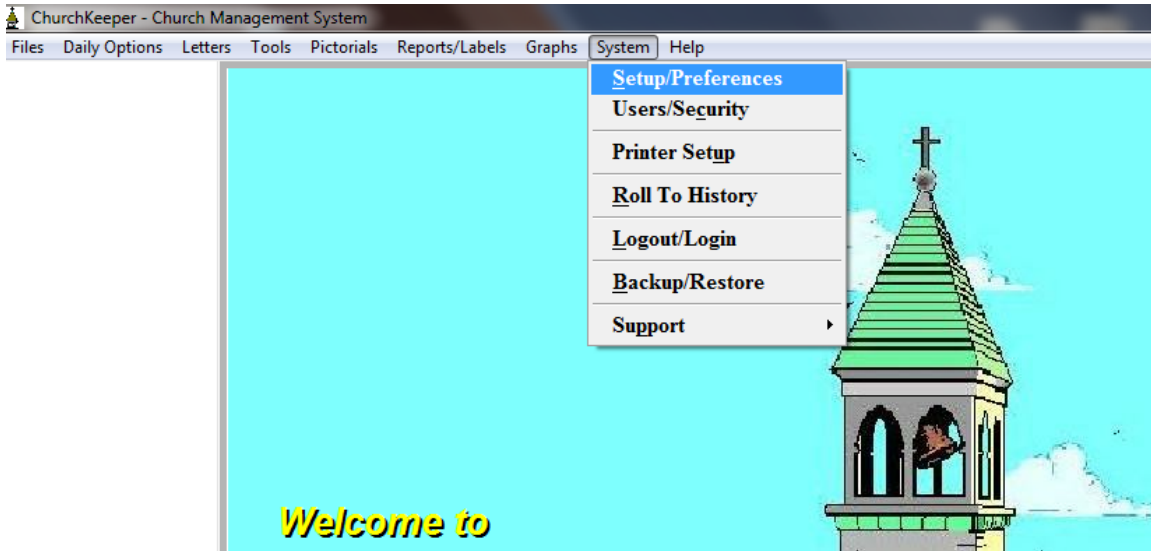


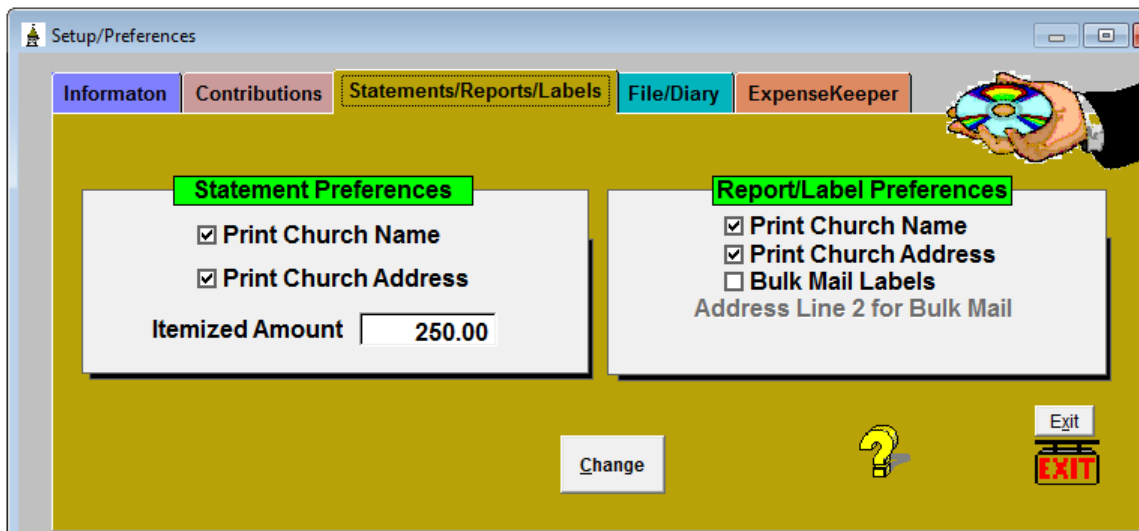
ChurchKeeper Build CK20101109 Modifications

- 1) Modified to accommodate bulk mail requirements by the U. S. Postal Service.

