

Upload Data to the Minister Web App

After setting up ministers' [online login credentials](#), you can upload minister data to the web app. You can also set up email notifications when ministers change their assignments online.

On the File menu, click **Data Synchronization > Upload Ministers and Schedule Assignments**. If you don't see the option, make sure you have [set minister online access](#).

1. Read the information on how the process works, then click **Next**.
2. If any ministers were marked inactive or deleted but still have future assignments scheduled, they display. Select **App Access** to allow the minister to log in to the app until their last scheduled assignment date, or clear the option to deny app access to the minister. Click **Next**.
3. If any ministers made changes online, they display. Review the changes, then click **Next**.
4. If you want to automatically notify ministry group leaders when assignments are changed on the app, enter the leader name and email address for each selected ministry. This also allows the minister to email their group within the app. To quickly add the name and email from a minister record, select **Use Minister** and select the name from the drop-down list.
5. Enter a message to display below the assignment details in the email. Click **Next**.
6. If you want to receive a notice when ministers make changes, enter an email address or use an email from the License screen or the online registration process.
7. When you're ready to upload the information to the secure web app, click **Upload**.

Useful Information

If you receive an error message, make sure the information in your License Information window is correct. If it is correct, our web service may be down.

Please try again later.

8. A confirmation displays. Schedule information from today's date forward is uploaded.
9. Click **Yes** to print the uploaded information, or click **No** to exit the process.

Note

Any time you make any changes after uploading the data, you must upload the data again in order for the changes to display on the web app.

For example, let's say you have uploaded minister data, then minister John calls and gives you his new email address. After you update his record, you must upload the data again in order for John's new email address to be applied.

After you set up credentials and upload data, ministers can go to [min.parish.mobi](#) or [minister.parish.mobi](#) to view and change their assignments.

Related Topics

Set Up Online Login Credentials
Set Minister Online Access
Using the Minister Web App
Synchronize with PDS Office