

## Watered Garden Church Information Management App Help File

Welcome to the Watered Garden Church Information Management App! This document serves as a guide to help you navigate and utilize the features of our application effectively.

### 1. Getting Started:

Upon opening the Watered Garden Church Information Management App, you will be greeted with a login screen. Please enter your credentials provided by your church administrator to access the system.

### 2. Dashboard:

Once logged in, you will land on the dashboard. Here, you will find an overview of recent activities, upcoming events, and important announcements from the church administration.

### 3. Member Management:

**Add New Member:** Click on the "Add Member" button to input the details of a new church member. This includes their name, contact information, address, and any other relevant details.

**View/Edit Member Details:** You can view and edit existing member details by selecting the member from the list. This allows you to update information as needed.

**Search Members:** Utilize the search feature to find specific members by name, contact information, or any other available criteria.

### 4. Events Management:

**Create New Event:** Click on the "Create Event" button to add a new event to the church calendar. Input the event name, date, time, location, and any additional details.

**View/Edit Event Details:** Select an event from the list to view its details. Here, you can also make edits or update event information.

**RSVP Management:** Manage event attendance and RSVPs directly from the app.

## 5. Donation Management:

**Record Donations:** Enter details of donations received by the church, including the amount, donor information, and purpose of the donation.

**Generate Reports:** Generate reports to track donation trends, donor information, and overall financial contributions.

## 6. Communication:

**Send Messages:** Use the app to send messages and announcements to church members or specific groups.

**Receive Notifications:** Stay informed about upcoming events, announcements, and other important information through push notifications.

## 7. Settings:

**Profile Settings:** Update your personal information and preferences.

**Notification Settings:** Customize your notification preferences based on your needs.

## 8. Help and Support:

If you encounter any issues or have questions about using the Watered Garden Church Information Management App, please reach out to your church administrator or contact our support team for assistance.

Thank you for using the Watered Garden Church Information Management App! We hope this tool helps streamline communication and organization within your church community.

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