

Access ACS Resources

Getting Started

Two important resources for Access ACS administrators are the [Getting Started Guide](#), which contains an outline to help you set up Access ACS for your organization, and the list of [Access ACS Launch Tips](#).

You can customize Access ACS' look and feel to match the style of your website. You can upload your organization's logo and set the default colors. You can also customize the background, menu bar, title bar, grids, hyperlink, and button colors.

To learn more, see [Work with Access ACS Themes](#).

Here are some promotional materials to introduce your members and attendees to Access ACS.

The newsletter inserts, pastor letter, flyer template, e-mail address reply card, and PowerPoint presentation are Microsoft® Word® documents that you can customize to meet your organization's needs.

- **Newsletter Inserts** – Customize and insert this text into your weekly newsletters or bulletins to get the message out about the new benefits of membership at your church.
- **Sample Pastor Letter** – Customize and mail this letter from your pastor before your launch. It explains the benefits of Access ACS and the importance of providing email addresses.
- **Flyer Template** – Customize this flyer to get the message out about Access ACS throughout your launch.
- **Poster** – Display this poster to get the message out about online event registration during your launch. Be sure to keep some Email Reply Cards close by.
- **PowerPoint Presentation** – You can show a PowerPoint presentation during your services and worship times to get the message out about small groups, events, contributions, and volunteering.
- **Email Address Reply Card** – Customize and use this reply card to gather email addresses. Place the cards near posters and flyers, and make them available during services and at the church office.

This [Member Login Guide](#) is designed to help your members log in to Access ACS.

You can customize the guide with your church's information, and the file has been set up in high resolution to produce high-quality results from your printer or an outside vendor.

You can print and display these above the computers at your church, send a copy out with promotional flyers, or email a copy to all of your members when they sign up.

Small Groups

To learn more about setting up small groups, see [Small Group Setup](#).

Here are some promotional materials for small groups.

You can customize the flyer template, e-mail address reply card, and PowerPoint presentation to meet your organization's needs.

- **Flyer Template** – Customize and display this flyer to get the message out about Small Groups throughout your launch.
- **Small Groups Poster** – Use this poster to get the message out about small groups. Display it prominently throughout your church and keep some Email Reply Cards close by.
- **Small Groups PowerPoint Presentation** – Customize and present this PowerPoint Presentation during your services and or small group meetings to help members and leaders learn about the features in Access ACS.
- **Small Groups Web Banner** – Insert this Small Groups Web Banner on your Web site to promote small groups before and during your launch.
- **Email Address Reply Card** – Customize this Reply Card to gather email addresses. Place these cards in prominent locations in your church.

Here are some tips for launching small groups. If you'd like a one-on-one consultation, [email our Implementation Specialists](#), or call them at 800.736.7425.

Planning

1. Form a team to plan the various steps necessary to start your small group ministry. Select a leader for small groups and get people with a vision for small group success involved.
2. Pick a date to launch your small groups. Avoid dates that clash with other important times such as Christmas or Vacation Bible School. Start promoting your small groups about a month before your launch date.

Promoting

1. Customize and use the small groups marketing materials to promote your groups. Make sure the poster, flyer, and reply cards are in prominent places around your church. If members and attendees haven't submitted or updated their information, make it is easy for them to do so.
2. Promote small groups on your Web site. Display the Web banner and link it to a form to collect email addresses or suggestions for small groups.
3. Keep reminding your church throughout the month before you launch. Run the small groups PowerPoint® Presentation at church events and include reminders in your newsletters.

After the Launch

1. Mail or email the Member Login details to everyone who signed up, and keep reply cards available.
2. Make sure all new members are educated on the benefits of Access ACS and are comfortable using it.

3. Keep promoting small groups. Run the PowerPoint presentations regularly, insert information into newsletters, and post testimonials from small group members on your Web site.

Events

To learn about setting up events, see [Set up and Work with Events](#).

Here are some promotional materials for event registration.

You can customize the flyer template, pastor letter, e-mail address reply card, and PowerPoint presentation to meet your organization's needs.

- **Flyer Template** – Customize and display this flyer to get the message out about Event Registration.
- **Event Registration Poster** – Use this poster to get the message out about Event Registration. Display it prominently throughout your church and keep some Email Reply Cards close by.
- **Event Registration PowerPoint® Presentation** – Customize and show this presentation during your services and worship times to get the message out about the new ways your church can register and pay for events.
- **Event Registration Web Banner** – Include this banner on your Web site to promote event registration during your launch.
- **Email Address Reply Card** – Customize this Reply Card to gather email addresses. Place these cards in prominent locations in your church.

Here are some suggestions for launching event registration.

For one-on-one guidance and advice, contact our Implementation Specialists at implement@acstechnologies.com, or call 800.736.7425.

