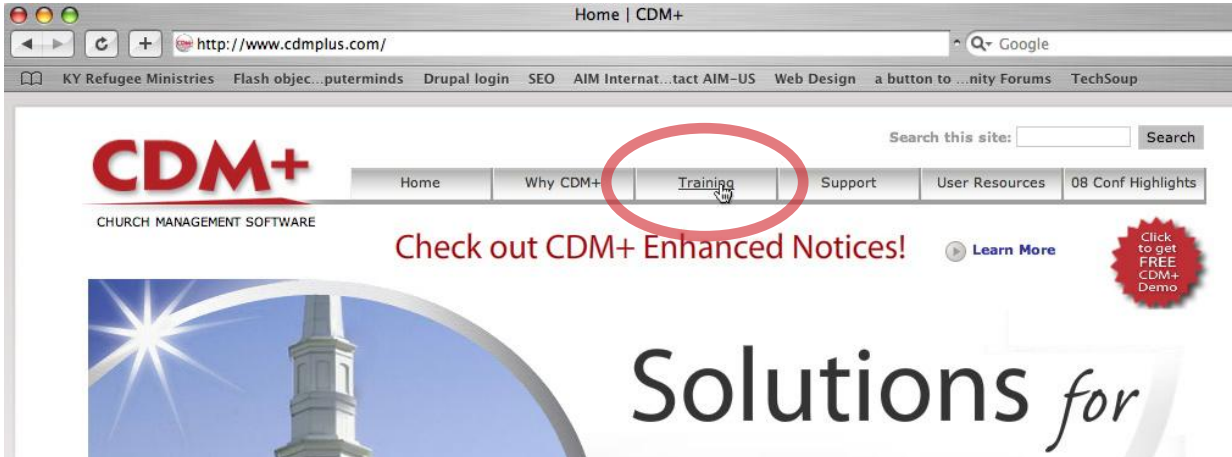


Registering for CDM+ Group Online Training

Step 1

Go to www.cdmpus.com and click the **Training** tab at the top of the page.



Or, click **Group Online Training** directly from the **User Resources** page. Accessing Group Online Training from User Resources takes you directly to the User Login screen and Step 4.

Step 2

Click on **Group Online Training**.

