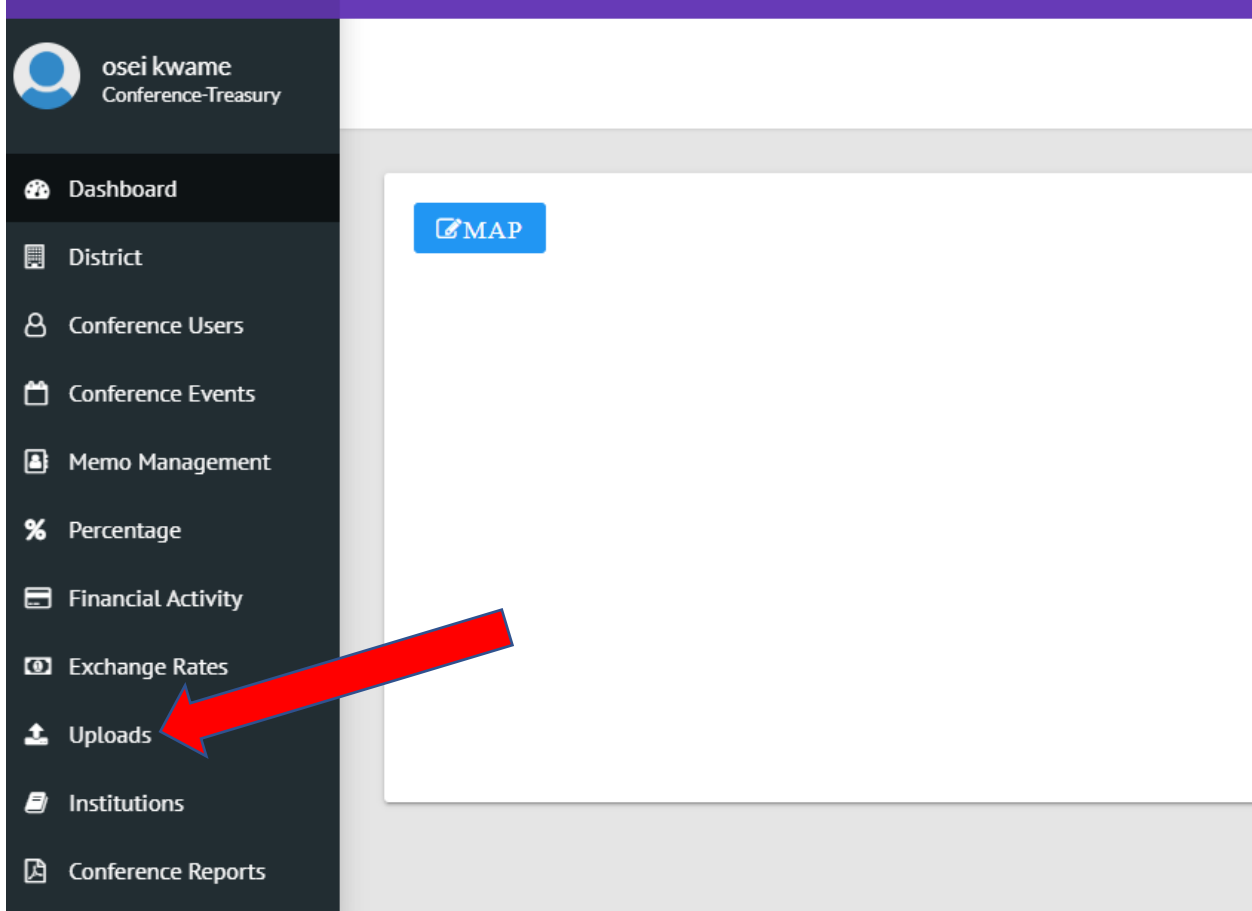
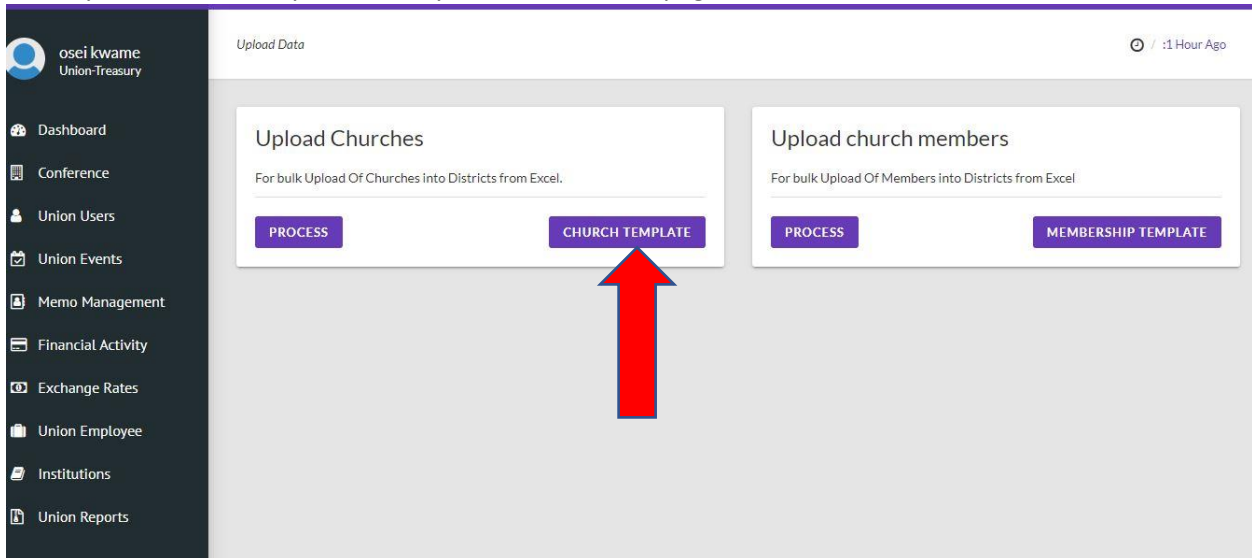


How to upload churches into the AllinWAD System

After logging into the system on the left side of the menu bar, click on uploads



When you click on the uploads link, you would see this page .



In other to upload churches, select church template, then an excel file would be downloaded to your computer. Save copies based on the number of districts you have.

For example

District A

District B

District C

District D

Here you would save four copies because you have four districts in the conference. then you pick each district and list churches under them.

UPLOAD CHURCHES TO DISTRICT							
S/N	Name	Telephone	Email	Address	Website	Street	Type
1	church A	898989	email@chuecha.com	address A	websitea.com	street A	Company
2	church B	898989		Address B			Organised

In spaces where you don't have the complete information, you can leave them blank. when you are done filling each district excel file with the churches, click on process.

osei kwame
Union-Treasury

Upload Data 🕒 :1 Hour Ago

Upload Churches

For bulk Upload Of Churches into Districts from Excel.

PROCESS **CHURCH TEMPLATE**

Upload church members

For bulk Upload Of Members into Districts from Excel.

PROCESS **MEMBERSHIP TEMPLATE**

- Dashboard
- Conference
- Union Users
- Union Events
- Memo Management
- Financial Activity
- Exchange Rates
- Union Employee
- Institutions
- Union Reports