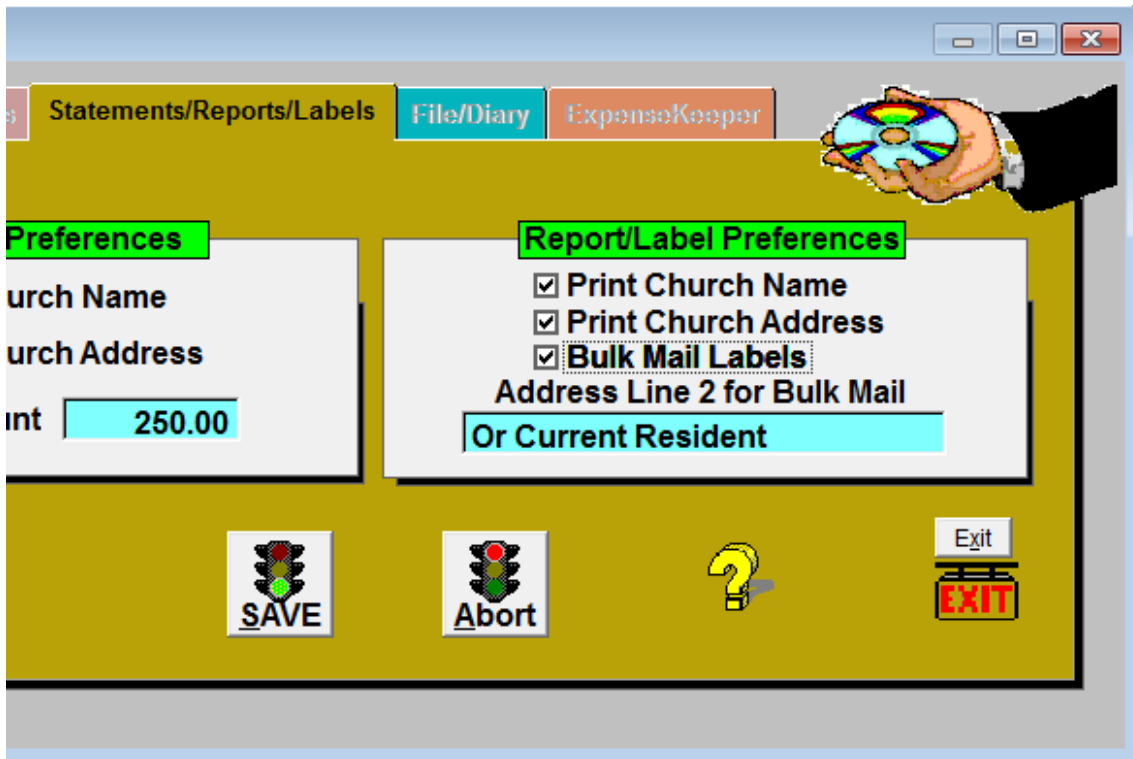
Instructions for using the bulk mail feature of ChurchKeeper.



Select Setup/Preferences from the System Pull Down.



Activate the Statements/Reports/Labels Tab in Setup/Preferences and click the Change Control.



On the Report/Label Preferences, check the box for Bulk Mail Labels. Populate the Address Line 2 with the verbiage you wish to print on labels (example: Or Current Resident). Save this selection. When you print labels, from the report/labels option of membership reports, line 2 will contain the verbiage you typed in the Address Line 2 box.

ChurchKeeper Build CK20100728 Modifications

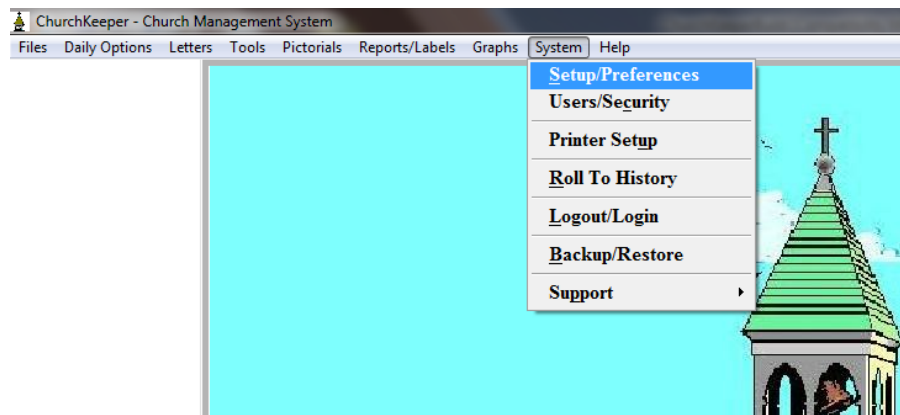
- 2) Modified attached/assignments dates report to correctly output to excel and other formats.
- 3) Moved backup to web and automatic update to more secure StellarDayProducts server.

