



SESSION SCHEDULE

8:00-8:30	Check-in	
8:30-9:15	Kickoff Session	
9:30-10:30	Session 1	
	Get to Know FellowshipOne Premier	Ministry Brands Suite of Products
	Get to Know Your ChMS	Launching Small Groups – Best Practices
	Get to Know Forms: Beginner Session	Financials: Bank Account Management
10:45-11:45	Session 2	
	FellowshipOne Premier Check-in Suite	FellowshipOne Premier Data Integrity & Assimilation
	ChMS Check-in Suite	5 Must-Have Workflows
	Get to Know Giving	Financials: General Ledger Monthly Reports
12:00-12:45	Lunch	
1:00-1:45	Q&A Roundtable	
2:00-3:00	Session 3	
	Elevate Your Event Management in FellowshipOne Premier	Get the Most Out of Reporting in FellowshipOne Premier
	Elevate Your Event Management in your ChMS	Volunteer Central
	Level Up Your Volunteer Scheduling with WorshipPlanning	Financials: Accounts Payable Foundations
3:15-4:15	Session 4	
	Yes, You Need a Champion Team!	FellowshipOne Premier/MinistryOne Integration
	ChMS/MinistryOne Integration	Get the Most Out of Reporting in Your ChMS
	Get to Know Forms: Advanced Session	Handling Mistakes in Financials
4:30-5:00	Closing Session	



SESSION DESCRIPTIONS

FellowshipOne Premier Sessions:

Get to Know FellowshipOne Premier

When you think of FellowshipOne, do you think it only does the features related to your role? Are you looking to see what other great features FellowshipOne has to offer? Then this is the session for you. Let's look at many of the GREAT features of FellowshipOne Premier - whether you're a brand-new user or you're looking to learn more, you won't want to miss this session!

Session Features: FellowshipOne Premier portal

FellowshipOne Premier Data Integrity & Assimilation

Behind every number you see in FellowshipOne is a name. These numbers and names tell a story... but is it telling an accurate story? This session will focus on the data and processes needed to create and manage an effective engagement process, from first-time guests to long-time members and more.

Session Features: People, Reporting, Attributes, Mass Email, Mass Texting, Forms

Elevate Your Event Management in FellowshipOne Premier

Managing an event is more than just creating a registration form. In this session we will guide you through event management in FellowshipOne Premier, from Setup and Signup all the way through Follow Up.

Session Features: People, Ministry, Reporting, Check-in, Mass Email, Mass Texting, Forms, MinistryOne

FellowshipOne Premier/MinistryOne Integration

Does your church need a mobile app? Did you know that we provide a mobile app that integrates with your church management system and online giving? Enter MinistryOne. From event registrations to check-in and contacts, MinistryOne make FellowshipOne more mobile and helps you better engage with your congregation. Join this session to learn how to integrate the MinistryOne app to FellowshipOne today!

Session Features: MinistryOne, Check-in, Forms, FellowshipOne Giving, People

FellowshipOne Premier Check-in Suite

Check-in with FellowshipOne Premier is so much more than just printing a name tag for your children's ministry. It's a fully comprehensive system that allows you to keep track of room

capacity, volunteer placement, work with mobile check-in, and so much more. Our full Check-in suite allows you to go beyond the physical check-in station. Let us show you how.

Session Features: PC Check-in, iPad Check-in, Mobile Check-in, Teacher, Coordinator

Get the Most Out of Reporting in FellowshipOne Premier

Traditional reports are great, but are you familiar with the many other ways to get information out of FellowshipOne? Come to this session and learn how to generate reports using our Report Library, Insights, and our new Export features within FellowshipOne.

Session Features: Export/Reporting Tool, People Query, Reports, Insights

ChMS Sessions:

Get to Know Your ChMS

Are you new to using your ChMS or wanting to learn more about the different features it has to offer? Then this session is for you. Get a beginning-to-end overview of all that the software has to offer, whether you're a brand new user or you're looking to learn more.

ChMS Check-in Suite

The check-in suite has the flexibility you need to meet all your engagement tracking needs. Learn more about physical check-in, putting check-in in the hands of your congregation with mobile check-in, and online attendance tracking.

Session Features: MinistryOne Mobile Check-in, Self Check-in, App Check-in, iOS Check-in, Online Attendance Tracking, Desktop Check-in

Elevate Your Event Management in Your ChMS

Managing an event is more than just creating a registration form. In this session we will guide you through event management in your ChMS, from Setup and Signup all the way through Follow Up.

Session Features: Forms, Check-in, Profiles, Workflows, Giving, MinistryOne

ChMS/MinistryOne Integration

Does your church need a mobile app? Did you know that we provide a mobile app that integrates with your church management system and online giving? Enter MinistryOne. From event registrations to check-in and contacts, MinistryOne makes your ChMS more mobile and helps you better engage with your congregation. Join this session to learn how to integrate the MinistryOne app today!

