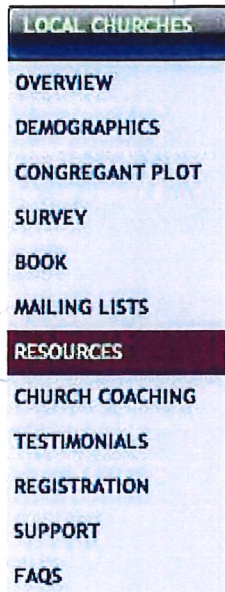## ➲ How-to: Registration and Getting Started

Step 1 Open your browser (firefox is preferred)

and navigate to:
www.missioninsite.com

Click on the **Resources** link located under the **Local Churches** section and review the "How to Register" instructions before beginning your registration.
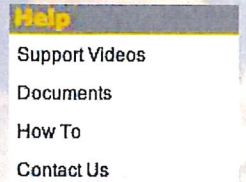
LOCAL CHURCHES

- OVERVIEW
- DEMOGRAPHICS
- CONGREGANT PLOT
- SURVEY
- BOOK
- MAILING LISTS
- RESOURCES
- CHURCH COACHING
- TESTIMONIALS
- REGISTRATION
- SUPPORT
- FAQS

Step 2 Begin the Registration Process
Using your **Agency Account Number:**

ID# SSQUJ

a. Complete the Registration Information.

b. Create your own User Name and Password.

c. Check your email,

d. Enter your Password and Activation Code (provided by MissionInsite) to complete the registration process

e. Login to your study, as described in the "How to Register" instructions. When you login to your study your church will appear on the map.

Step 3 Mouseover the Help Tab
located on the tool bar on the upper left of your window. The Help section includes Support Videos and Documents. Click on each tab to review the material available to assist in your use of the MissionInsite System.

When you have a question, the first place to look for an answer is the "Help" section. Additional videos and documents are continually being added to this section.

Help
- Support Videos
- Documents
- How To
- Contact Us

Download and review "Starting Point" under the Help/Documents section. Starting Point is a step by step local church user guide.

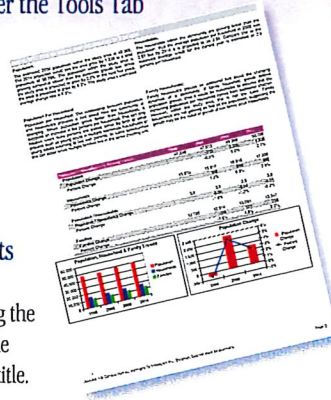**Step 4** Review the support resources for the Mosaic Household Portraits (60 Individual Segments)

mosaic The MI Demographic Segments Guide (Quick Look) provides a 3 paragraph summary of each Portrait.

mosaic The MI Demographic Segments Guide (Detailed Look) provides a 16 page description of each Portrait.

Mission Impact — Ministry Applications for Mosaic Lifestyle Portraits — practical ministry application suggestions for each Mosaic portrait areas: Leadership, Hospitality, Worship, Education, Small Groups and Outreach.
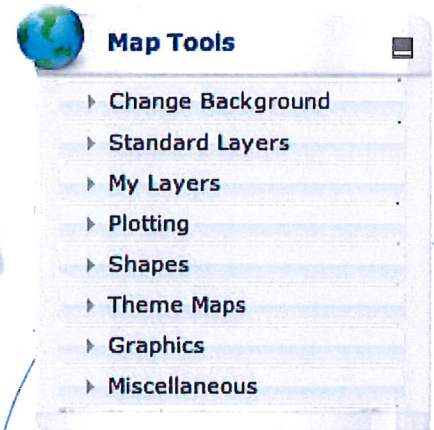
Step 5 Mouseover the Tools Tab
The "Report Wizard" will assist users in rapid and easy creation of QuickInsite, ExecutiveInsite, FullInsite or Impressions Reports Reports for all geographies, including the ability to customize the "prepared for" report title.

"Congregants" offers users with access rights to the Congregant Plot tool the ability to upload, plot and edit their church's congregants. (Check with your Regional Agency). For additional information about Congregant Plot see the Guides in the Use of Congregant Plot on the Resource Page of the Local Churches Tab, view the two Congregant Plot support videos under the Help/Videos section.

Step 6 Explore the Map Tools Toolbar one menu choice at a time.

Map Tools
- ▶ Change Background
- ▶ Standard Layers
- ▶ My Layers
- ▶ Plotting
- ▶ Shapes
- ▶ Theme Maps
- ▶ Graphics
- ▶ Miscellaneous

Begin by changing the map background using the Change Background tool. Create your first geography in the Shapes section and access information with one of the Predefined Reports or Build Report.

Enjoy exploring your ministry area and discovering new mission opportunities!