Please make sure you are running the build above before you send your data offsite. To find out, please visit:

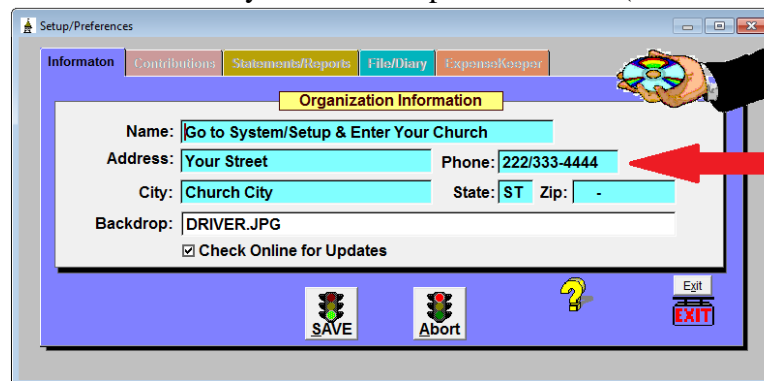
www.churchkeeper.com/update.html

**Instructions for Sending Data to the Web
You must have internet access to send your data to the web.**

Step 1) From the Main Menu of ChurchKeeper select the 'System' pull down and select 'Setup/Preferences'.

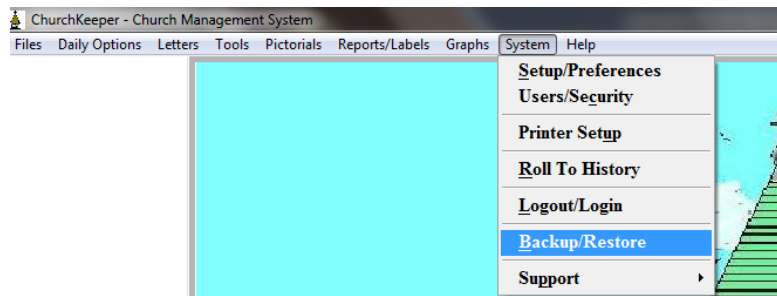


Step 2) In the Setup/Preferences, edit your Information Tab and change the Phone Number to your church's phone number (account number).

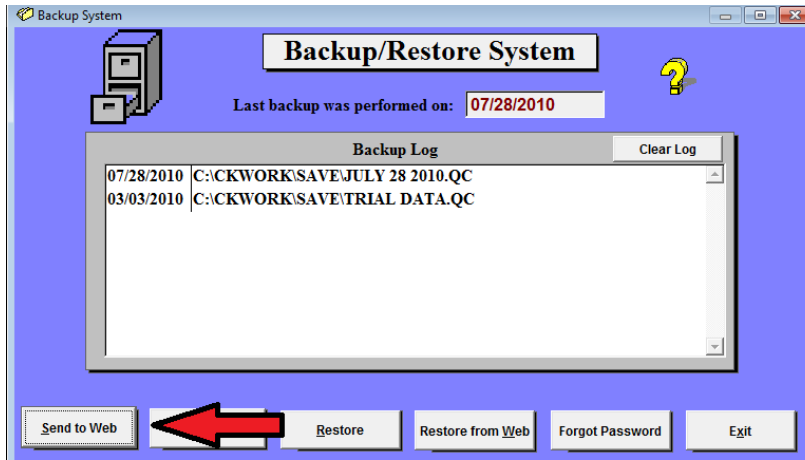


After you have entered your church's phone number, save this screen and exit back to the main menu

Step 3) In the Setup/Preferences From the Main Menu of ChurchKeeper select the 'System' pull down, and then select 'Backup/Restore'.



Step 4) From the Backup/Restore Screen, select the 'Send to Web' Option.



Take all the defaults and send your data to the web. You will be prompted for a password, make SURE you remember your password in case you need to restore your data.

Questions, please call 800.673.5204.

Copyright 2010, Stellar Day Products, Corp.