

## Updating eAdventist Info for ShareHim

### CHURCH NAMES/ADDRESSES/PHONE/PASTOR

- Verify name/address/phone info on the church's "Organization" page. Be sure to double-check the "Street" address and the "Mail/PO Box" address types and only enter a separate "Mail/PO Box" address if the church receives mail somewhere other than its physical location.
- **Verify that the correct pastor(s) is/are listed in the officer section displayed on the bottom of the screen.** Each correct pastor should be listed as a Member, either in your conference or transferring from another conference.

*NOTE: When eAdventist first began, before individual conferences were online, pastors were added as Nonmembers in the conference church. These should have been cleaned up long ago as conferences have come online and updated their officer information; however, verify the pastors are listed correctly in case an old listing has inadvertently been overlooked.*

### PASTOR NAMES/CELL PHONE NUMBERS/EMAIL ADDRESSES

- Pastor contact information must be updated on their individual "Person" page found under the "Membership" tab, not the "Organization" page for the church. The email address is located under their name, and the cell phone field is located on the "Personal" tab in the middle of the screen and called "Mobile phone" (do NOT enter their personal cell phone number on the "Family Unit" tab by the "Allow promo mail" fields).
- **In addition, click the person's "Offices" tab, also in the middle of the "Person" page, to verify that the individual you are updating is, indeed, listed as the pastor of the correct church(es).** There have been instances where email addresses and cell phone numbers have been updated on a Person record that was NOT listed as the pastor. **If the correct individual is not set up as the pastor, the information will not go through to ShareHim properly (see NOTE above).**