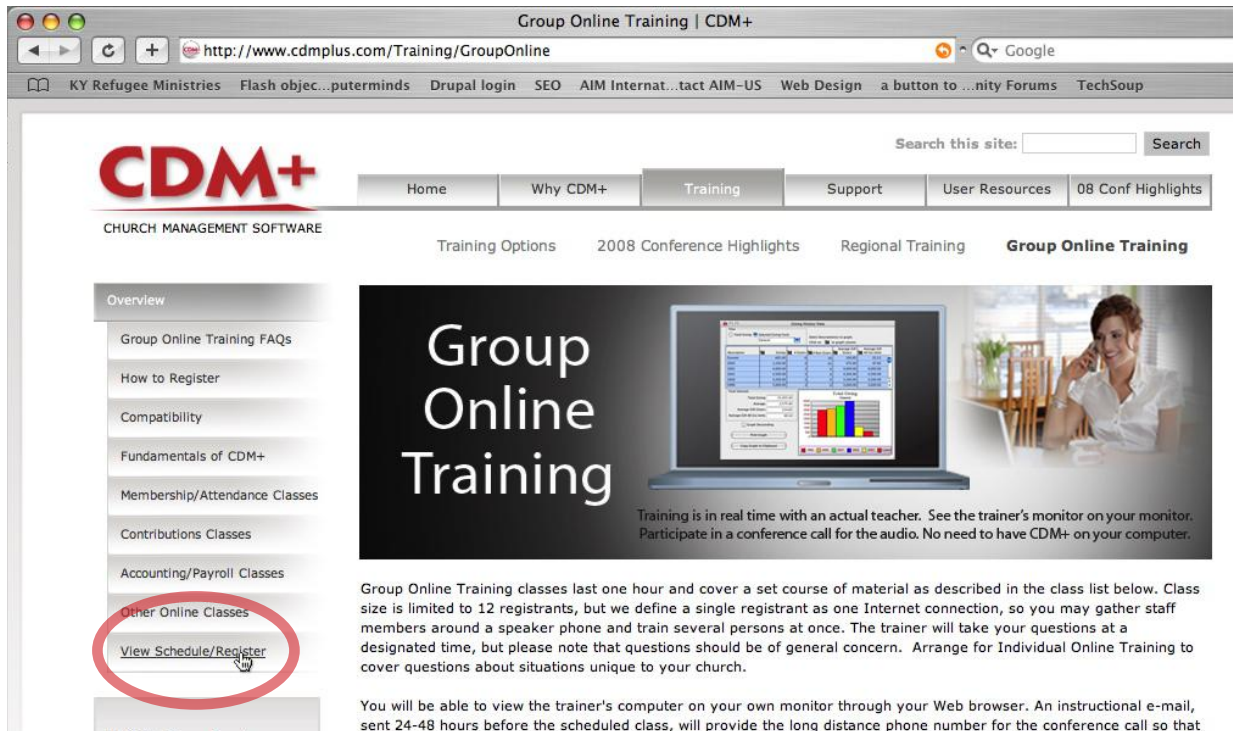


This brings up the **Group Online Training** mini site, a section of our website packed with information. Explore any or all of the tabs on the left-hand side of the page to learn more FAQs about Group Online Training or to see detailed descriptions of all the classes we offer.

When you have explored all you want, go to Step 3.

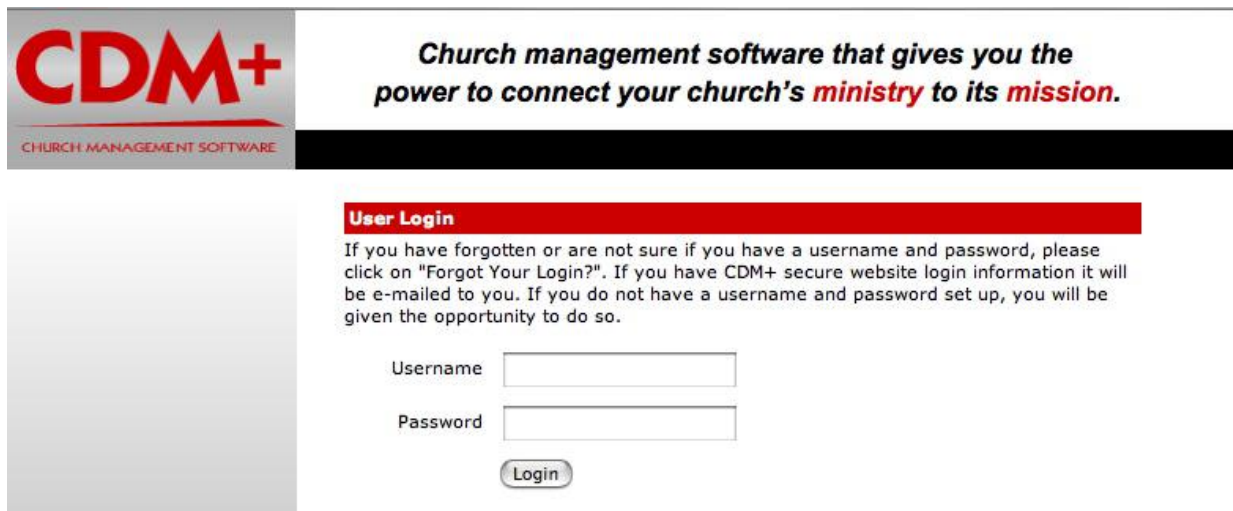
Step 3

Click on **View Schedule/Register**.



