

MARCH 2020 FEATURE RELEASE FOR WESHARE

WeShare Features Update

WeShare is excited to announce two updated features: access to site settings that include color scheme, communication, bank accounts, sharing and exporting; and the ability for admins to register and make a purchase on behalf of a user for an event.

Access to Settings: How-to

1. Login to your admin panel
2. Left side navigation
3. Side note (menu name option update)
4. Click on Settings (this will take you to the different Setting options within Manage Site)

Manage Site

Here you will find your different settings options for:

General

The general settings contain the following options:

- Site Name
- Image
- Show Site Name
- Show the "Print Donation Slips" button
- Time Zone and Use Daylight savings time

The screenshot shows the 'Manage Site' settings page for 'Busted Halo Ministries'. It includes a 'Site Name' field with the value 'Busted Halo Ministries', an 'Image - Optional' field with a preview of the 'busted halo faith shared joyfully' logo, and several checkboxes: 'Show Site Name' (checked), 'Show the 'Print Donation Slips' button' (checked), 'Time Zone' (set to '(UTC-05:00) Eastern Time (US & Canada)'), and 'Use Daylight savings time' (checked). A 'Save Changes' button is at the bottom.

Color Scheme

Updated display range of colors for each scheme option.

The new feature to Color Scheme is the option to preview what the combo of colors will look on the front end of the site.

The screenshot shows the 'Color Scheme' settings page. On the left is a navigation menu with 'General', 'Color Scheme', 'Communication', 'Bank Accounts', and 'Export'. The 'Color Scheme' section is active, displaying eight color scheme options: Blue, Coffee, Deep Sea, Green Leaf, Portland, Silver, and Vianney. Each option has a 'Preview' button. A 'Save Changes' button is at the bottom. A preview of the site front end is shown in the bottom right corner, displaying the 'WeShare Online Giving' interface with a 'DONATE ONLINE' button.

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Manage Site (cont.)

Communication

Email address fields for:

- Site Invitations
- Site News and Information
- Help Requests
- Custom Welcome Message

Also located on this page is the ability to add or remove Site Admins.

The screenshot shows two main sections: 'Site Invitations Email' and 'Site Admins'. The 'Site Invitations Email' section has four input fields, all containing 'FatherDave@bustedhalo.com'. The 'Site Admins' section has three input fields with names and email addresses: 'Ann Aaron (ann@yahoo.com)', 'Christina Ambrosino (development@bustedhalo.com)', and 'Ellen Francois (ellen@bustedhalo.com)'. Each admin entry has a red 'X Remove' button. Below the admin list is a button labeled 'Add another Site Admin'. At the bottom left, there is a 'Custom Welcome Message' section with a rich text editor toolbar (bold, italic, underline, bulleted list, numbered list, link, unlink) and a text area containing the message: 'Thank you for your donation to Busted Halo! Your support helps us in our mission to share the Catholic faith joyfully and welcome those who feel disconnected back to the Church!'.

Bank Accounts

Bank Account Name, Quickbooks Export Name and additional banking account information. **PLEASE NOTE:** Bank account information can only be changed through Customer Support. Please call 1-800-950-9952 to edit or add accounts.

Sharing: Two widget options for your church website

- Giving Widget Embed Site
- Online Giving Link Widget

The 'Site Giving Widget' configuration interface includes a title 'Site Giving Widget' with an information icon. It has 'Width' and 'Height' input fields set to '1000' and '760' respectively, followed by the text 'Pixels'. There is a checked checkbox labeled 'Show the site as header' and a 'Get Embed Code' button. To the right is a 'Preview' window showing a screenshot of a church website with a 'Featured Giving Opportunity' section titled 'Offertory' and an image of a chalice.

The 'Online Giving Link Widget' configuration interface includes a title 'Online Giving Link Widget' with an information icon. It has 'Width' and 'Height' input fields set to '200' and '170' respectively, followed by the text 'Pixels'. There is a 'Get Embed Code' button. To the right is a 'Preview' window showing a logo for 'Give Online with WeShare' featuring a stylized church icon.

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Manage Site (cont.)

Export

- Enable Contribution Export
- Choose an Export File Type
- Enable Contribution Cash Basis Export
- Enable QuickBooks Funds Transferred Export

The screenshot shows a settings form for exports. It includes the following elements:

- Enable Contribution Export
- Export File Type: WeShare Cash Basis CSV Export Format
- Enable Contribution Cash Basis Export
- Enable QuickBooks Funds Transferred Export
- Fee Expense Account Name: 0000
- Monthly Fee Bank Account Name: 0000
- Save Changes button

Event Purchase: How-to

1. Login to your admin panel
2. Go to Manage Users
3. Search for by first name, last name or email
4. Click on username to open their account
5. Under Events, click on the Purchase button
6. Click within the box or the arrow to view available Events
7. Choose Event and click Next
8. Depending on how your Event is set up, you will either enter in a quantity or pick from one of the available ticket type options
9. Fill out any indicated form fields
10. Click Next
11. Attach an existing or add a new payment source
12. Confirm by checking the Authorize Transaction box
13. Click Register
14. Once complete you will have the option to click the Register button to enter in another ticket request

The screenshot shows the 'Event & Tickets' purchase flow. It includes the following elements:

- Account sidebar with options: Contact Info, Payment Sources, Giving (Scheduled, Donate), Events (Purchase), and Second Collection (Scheduled, Donate).
- Event selection: Friday Nite Fish Fry
- Event list with quantities and remaining tickets:

Event	Price	Quantity	Remaining
Fish Dinner	\$10.00	2	198/200
Fish Sandwich	\$5.00	0	Unlimited
Shrimp Sandwich	\$12.00	1	Unlimited
House Salad	\$3.00	1	Unlimited
- Summary: Quantity 4, Total \$35.00
- Comment field
- Next button
- Confirmation modal: Tickets Registered, Your ticket entry was successful!, Register More button