



A vibrant, abstract collage composed of various geometric shapes and symbols. The design includes a blue circle with a cross, a green figure, a yellow cross, a pink heart with a cross, a blue figure, a yellow flower, and a green leaf. The background is a mix of light blue, green, and yellow, creating a sense of movement and energy.

USER ADMINISTRATION

User administration consists of three basic functions:

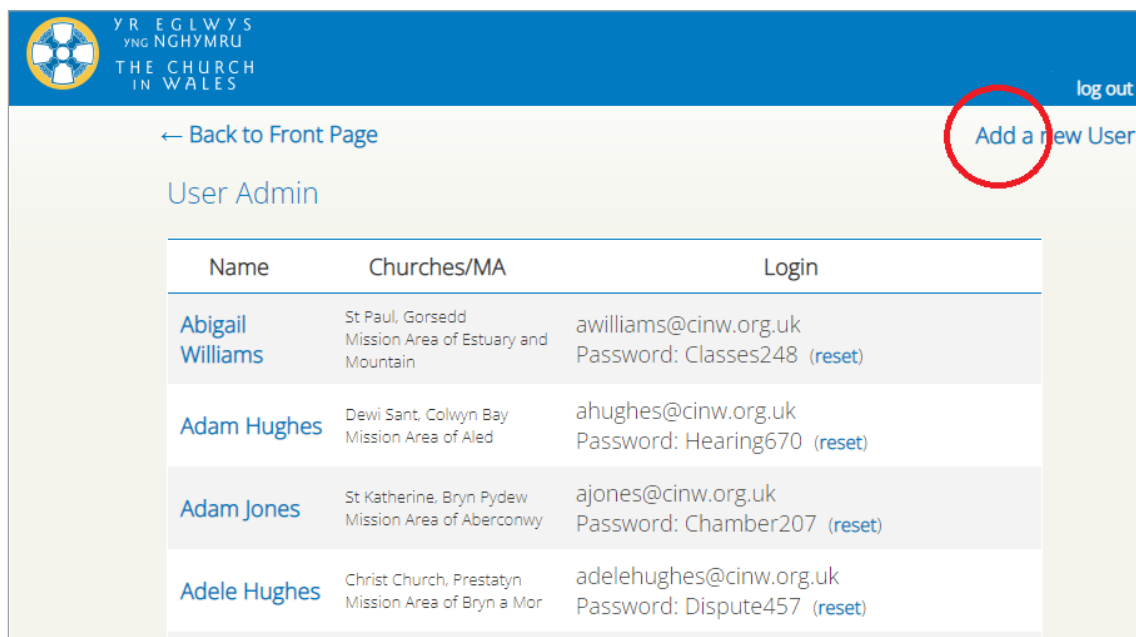
- **Adding a user**
- **Modifying an existing user**
- **Deleting a user**

If you are an Admin User, you might also be asked to:

- **Reset a user password**

ADDING A USER

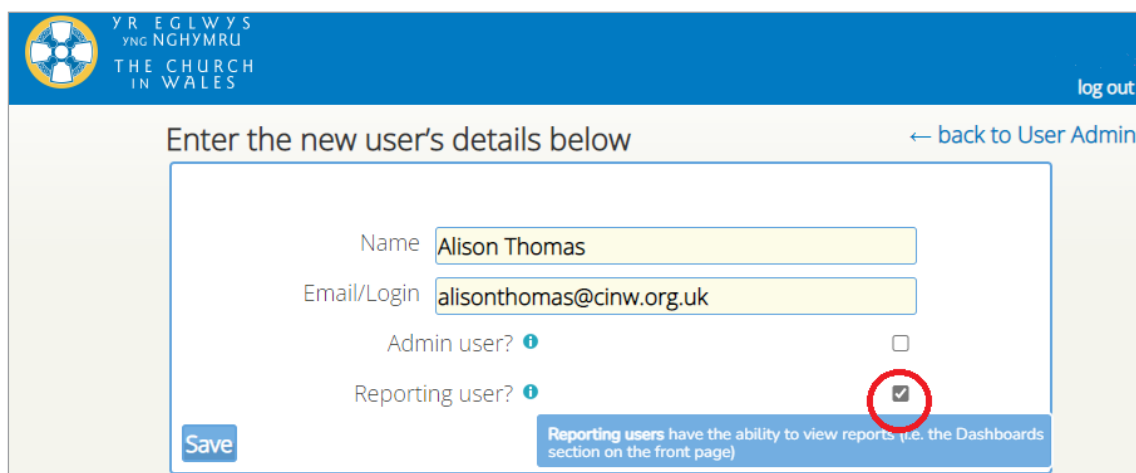
From the main page, select User Admin. You will then arrive at the main User Admin Page:



The screenshot shows the 'User Admin' page. At the top, there is a blue header with the logo of 'YR EGLWYS YNG NGHYMRU THE CHURCH IN WALES' and a 'log out' link. Below the header, there is a navigation bar with a link to '← Back to Front Page' and a link to 'Add a new User' which is circled in red. The main content area is titled 'User Admin' and contains a table with the following data:

Name	Churches/MA	Login
Abigail Williams	St Paul, Gorsedd Mission Area of Estuary and Mountain	awilliams@cinw.org.uk Password: Classes248 (reset)
Adam Hughes	Dewi Sant, Colwyn Bay Mission Area of Aled	ahughes@cinw.org.uk Password: Hearing670 (reset)
Adam Jones	St Katherine, Bryn Pydew Mission Area of Aberconwy	ajones@cinw.org.uk Password: Chamber207 (reset)
Adele Hughes	Christ Church, Prestatyn Mission Area of Bryn a Mor	adelehughes@cinw.org.uk Password: Dispute457 (reset)

On this page, you will see a summary of all the users on the Membership system in alphabetic order. To add a new user, simply select the **Add a new user** function located top right. Circled in red.



The screenshot shows the 'Add a new user' form. At the top, there is a blue header with the logo of 'YR EGLWYS YNG NGHYMRU THE CHURCH IN WALES' and a 'log out' link. Below the header, there is a navigation bar with a link to '← back to User Admin'. The main content area is titled 'Enter the new user's details below' and contains a form with the following fields:

- Name: Alison Thomas
- Email/Login: alisonthomas@cinw.org.uk
- Admin user? ☐
- Reporting user? ☒ (This checkbox is circled in red)

At the bottom of the form, there is a 'Save' button and a note: 'Reporting users have the ability to view reports (i.e. the Dashboards section on the front page)'.

Here we are in the add user screen. Add details for:

Name: Full name of the user.

Email: The email address of that user. Make sure that you get this right as it acts as their login and invitation to use the system once you have added them.

Admin user: A tick box. If ticked, that person will have administration privileges and will be able to add and modify users. Most users will not be admin users.

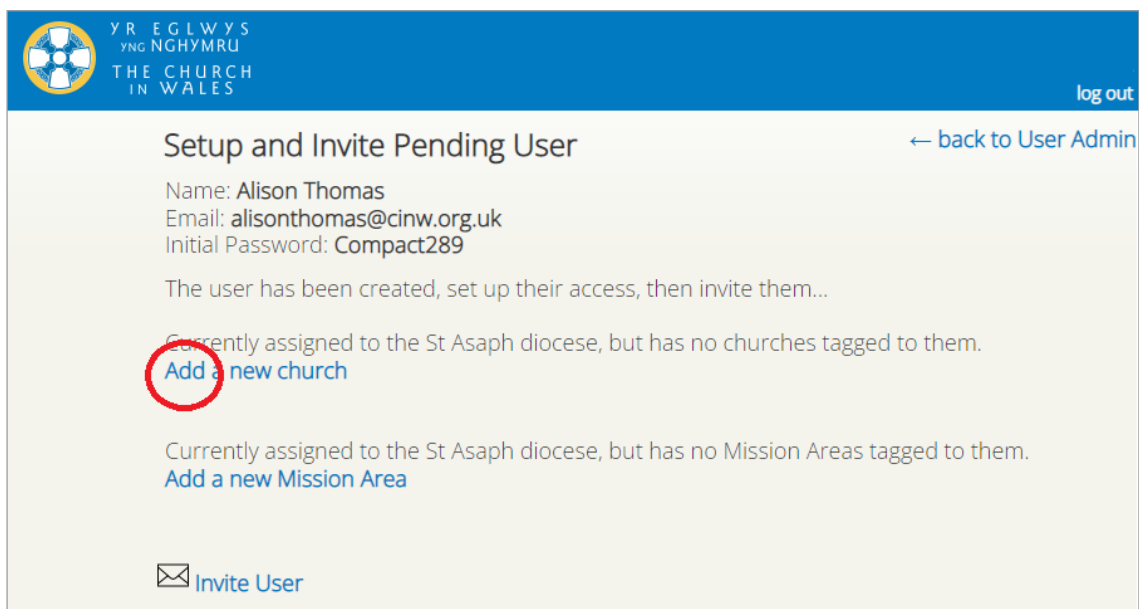
Reporting user: A tick box as circled in red. Most users will be reporting users only. They will have the ability to complete weekly membership details but not to add and modify users.