Planning

1. Create a team in charge of planning, promoting, and launching event registration. This team can be made up of members, leaders, and staff members who have a vision for how events could help your church.
2. Pick a date to launch. Avoid clashes with busy times of year, and use the month before to promote event registration and encourage members to sign up.
3. Consider promoting events alongside volunteering, since volunteers are always needed for events. When members sign-up for volunteering, they give information on their skills, gifts, and qualifications, and knowing this information can influence the types of events you hold.

Promoting

1. Review our events marketing materials. Make sure it's easy for everyone to get their email addresses to you. If you already have your members email addresses, make sure some reply cards are still available, as they can also be used to update information.
2. Make sure your members and attendees know your leadership stands behind Event Registration. Have your pastor address this before your launch.
3. Promote events on your Web site. You can display the Web banner on your site and link it to a form to collect email addresses or questions about skills and talents.
4. Keep reminding your church throughout the month before you launch. Run the events PowerPoint® Presentation and include reminders in your newsletters.

After the Launch

1. Mail or email the Member Login details to everyone who signed up, and keep reply cards available for newcomers.
2. Make sure all new members are educated on the benefits of event registration and are comfortable using it.
3. Continue promoting event registration. You could post testimonials from event volunteers and the event leadership team on your Web site, as well as include a list of some of the events coming up and the ways members can help.

Serving

To learn more about setting up serving and volunteers, see [Set up and Work with Serving Opportunities](#) and [Manage Volunteers](#).

Here are some promotional materials for volunteering. You can download and customize these documents to meet your organization's needs.

- **Volunteering Flyer Template** – Use this flyer to get the message out about Volunteering before and during your launch.
- **Volunteer Poster** – Use this poster to get the message out about volunteering before and during your launch. Display it prominently throughout your church, and keep some Email Reply Cards close by.
- **Volunteering PowerPoint Presentation** – Throughout your launch, customize and present this PowerPoint presentation to get the message out about volunteering.
- **Volunteering Web Banner** – Insert this Volunteering Web Banner on your Web site. You can rotate it regularly with the other banners for event registration, online giving, and small groups.
- **Your Email Address Reply Card** – Customize this Reply Card to gather email addresses. Place these cards in prominent locations in your church.

Here are suggestions for launching your volunteer program.

For one-on-one guidance, contact our Implementation Specialists at implement@acstechnologies.com, or give them a call at 800.736.7425.

Planning

1. Create a team in charge of planning, promoting, and launching your volunteer program. This team can include members, leaders, and staff who have a vision for how volunteering could help your church.
2. Host a leadership class to assess church members' talents, skills, and passions. They may not be aware that the skills they have. Let people know about the opportunities available to them through volunteering.

3. If you have small groups, use them to get the message out about volunteering. Encourage small groups to volunteer together and to explore what each member has to offer.
4. Pick a date to launch your volunteer ministry. Try to avoid clashes with other events, and use the month before to promote volunteering and member sign up.

Promoting

1. Review our volunteering marketing materials. Make sure that the poster, flyer, and reply cards are in prominent places in your church. Even if you already have your members' email addresses, make sure reply cards are still available so members can update information.
2. Promote volunteering on your Web site. You can display this Web banner on your site and link it to a form to collect email addresses or questions about skills and talents.
3. Remind your church throughout the month before you launch. Run the volunteering PowerPoint® Presentation at services and include reminders in your newsletters.

After the Launch

1. Mail or email Member Login details to everyone who signed up, but keep reply cards available for those who missed out or need to update their information.
2. Make sure all new members are educated on the benefits of Access ACS and are comfortable using it.
3. Keep promoting volunteering. Post testimonials from volunteers and volunteer leaders on your Web site, and also include a list of some of the positions available and how to join.
4. When you have upcoming events, promote volunteering. Show the two PowerPoint presentations for volunteering and events side by side, place the flyers near each other, and use the banners on your Web site.
5. Screen all of your volunteers. Make sure that they have all of the proper training and qualifications that they need for their position, and run background checks on any volunteers who will be working with children.
6. Train your volunteers effectively in the church and its vision, the value of volunteering, the role of volunteering in their own growth as individuals, and the significance of their own volunteer role

Online Giving

To learn more about online giving, see the [Online Giving New User Checklist](#) and [Setting up Online Giving](#).

Here are some promotional materials for online giving. You can download and customize these documents to meet your organization's needs.

- [Contributions Flyer Template](#) – Use this flyer to promote online giving.
- [Online Giving Poster](#) – Use this poster to get the message out about contributing online. Be sure to keep some Email Reply Cards close by.
- [Contributions PowerPoint® Presentation](#)– To get the message out about online giving options, customize and present this Contributions PowerPoint® Presentation during your services.
- [Online Giving Web Banner](#) – Include this Web Banner on your Web site to promote online giving during your launch.
- [Email Address Reply Card](#) – Customize and use this Reply Card to gather everyone's email addresses.