

## INITIAL REGISTRATION

In order to use the MissionInsite website, you must first register. Registration is by individual user, NOT by church. Anyone can register. If your admin will be doing your People Plot, they will need to register, as well as anyone in addition to the pastor who will be using the MI system. You will need our Holston agency ID to do so. Here are the instructions for registration:

<http://holstonconference.com/wesleyinst/downloads/MissionInsiteRegistration.pdf>

Some additional points to remember about initial registration:

- Do NOT register more than once. If you are not sure if you have registered in the past, give me a call and I will check on it.
- If you are currently pastoring more than one church (e.g. 3 point charge), register under one of the churches and call or email me to add the additional churches.

## UPDATING REGISTRATION

- If you have moved this year, I have already updated your profile to reflect your new appointment. DO NOT register again! In case I missed your transfer and your old church is still showing up, give me a call and I'll fix it.
- If you previously registered under one church, but are appointed to a charge with more than one church, contact me and I will add the additional churches if I haven't already.

## PASSWORDS AND USER ID

- If you have forgotten your password OR User ID, you can click on "Forgot password?" on the MI home page and enter your email address. (Note: The email address needs to match what you originally created. If you forgot what that was, just call or email me with your choice of password, and I will re-create one for you.)
- If you just want to change your password, log in under the old one, go to "profile" in the upper right corner on the home page, and change it.
- Please keep your email address current. You can update it in your profile. If we don't have a current email address, you will not be able to get MI emailed updates or login help.

## GETTING STARTED

- When you log on for the first time, I suggest you print out the document called "Getting Started." [http://www.missioninsite.com/PDF\\_Files/StartingPoint.pdf](http://www.missioninsite.com/PDF_Files/StartingPoint.pdf) This will give a good description on how to use the basic tools for running reports on MissionInsite.
- If you are not comfortable using computers or new software programs, feel free to enlist a member of the laity or a friend who can help you understand the basics. The system is not difficult once you get familiar with the layout.
- After you are comfortable running a basic QuickInsite report for your church and have learned how to navigate around the screen, you are ready for the next step.

## PEOPLE PLOT (ALSO KNOWN AS CONGREGANT PLOT)

- In order to get the most benefit from MissionInsite, you need to plot your congregants. For a detailed description on how to upload your membership data, read this. ([http://www.missioninsite.com/PDF\\_Files/Maximizing%20the%20Use%20of%20Cong%20Plot.pdf](http://www.missioninsite.com/PDF_Files/Maximizing%20the%20Use%20of%20Cong%20Plot.pdf))

- The format for your congregant plot upload needs to be in excel. I have had several questions regarding converting ACS files to excel files. As I understand it, you need to do a search in ACS and choose your criteria, process the data, create an export file, and then run the report. For more help, contact your ACS client rep.
- For the best intro to People Plots, watch the 2 videos located under the help tab on your MissionInsite map screen.
- Also, please note that, per our confidentiality agreement with MissionInsite, your congregant lists will not be marketed, sold, or shared in any way.

## MOSAIC GROUPS

- During Tom Bandy's presentations at Annual Conference, he referred many times to "Mosaic Groups" or "Mosaic Segments." (such as "Aging of Aquarius or "Bohemian Groove.") A full description of all the groups and segments appears in this document, available on the Help page.  
[http://www.missioninsite.com/PDF\\_Files/2014%20Mosaic%20USA%20reference%20guide.pdf](http://www.missioninsite.com/PDF_Files/2014%20Mosaic%20USA%20reference%20guide.pdf)
- You can "build" a report for your church or geography and choose mosaic groups to get a better picture of who the people are in your community and better understand their preferences and lifestyles.
- Also, Dr. Bandy's presentations at Annual Conference are available on CD or DVD from Lake Junaluska. They are contained in Sessions VII and IX.  
<http://www.lakejunaluska.com/shop/index.cfm?task=catalog.detail&show=1334>

## HELP!

For assistance with any reporting or suggestions on what to include in your reports, the best initial source is the Help tab on your MissionInsite mapping home page. It includes several helpful videos and lots of documentation. If those do not answer your questions, you can call Michelle Saxon, our MissionInsite tech support person (877-230-3212 ext 1011) or send her an email ([msaxon@missioninsite.com](mailto:msaxon@missioninsite.com)). You can also do a live chat. There is a link from the Help screen.

If you have basic questions or want quick help running a report, you can call me as well (865-293-4135) or send an email ([sueweber@holston.org](mailto:sueweber@holston.org).)

For ideas on how to use the information gained from MissionInsite demographics and general practical strategies and tactics, we suggest that you read two of Dr. Bandy's very helpful books:

Worship Ways (For the People Within Your Reach)

<https://www.cokesbury.com/forms/ProductDetail.aspx?pid=1263223&rank=0&txtSearchQuery=worship%20ways> will help you plan worship that truly connects with the people in your community.

See, Know, Serve (The People Within Your Reach)

<https://www.cokesbury.com/forms/ProductDetail.aspx?pid=1192552&rank=0&txtSearchQuery=see%20know%20serve> demonstrates how "best ministry practices" are no longer adequate in our increasingly diverse congregations and communities and offers a way forward for moving the local church outside of itself and into a post-Christian world.

MissionInsite is a powerful tool that can help you get to know the people in your church and community and direct your ministry in fruitful ways. We are fortunate as a Conference to have access to this system. It can't help you if you don't use it!