Note that some users can be both admin and reporting users.

If you run your cursor over the information 'i' icon it will reveal help information on that field. In the example above, the help information for the Reporting User field is displayed in a blue text box.

Once you are happy with the details entered... select the **Save button**.

You can now enter Church and Mission Area details for that user.



The screenshot shows a web interface for 'YR EGLWYS YNG NGHYMRU THE CHURCH IN WALES'. The page title is 'Setup and Invite Pending User'. It displays the following user details:

- Name: Alison Thomas
- Email: alisonthomas@cinw.org.uk
- Initial Password: Compact289

Below the details, it states: 'The user has been created, set up their access, then invite them...'. There are two sections for assigning resources:

- 'Currently assigned to the St Asaph diocese, but has no churches tagged to them.' with a link 'Add a new church' circled in red.
- 'Currently assigned to the St Asaph diocese, but has no Mission Areas tagged to them.' with a link 'Add a new Mission Area'.

At the bottom, there is an 'Invite User' button with an envelope icon. A 'log out' link is in the top right corner, and a '← back to User Admin' link is in the top right of the main content area.

Here you will see that the user has been set up on the system. Your job now is to allocate Churches and Mission Areas. **You are not restricted in the number of Churches and Mission Areas you can add.**

Circled in red is the option to **Add a new church**. Select this option:



Setup and Invite Pending User

← back to User Admin

Name: Alison Thomas

Email: alisonthomas@cinw.org.uk

Initial Password: Compact289

The user has been created, set up their access, then invite them...

Currently assigned to the St Asaph diocese, but has no churches tagged to them.

Add a church

close

Choose a Church

St David, Penrhyn Bay

Save

Current

Add a

✉

Invite

You will be presented with a popup list of all churches within Mission Areas.
Select the right Church and then choose **Save**.

You will then return to the Setup user screen.

YR EGLWYS
YNG NGHYMRU
THE CHURCH
IN WALES

log out

Setup and Invite Pending User

← back to User Admin

Name: Alison Thomas

Email: alisonthomas@cinw.org.uk

Initial Password: Compact289

The user has been created, set up their access, then invite them...

Currently has the following church(es) tagged to them in St Asaph diocese...

St David, Penrhyn Bay ✖

Add a new church

Currently assigned to the St Asaph diocese, but has no Mission Areas tagged to them.

Add a new Mission Area

✉

Invite User

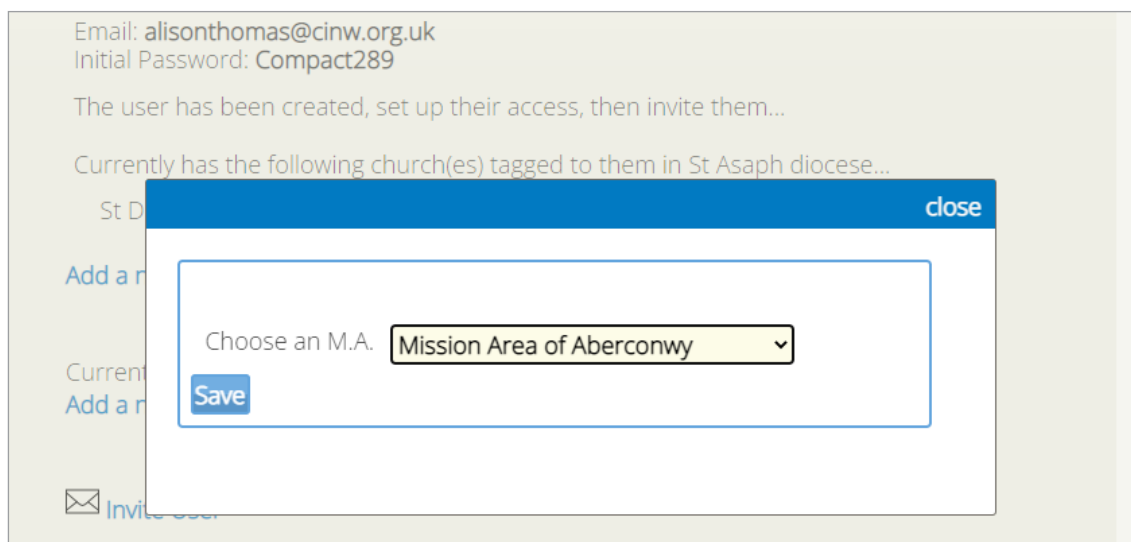
You will now see that the Church you selected is added to that User.

