

Vestry — Quick Start

Up and running in ten minutes

1. Sign in

Go to your church address and enter your email — you'll get a 6-digit code. No password to remember.

2. Set up your church

Settings → add your church name, a welcome message and service times, then your branding (logo, colour, tagline). These appear on your public pages.

3. Add your people

Contacts → add people one by one, or **Import data** → Contacts to bring in a spreadsheet. Tag them and group them as you like.

4. Invite your team

Team → add staff and volunteers with a role. They sign in with their own email code; roles control what they can see.

5. Put services on the calendar

Calendar → add your regular services and events. Tick 'open for registration' on anything you want people to sign up to.

6. Turn on giving

Giving & Funds → add a fund. Connect your Stripe under Payment providers to take card gifts and Gift Aid online.

7. Book a room

Bookings → New booking. Tick the room(s), set the time, and choose **Repeats?** for anything regular — it fills the diary for you.

8. Send a message

Messages → write a newsletter, pick the audience and send, schedule it, or save it as a draft.

Stuck? Every page has a ? by its title explaining what it does, and the **Help centre** (in the menu) covers everything. The full User Handbook has the detail.