Session Features: MinistryOne, Calendar, Groups Integration, Check-in, Forms, Online Directory

5 Must Have Workflows

When it comes to using your ChMS, we want to help you work smarter, not harder by using Workflows. In this session, we'll show you five of our favorite Workflows to help you capture data, automate ministry processes to save administrative time, better communicate with and engage your members, and more.

Session Features: Workflows

Get the Most Out of Reporting in Your ChMS

Reporting is easy when you know what you want and where to find it. Whether it be on screen reporting, typical printouts, or dashboards, this session will show you how to find the data you are looking for in your ChMS.

Session Features: Query Builder, Dashboards, Advanced Search, Groups, Reports

FellowshipOne Financials Sessions:

Financials: Bank Account Management

When it comes to working with Financials, one of the most foundational topics is Bank Account Management. In this session, we'll make sure you leave knowing how to work with Balances, reconcile to the Bank, reconcile to the General Ledger, and more. Whether you're a brand-new user or looking to learn more, this Financials session is a great place to start.

Session Features: General Ledger, Bank Account Management, Balances

Financials: General Ledger Monthly Reports

Has looking at your General Ledger Monthly Reports ever left you feeling a little lost? Not to worry – this informative session will help you learn more about these Reports and so you can start running them with confidence. We'll cover everything from setting your Report Preferences to the most common reports you're likely to use to our tried-and-true best practices. You won't want to miss it!

Session Features: Report Filters, Detail Ledger, Statement of Financial Position, Budgeted Financial Statement

Financials: Accounts Payable Foundations

Get ready to learn more about Accounts Payable than you ever have before! In this session, you'll hear our Financials expert talk about entering transactions, recurring payments, payment processing, undoing unpaid invoices, and more.

Session Features: Accounts Payable, Transactions, Voids, Recurring Payments

Handling Mistakes in Financials

You're only human. Mistakes happen. But after coming to this helpful session, those mistakes will happen far less often. During this can't-miss session, you'll learn what the most common mistakes are when setting up and posting and more importantly, how to avoid them. We'll also

show you how to correct some of the most common mistakes like if you used the wrong bank account, entered the wrong year, and how to reverse journal entries.

Session Features: Financials, Journal Entries, Accounts Payable

FellowshipOne General Sessions:

Ministry Brands Suite of Products

Integration is a hot topic, but what does it actually mean? And when it comes to integration, are you aware of all the options available to help you more efficiently run your church and ministries? In this session, we'll show you the value of the entire Ministry Brands suite of products and how you can easily leverage integration with them today.

Session Features: FellowshipOne Premier, FellowshipOne Go, Sharefaith, WorshipPlanning, Giving, Protect My Ministry, MinistryOne, Shelby, ChurchStreaming

Yes, You Need a Champion Team!

The most effective churches have reliable, actionable, ministry information in their FellowshipOne ChMS. What's their secret? They've setup a Champion Team. Each major ministry within the church is represented on their Champion Team. Working together, this team clarifies their unique ministry information and how it is made available in FellowshipOne. Setting up your Champion Team will bring all your ministry processes in view across your church, and we can show you how to get started.

Session Features: FellowshipOne Premier, FellowshipOne Go

Get to Know FellowshipOne Giving

Are you new to FellowshipOne Giving or curious to see what it's all about? Need a refresher on all that FellowshipOne Giving has to offer? In this session, we will go over the Giving basics, powerful reporting features, and what you need to know to have a fully functioning ChMS integration. You won't want to miss this informative session!

Session Features: Forms, Giving

Get to Know Forms: Beginner Session

If you're new to using Forms or just want to get a good foundation for this powerful feature, then this is the session for you. In this session, we'll cover the basics you need to know in order to start building effective Forms, including commonly used fields, Form settings, how to view Form submissions, and more. Be sure to attend the Advanced Forms session in the afternoon to learn even more!

Session Features: Forms, Giving

Get to Know Forms: Advanced Session

Get ready to learn even more about everyone's favorite feature - Forms! In this advanced session, we will go over how to use features such as connecting Forms to Workflows (GO), creating Contact Item associations and Participant Assignments from Forms (Premier), cover payment fields in-depth, look at advanced form properties, and more. This is a great follow-up from the Get to Know Forms session earlier in the day.

Session Features: Forms, Giving

Level Up Your Volunteer Scheduling

Scheduling and keeping track of your ministry volunteers has never been easier thanks to WorshipPlanning! See how to use this free, easy tool and get some great advanced tips and tricks along the way! In this session, you'll learn the best practices of utilizing Teams within WorshipPlanning, how to quickly send notifications to scheduled volunteers, the best way to let your volunteers sign up for assignments on their own, and so much more.

Session Features: WorshipPlanning, FellowshipOne Premier, FellowshipOne Go