You can remove this Church for that user by simply selecting the **red cross (X)** against that Church.

You can also add more Churches for that user by selecting the **Add a new church** option.

Remember that you can add more than one Church.

Now we can add a **new Mission Area**. Select this option (circled in red).

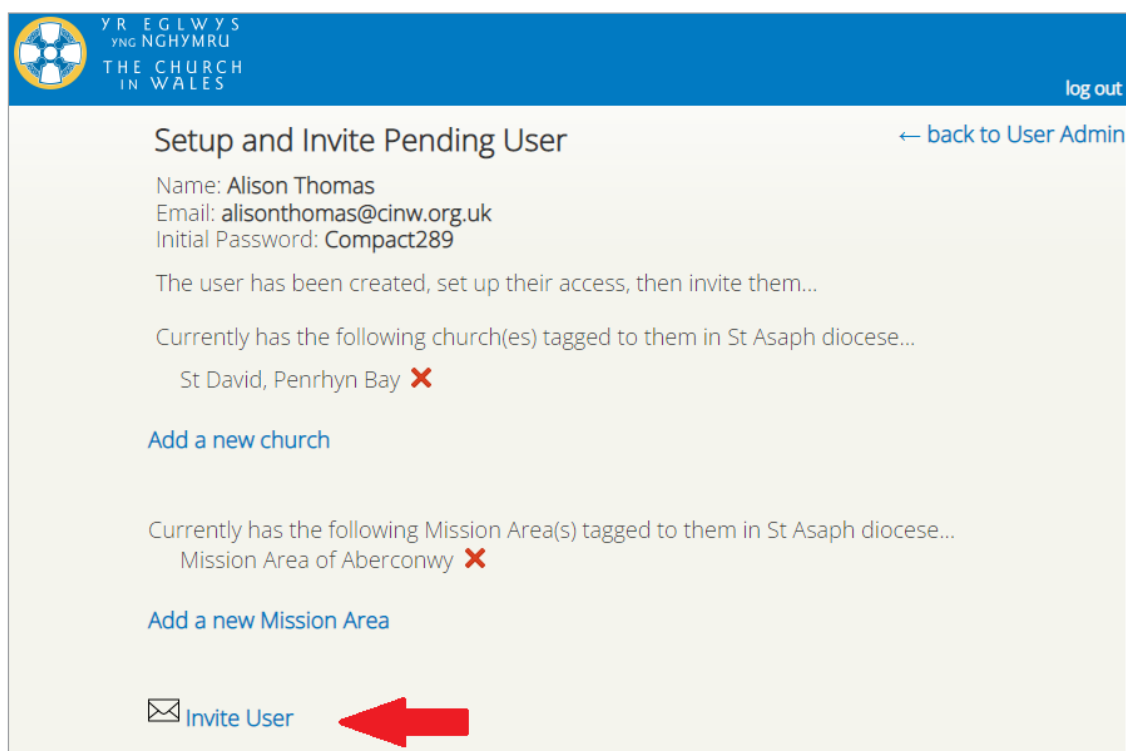


The screenshot shows a user setup interface. At the top, it displays the email 'alisonthomas@cinw.org.uk' and the initial password 'Compact289'. Below this, it states 'The user has been created, set up their access, then invite them...'. A section titled 'Currently has the following church(es) tagged to them in St Asaph diocese...' shows 'St David, Penrhyn Bay' with a red 'X' icon. A modal window titled 'Add a new church' is open, showing a dropdown menu for 'Choose an M.A.' with 'Mission Area of Aberconwy' selected. A 'Save' button is visible at the bottom of the modal. In the background, there is an 'Invite user' button with an envelope icon.

