**Louisville Master Chorale: ADMINISTRATOR Login/Navigation**

1. Visit the URL of the home page.

[http://lmc.markgoodwinconsulting.com/login.php](https://ch1prd0310.outlook.com/owa/redir.aspx?C=5Ut9yscGnE6vwCBY6UeDuUYS9Ly13M4IN89ialHvL0HMDc21V4tGNHLUtqNz_B63-w5D9ee3x9o.&URL=http%3a%2f%2flmc.markgoodwinconsulting.com%2flogin.php)

1. Please enter credentials in the respective UserID and Password fields, and click “Log In” or hit Enter.
2. Once logged in, you will see the website from the Admin console. The tabs/pages will show as follows:

* **Home**
* **Contacts**
* **Donations**
* **Committees**
* **Events**

**Home**

1. After logging in, you will be at the “Home” page. At the moment, it will show recent activity throughout the system.
2. If at any moment while on another page, you can always return to Home by clicking the Home tab at the top.

**Contacts**

Point the mouse on top of “Contacts” tab at top. You will see four options: Print Contacts, Create Mail Merge Table, Add Contact, Edit Contact. Click on the desired page.

1. **Contacts > Print Contacts**
   1. This is where you can select the contacts to be printed. You have the option to Select All (upper leftmost check box) to print.
   2. You also have the option to print by Board Member, Performer, Donor, Customer, and Advertiser. Simply click on one or more of the choices above to mark the check boxes for your selection.
   3. You may also filter by last name, by typing in the beginning or all of the last name in the given text box at the top.
   4. Once you have selected or checked the persons you wish to print, click on the “Print” button at the top of the page.
2. **Contacts > Create Mail Merge Table**
   1. This works similar to Print Contacts. You can select by Board Member, Performer, Donor, Customer, and Advertiser. You may also filter by last name as well.
   2. When you have selected the persons or group that you wish to add to the Mail Merge Table, click on “Create Table” at the top of the screen. This will create the table with the users and their email addresses that have been selected.
3. **Contacts > Add Contact**
   1. This allows you to add a contact, and select by Board Member, Performer, and Advertiser. You will check the box that applies.
   2. In the fields below, you will find First Name, Middle Initial, Last Name, Home Address, Home City, Home State, Home Zip Code, Email, Home Phone, Work Phone, and Cell Phone. You may also select to be on a “No Call” List by checking the box “Don’t Call.” Fill out the necessary fields and click Cancel or Save at the bottom. If Save is clicked, the contact should be added.
4. **Contacts > Edit Contact**
   1. This is where you will make any changes to the contacts, such as Address, Phone number, and Last Name, among others. Once the page is loaded, you will see a list of the contacts.
   2. Simply click on the contact you wish to edit, and the fields to be edited for that user (similar to Add Contact) will show.
   3. You may also filter by last name, by typing the persons last name or at least the first few letters of it in the box.

**Donations**

If you point the mouse over the Donations tab, you will see two drop down selections. You can select Add Donation or Edit Donation.

1. **Donations > Add Donations**
   1. Here you will have the fields: Date, Donor(s), Monetary Donation, Non-Monetary Donation, and an Acknowledgement and Comment box.
   2. Simply fill in the required fields to add the donation(s).
   3. Once the information is filled in, click Save to complete the donation.
2. **Donations > Edit Donation**
   1. Here you will see a list of the Donations that have been made. In order to select one to edit (to change the amount, name, or type of donation), hover the mouse over the donation you wish to edit and click on it.
   2. Once the Donation is clicked, you will be directed to the page as seen in **Add Donation.**  Here you can make any changes necessary. Be sure to click on Save at the bottom of the page once you are done!

**Committees**

The Committees may show a single person or representative, or several members in the Committee or group.

1. **Committees > Add Committee**
   1. Here, you can search by the Name using the top search bar on the page. You may also filter by last name as seen before.
   2. You can select one by one using the left side check boxes, or you can select all by matching fields by selecting the top row of check boxes. For example, if you select “Donor” in the top row, it will list all Donors. However, you can select only one user at the left, and it will display only that user.
   3. You may also check as many users as needed. The upper leftmost check box will Select All.
2. **Committees > Edit Committee**
   1. If you hover your mouse over Committees and select Edit Committee, you will be taken to the Edit Committee page.
   2. You will be given a list of Committees, of which you can select from to edit.
   3. Once you click on a Committee to edit, the Committee will be loaded and the fields will be open for editing. You may select or unselect users, as well as filter on names.
3. **Committees > Delete Committee**
   1. If you wish to delete a Committee, first repeat the first step above and move your mouse over the Committees tab at the top of the page, and click on Delete Committee that you see in the drop down selection.
   2. Your page will now show the list of Committees, along with a Delete button next to them. Simply click on Delete if you wish to remove that Committee.

**Events**

Here, you can Add or Edit a certain event. Once the Events page is reached, you will be able to fill out the Title, Location, Date, Type of Event, Group, and notes for either public or private situations.

1. **Events > Add Event**
   1. You will see the fields listed above, ready for you to fill in!
   2. If you wish to notify the Group that you select, check the box next to “Notify Group.” You can also fill in the Private Notes section, to be available to only those with access. Or, you may fill in public notes, for your patrons and supporters to view on the website.
   3. Once the fields are filled in for the event, be sure to click Save.
2. **Events > Edit Event**
   1. If you hover your mouse over Events and select Edit Event, you will be taken to the Edit Event page.
   2. You will be given a list of Events, of which you can select from to edit.
   3. Once you click on an Event to edit, the Event will be loaded and the fields will be open for editing. Be sure to click Save after desired changes are made.