

## **Data Entry Functions for Membership**

- Collect the visitor's cards every week.
- Use Power Church to enter the attendance, combining the information from the visitor's cards and the attendance sheets filled out by Carolyn & Barb.
- After printing 1 copy of the attendees and comparing the information from the cards and attendance sheets, I print a copy for Cat.
- Keep track of the number of visits for each person until they've attended 8 times and become Frequent Visitors.
- Each visitor who fills out a card receives a personalized letter which I print, including a bookmark. Rev. Frank signs them and Cat mails them in envelopes I address.
- After the second visit, I give Cat the names, and she sends an email.
- Print the attendance sheets for each week.
- Scan the visitor's cards and send them to the Membership Team.

I keep track of the number of visitors, using paper and pencil (chicken scratches), but I wonder if there isn't a way to use Power Church to gain this information.