You will be presented with a popup list of all Mission Areas.

Select the right Mission Area and then choose **Save**.

You will then return to the Setup user screen.



The screenshot shows the 'Setup and Invite Pending User' screen. At the top, there is a header for 'YR EGLWYS YNG NGHYMRU THE CHURCH IN WALES' and a 'log out' link. The main content area shows the user's name 'Alison Thomas', email 'alisonthomas@cinw.org.uk', and initial password 'Compact289'. It states 'The user has been created, set up their access, then invite them...'. Below this, it shows 'Currently has the following church(es) tagged to them in St Asaph diocese...' with 'St David, Penrhyn Bay' and a red 'X' icon. There is a link 'Add a new church'. Further down, it shows 'Currently has the following Mission Area(s) tagged to them in St Asaph diocese...' with 'Mission Area of Aberconwy' and a red 'X' icon. There is a link 'Add a new Mission Area'. At the bottom, there is an 'Invite User' button with an envelope icon, which is highlighted by a red arrow.



YR EGLWYS
 YNG NGHYMRU
 THE CHURCH
 IN WALES

log out

Setup and Invite Pending User

← back to User Admin

Name: **Alison Thomas**
 Email: **alisonthomas@cinw.org.uk**
 Initial Password: **Compact289**

The user has been created, set up their access, then invite them...

Currently has the following church(es) tagged to them in St Asaph diocese...

St David, Penrhyn Bay ✖

[Add a new church](#)

Currently has the following Mission Area(s) tagged to them in St Asaph diocese...

Mission Area of Aberconwy ✖

[Add a new Mission Area](#)

This user was initially invited on 7 March 2023

✉ [Send an updated invite](#)

You now see a confirmation that the user has been invited to the Membership system (see the bottom of the screen). Full user details have now been added to the system and an invitation email has been sent to that user.

The email looks like this:

Dear Alison Thomas,

The Church in Wales invites you our new Membership site. The purpose of this website is to track membership and attendance data throughout the year.

You have been registered as a data recorder for the following church(es) in St Asaph:

- St David, Penrhyn Bay

and/ or for the following mision area(s) in St Asaph:

- Mission Area of Aberconwy

Go to the following URL...

<https://membershipapp.dioce.se>

Or, to install as an App, go to <https://membershipapp.dioce.se/Install>

To log in, use your email address and this initial password: **Compact289**

You will be asked to update your password to something memorable after you have first logged in.

Warmest regards,

The St Asaph membership team

The email lists all the information that user needs to get started on the Membership application.