The screenshot shows a web browser window with the URL <http://www.cdmpus.com/Training/GroupOnline>. The page features the CDM+ logo and navigation tabs for Home, Why CDM+, Training, Support, User Resources, and 08 Conf Highlights. A search bar is located at the top right. The main content area is titled "Group Online Training" and includes a large banner with the text "Group Online Training" and an image of a woman on a laptop. Below the banner, there is a paragraph describing the training classes and a "View Schedule/Register" link circled in red. The left sidebar contains a list of navigation links, including "View Schedule/Register".

This brings up a **Login Screen**.



The screenshot shows the CDM+ login screen. The CDM+ logo is on the left. The main heading reads "Church management software that gives you the power to connect your church's *ministry* to its *mission*." Below this is a red bar with the text "User Login". The text below the bar reads: "If you have forgotten or are not sure if you have a username and password, please click on 'Forgot Your Login?'. If you have CDM+ secure website login information it will be e-mailed to you. If you do not have a username and password set up, you will be given the opportunity to do so." There are two input fields: "Username" and "Password". Below the "Password" field is a "Login" button.

Step 4

Enter the **Username** and **Password** you previously set up for accessing the secure parts of our website. **Note that this is probably different from the username and password that gets you into your database.**

Forgot your Username or Password? **Simply call 800-633-9581** and tell the receptionist you need login information for Group Online Training. Any staff member can help you.

If the Username or Password you enter is incorrect, the “not recognized” screen will appear.

CDM+
CHURCH MANAGEMENT SOFTWARE

Church management software that gives you the power to connect your church's ministry to its mission.

User Login

Sorry, the Username/Password you entered was not recognized. Have you [forgotten your login?](#)

Username:

Password:

If you get this screen, the best option is to call 800-633-9581. It only takes a moment for a CDM+ staff member to retrieve your information. Although you can click “Forgot Your Login” or “Register a New User,” these processes take longer.

When you have logged in successfully, the class schedule loads. Here the list is sorted by course.

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Church management software that gives you the power to connect your church's ministry to its mission.

[Logout](#)

Step 1: Choose Class (all times Eastern)

Ruth Stokes (ruth@fccbigcity.org)
First Community Church
123 Main St
Big City, KY 40123-1234

3 Training Credits Available + 3 Free Overview Class(es)

Sort By: **Date** | Course | Refresh List

Archive, Backup & Restore of CDM+ Acctg Data

<input type="checkbox"/>	Feb 24, 2009	Archive, Backup & Restore of CDM+ Acctg Data	Begins: 3:30 pm ET Ends: 4:30 pm ET	\$35.00	Available
--------------------------	--------------	--	--	---------	-----------

CDM+ Accounting Overview

<input type="checkbox"/>	Feb 24, 2009	CDM+ Accounting Overview	Begins: 2:00 pm ET Ends: 3:00 pm ET	\$35.00	Available
--------------------------	--------------	--------------------------	--	---------	-----------

CDM+ Attendance 1

<input checked="" type="checkbox"/>	Feb 26, 2009	CDM+ Attendance 1	Begins: 12:30 pm ET Ends: 1:30 pm ET	\$35.00	Available
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CDM+ Attendance 2

<input type="checkbox"/>	Feb 26, 2009	CDM+ Attendance 2	Begins: 2:00 pm ET Ends: 3:00 pm ET	\$35.00	Available
--------------------------	--------------	-------------------	--	---------	-----------

CDM+ Contributions Overview

<input type="checkbox"/>	Feb 24, 2009	CDM+ Contributions Overview	Begins: 11:00 am ET Ends: 12:00 pm ET	\$35.00	Available
--------------------------	--------------	-----------------------------	--	---------	-----------

CDM+ Membership 1

<input type="checkbox"/>	Feb 25, 2009	CDM+ Membership 1	Begins: 11:00 am ET Ends: 12:00 pm ET	\$35.00	Available
--------------------------	--------------	-------------------	--	---------	-----------

