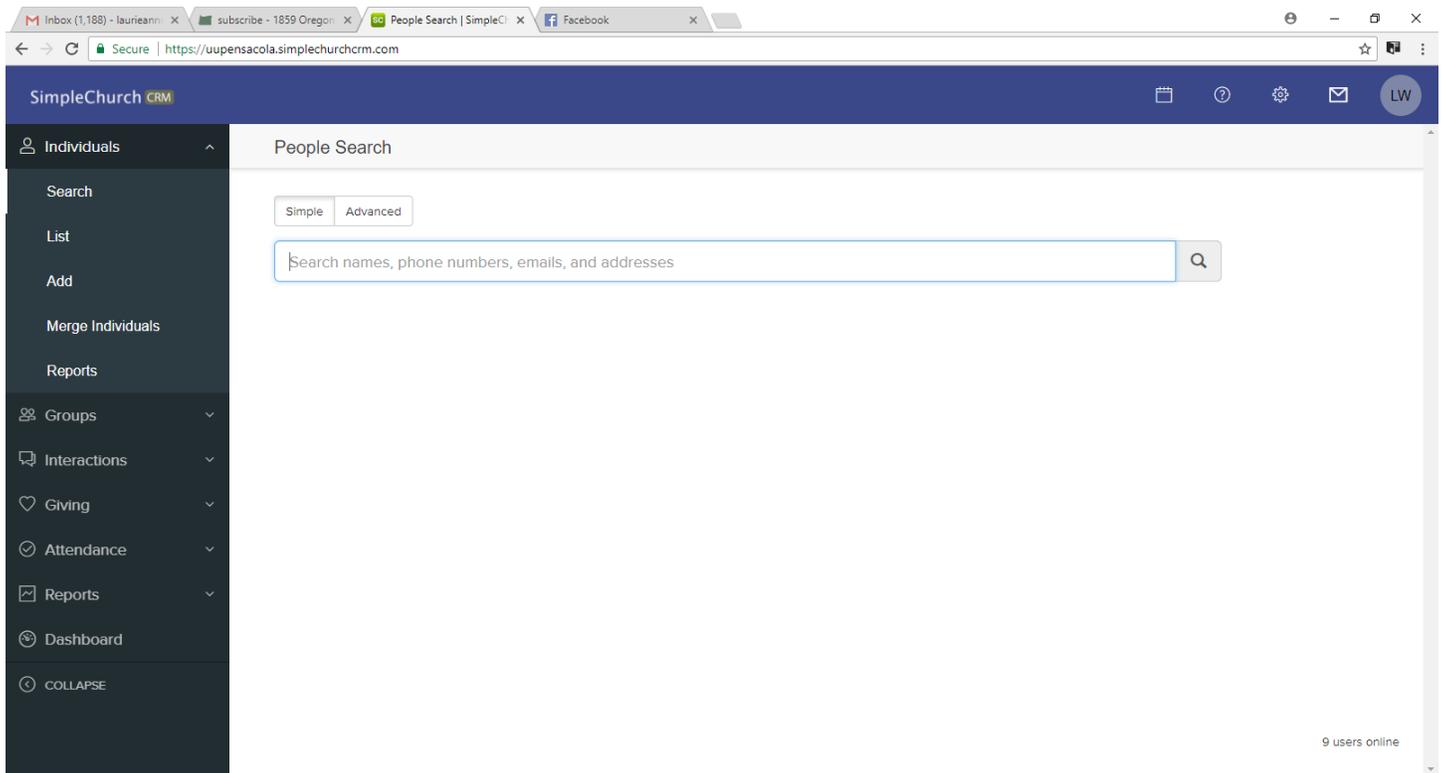
Click on the green “Login” button



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Opening Page!

Search your own name, or any other member's name



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Check out your profile page!

The screenshot shows a web browser window with several tabs open. The active tab is 'Laurie (Laurie) Winterberg'. The browser address bar shows the URL 'https://uupensacola.simplechurchcrm.com/members/view/20'. The page header includes the 'SimpleChurch CRM' logo, a search bar, and the name 'Laurie (Laurie) Winterberg'. Below the header is a navigation menu with options: View, Edit, Family, Interactions, Attendance, Giving, and Account. The main content area is divided into several sections: Personal Information (Gender: Female, Phone: Home 850-857-9646, Email: laurieAnne1950@gmail.com, Address: Laurie Winterberg, 3601 Montaigne Drive, Pensacola, FL 32504, Dates: Last Attended Never, 50 (67 yrs)), Family (Primary Individual: Laurie Winterberg Primary, 67 yrs), Groups (Active: Cluster Group "B" 09/12/2017, Directory 11/09/2016, MEMBER 11/09/2016, Membership/Hospitality Team 11/02/2017), and Note (Personal: Co-Chair of Membership Team, Co-Chair of Finance Team, Edit (Updated: 09/12/2017)).

Any changes or updates to be made - use the “Edit” function It looks like a little pencil and you’ll find it on the upper right-hand corner of your profile page.

(HINT - hit the ‘submit’ button on the bottom of the page)

Want to look at your giving records, click on the ‘giving’ tab.

Want to change your password?

do that at the “Account” tab

Click on any street address and get driving directions

You can only look at other Members and Friends profile pages.

Another Method to Log in to Simple Church

- Go to: <https://uupensacola.org/>
- Click on “Members and Friends”
- The login page is under the password protected area.
- Select “Simple Church”
- Enter your Username and Password
- IF you forgot your Password, you can request a new one.

The screenshot shows a web browser window with several tabs open. The active tab is 'Members - Unitarian Uni...'. The address bar shows 'uupensacola.org/members/'. The website header includes the UUCP logo and 'Unitarian Universalist Church of Pensacola' with the tagline 'Welcome to UUCP'. A navigation menu contains links for Home, About, Minister's Corner, News, Worship, Learning, Justice, Connection, and Members. The main content area is titled 'Members' and includes links for 'Simple Church', 'Library Catalog', 'Communications Guidelines', and 'Photo Release'. On the right, there is a section for 'Upcoming Worship Services' featuring 'Building Community' by Shea Winterberger on February 18 at 10:00 am. Below this are three buttons: 'FIRST TIME VISITOR?', 'UPCOMING SERVICES', and 'SERVICE ARCHIVE'. At the bottom right, an 'Events' section lists 'Create YOUR UUCP 60th Anniversary Time Capsule' on 02/18/2018.



Yes, there's a FREE App!
For your smartphone

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You can

- make phone calls with one touch,
- add people to your phone contacts,
- send texts,
- get map & driving directions directly from your phone
- check upcoming events on the calendar

Get the app at Google Play or the App Store

Search for: Simple Church CRM

The icon looks like a tree – brown trunk, green leaves on white background

Enter our domain name: uupensacola when prompted

Enter your username and password

And that's all!