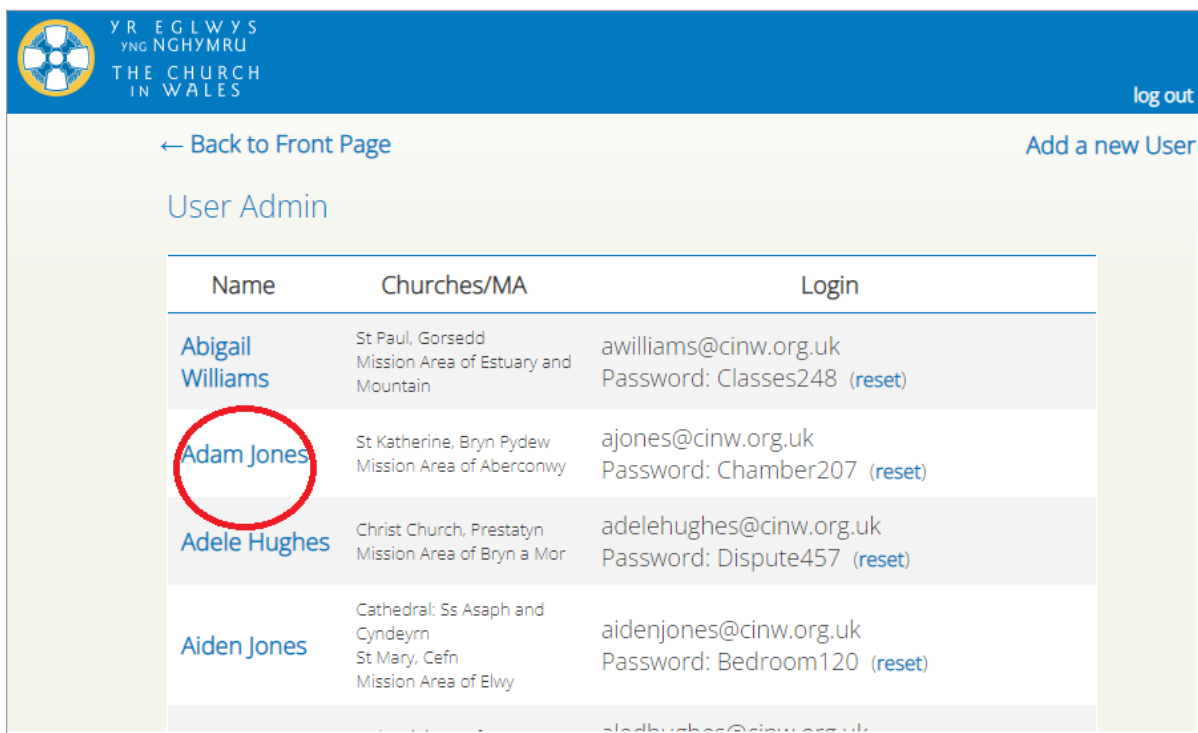
The user also has the option to install on a mobile device such as a tablet or smartphone. For this just choose **Install as an App**.

It is worth noting that a new user will be asked to change their password when entering the Membership app for the first time. When they have reset their password, you will not be able to read their password in the summary user screen. It will simple read 'undisclosed'.



MODIFYING AN EXISTING USER

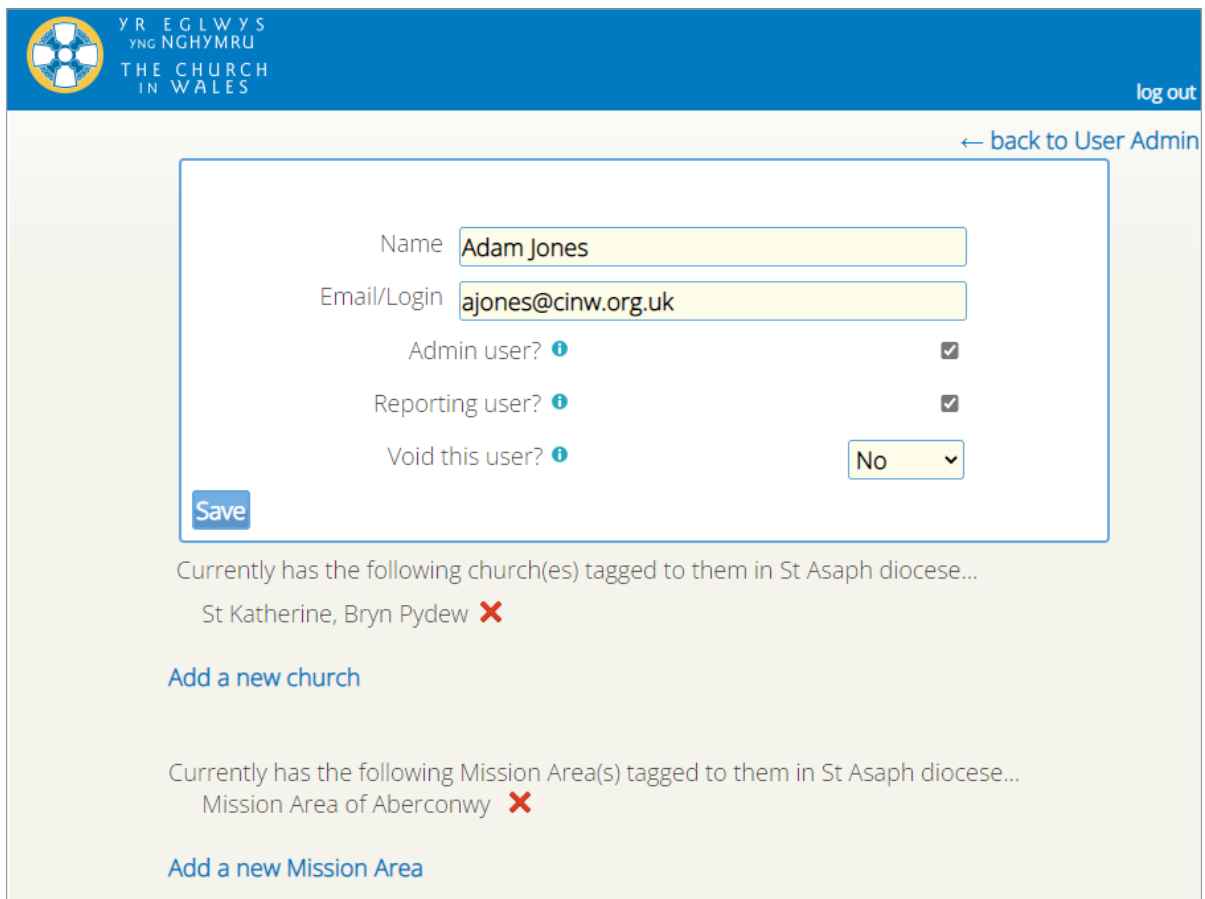
From the main page, select User Admin. You will then arrive at the main User Admin Page:



The screenshot shows the 'User Admin' page for 'YR EGLWYS YNG NGHYMRU THE CHURCH IN WALES'. It features a 'log out' link in the top right. Below the header, there are links for '← Back to Front Page' and 'Add a new User'. The main content is a table listing users in alphabetical order. The user 'Adam Jones' is circled in red.

Name	Churches/MA	Login
Abigail Williams	St Paul, Gorsedd Mission Area of Estuary and Mountain	awilliams@cinw.org.uk Password: Classes248 (reset)
Adam Jones	St Katherine, Bryn Pydew Mission Area of Aberconwy	ajones@cinw.org.uk Password: Chamber207 (reset)
Adele Hughes	Christ Church, Prestatyn Mission Area of Bryn a Mor	adelehughes@cinw.org.uk Password: Dispute457 (reset)
Aiden Jones	Cathedral: Ss Asaph and Cyndeyrn St Mary, Cefn Mission Area of Elwy	aidenjones@cinw.org.uk Password: Bedroom120 (reset)

On this page, you will see a summary of all the users on the Membership system in alphabetic order. To modify an existing user, simply select the **user that needs changing**. Circled in red.



The screenshot shows the user modification page for 'Adam Jones'. It includes a 'log out' link and a '← back to User Admin' link. The form contains fields for 'Name' (Adam Jones) and 'Email/Login' (ajones@cinw.org.uk). There are checkboxes for 'Admin user?' and 'Reporting user?', both of which are checked. A dropdown menu for 'Void this user?' is set to 'No'. A 'Save' button is at the bottom left of the form. Below the form, it shows the user's current church and mission area tags, each with a red 'X' indicating they can be removed. There are links to 'Add a new church' and 'Add a new Mission Area'.

Name: Adam Jones

Email/Login: ajones@cinw.org.uk

Admin user? ☒

Reporting user? ☒

Void this user?

Save

Currently has the following church(es) tagged to them in St Asaph diocese...

St Katherine, Bryn Pydew ✗

Add a new church

Currently has the following Mission Area(s) tagged to them in St Asaph diocese...

Mission Area of Aberconwy ✗

Add a new Mission Area

Here we are in the user detail screen. You can change details for:

Name: Full name of the user.

Email: The email address of that user. Make sure that you get this right as it acts as their login and invitation to use the system once changed.

Admin user: A tick box. If ticked, that person will have administration privileges and will be able to add and modify users. Most users will not be admin users.

Reporting user: A tick box as circled in red. Most users will be reporting users only. They will have the ability to complete weekly membership details but not to add and modify users.

Allocating Churches: Select Add a new church to be presented with a list of Churches that can be selected. By selecting the red cross against an allocated Church you remove the user from that Church.

Allocating Mission Areas: Select **Add a new Mission Area** to be presented with a list of Mission Areas that can be selected. By selecting the red cross against an allocated Mission Area you remove the user from that Mission Area.

Once you are happy with the details entered... select the Save button.

Void this User: Only select this option if you want to delete the user from the system. This is covered in the next section.

