

MINISTRY MANAGER for FIRST TIMERS! Great River Emmaus (GRE)

Ministry Manager is not only a database of GRE members, it is a tool available to all Emmaus communities to assist as we do ministry. The following information is provided to help you with login.

To Log In: Go to ministrymanager.upperroom.org

- Select “log in”
- Use the email address you provided during your most recent walk then
- Enter password
 - If this is your first time logging in, or if it does not accept your password, click “forgot password”.

You will receive an email with further instructions to set (or reset) your password. Contact our Data Administrator, Claudia McCain, at cmccain47@yahoo.com should you have problems.

Account Information: Once you’ve logged in, you can update your contact information by selecting the “My Account” icon, the icon of the little person in the upper right-hand corner of the page. Once you’re in “My Account”, you can also change your password by selecting “Change Account Info” and following the prompts. Be sure to “save” any changes made.

Email Preferences: While in “My Account”, you can set, change, or update your email preferences by scrolling across the menu that appears below your name to “Email Preferences” and follow the prompts. Again, be sure to “save” any changes made.

Explore Ministry Manager: Most will find the site fairly intuitive, especially if you are comfortable navigating the internet. At the top of every page, you will find the main menu which includes Home, Members, Communities, Churches and Events.

As a community we are still learning how to use the site, and many find the “Members” and “Communities” links to be most helpful.

- Click on “Members” to search the database for GRE community members.
- Click on “Communities” then scroll down and select “Great River Emmaus”.
There you will find the links to “Walks” and “Board Room” to be most informative.

Be sure you check “My Community” so that you receive any information and updates sent within the GRE community.

FAQ: At the very bottom of every page, you will find a link to FAQ, Frequently Asked Questions. By selecting the FAQ link, you will find a list of Training Videos to help you further navigate the site. These are excellent!

Happy exploring!