DELETING A USER

If you want to delete a user from the Membership system, go into the detail screen for that user and simply select **Yes** in the drop down (see red circle).

The screenshot shows the user detail screen for Adam Jones. The header includes the Church in Wales logo and navigation links. The user details form contains the following fields:

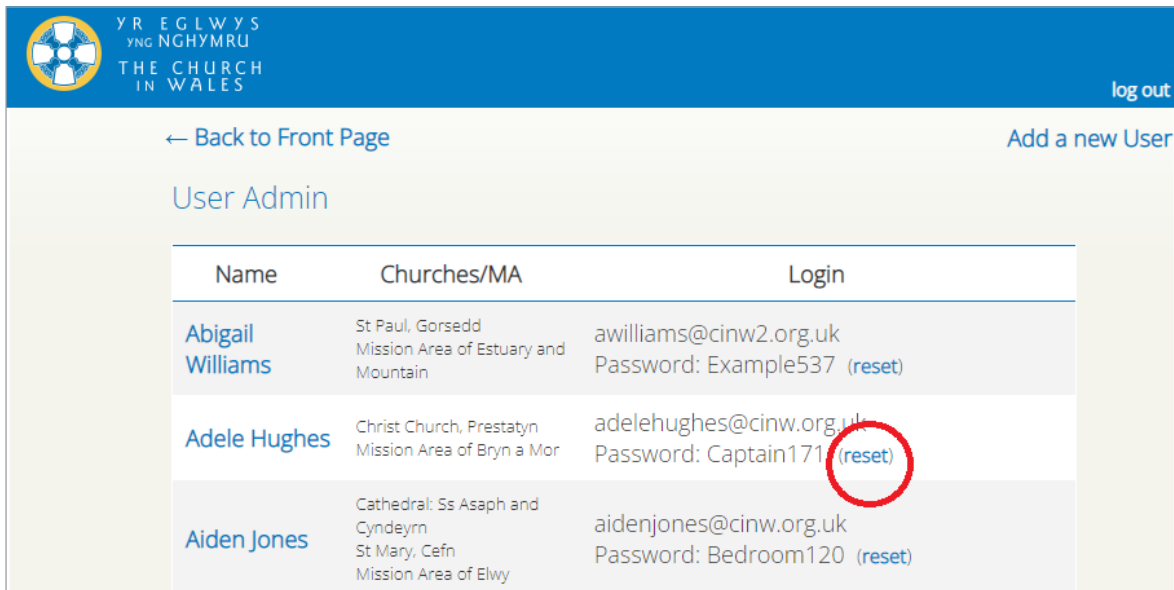
- Name: Adam Jones
- Email/Login: ajones@cinw.org.uk
- Admin user?: ☒
- Reporting user?: ☒ (This field is circled in red in the original image)
- Void this user?: (This dropdown is circled in red in the original image)

A 'Save' button is located at the bottom left of the form. Below the form, there are sections for 'Currently has the following church(es) tagged to them in St Asaph diocese...' and 'Currently has the following Mission Area(s) tagged to them in St Asaph diocese...'. The first section lists 'St Katherine, Bryn Pydw' with a red 'X' icon. The second section lists 'Mission Area of Aberconwy' with a red 'X' icon. Both sections have links to 'Add a new church' and 'Add a new Mission Area' respectively.

RESET A USER PASSWORD

If you want to reset a password, you will need to be an Admin User. If you are, you will have access to the user admin function.

Go to the main user summary screen:



YR EGLWYS
YNG NGHYMRU
THE CHURCH
IN WALES

log out

← Back to Front Page Add a new User

User Admin

Name	Churches/MA	Login
Abigail Williams	St Paul, Gorsedd Mission Area of Estuary and Mountain	awilliams@cinw2.org.uk Password: Example537 (reset)
Adele Hughes	Christ Church, Prestatyn Mission Area of Bryn a Mor	adelehughes@cinw.org.uk Password: Captain171 (reset)
Aiden Jones	Cathedral: Ss Asaph and Cyndeyrn St Mary, Cefn Mission Area of Elwy	aidenjones@cinw.org.uk Password: Bedroom120 (reset)

Select reset against the person you want to change.

The application will then notify you of the new password once reset. You will need to let that person know what the new password is so they can continue.