CDM+ Membership 2

<input type="checkbox"/>	Feb 25, 2009	CDM+ Membership 2	Begins: 12:30 pm ET Ends: 1:30 pm ET	\$35.00	Available
--------------------------	--------------	-------------------	---	---------	-----------

CDM+ Payroll 1

<input type="checkbox"/>	Feb 25, 2009	CDM+ Payroll 1	Begins: 2:00 pm ET Ends: 3:00 pm ET	\$35.00	Available
--------------------------	--------------	----------------	--	---------	-----------

CDM+ Payroll 2

<input type="checkbox"/>	Feb 25, 2009	CDM+ Payroll 2	Begins: 3:30 pm ET Ends: 4:30 pm ET	\$35.00	Available
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Fundamentals of CDM+

<input type="checkbox"/>	Feb 24, 2009	Fundamentals of CDM+	Begins: 12:30 pm ET	\$0.00	Available
--------------------------	--------------	----------------------	---------------------	--------	-----------

<-- Church and contact information

<-- No. of Training Credits you may apply toward the cost of classes. Training Credits designated as “Overview” credits may only be used for classes with the word “Overview” in the name.

In this view of the schedule, the class list is sorted by date.



Church management software that gives you the power to connect your church's *ministry* to its *mission*.

[Logout](#)

[FAQs about Group Online Training](#)

[Online Classes](#)
(CDM+ 8.0 and later)

[Details of "Fundamentals of CDM+"](#)

[Detailed descriptions of Membership/Attendance classes](#)

[Detailed descriptions of Contributions classes](#)

[Detailed descriptions of Accounting/Payroll classes](#)

(NOTE: Times for classes are Eastern Time.)

Important Notes:

Classes fill quickly...
Classes are filled on a first come, first served basis and class size is strictly limited. Don't delay, register today!

Training credits...
You may have training credits that will cover the cost of one or more online classes! The registration page will list your available credits.

The phone call...
Online training requires a long distance phone line, and the cost of the call is in addition to the class registration fee.

Step 1: Choose Class (all times Eastern)

Ruth Stokes (ruth@fccbigcity.org)
First Community Church
123 Main St
Big City, KY 40123-1234

3 Training Credits Available + 3 Free Overview Class(es)

Sort By: | **Date** | [Course](#) | [Refresh List](#)

[Continue](#)

Feb 24, 2009

<input type="checkbox"/>	Feb 24, 2009	CDM+ Contributions Overview	Begins: 11:00 am ET Ends: 12:00 pm ET	\$35.00	Available
<input type="checkbox"/>	Feb 24, 2009	Fundamentals of CDM+	Begins: 12:30 pm ET Ends: 1:30 pm ET	\$0.00	Available
<input type="checkbox"/>	Feb 24, 2009	CDM+ Accounting Overview	Begins: 2:00 pm ET Ends: 3:00 pm ET	\$35.00	Available
<input type="checkbox"/>	Feb 24, 2009	Archive, Backup & Restore of CDM+ Acctg Data	Begins: 3:30 pm ET Ends: 4:30 pm ET	\$35.00	Available

Feb 25, 2009

<input type="checkbox"/>	Feb 25, 2009	CDM+ Membership 1	Begins: 11:00 am ET Ends: 12:00 pm ET	\$35.00	Available
<input type="checkbox"/>	Feb 25, 2009	CDM+ Membership 2	Begins: 12:30 pm ET Ends: 1:30 pm ET	\$35.00	Available
<input type="checkbox"/>	Feb 25, 2009	CDM+ Payroll 1	Begins: 2:00 pm ET Ends: 3:00 pm ET	\$35.00	Available
<input type="checkbox"/>	Feb 25, 2009	CDM+ Payroll 2	Begins: 3:30 pm ET Ends: 4:30 pm ET	\$35.00	Available

Feb 26, 2009

<input checked="" type="checkbox"/>	Feb 26, 2009	CDM+ Attendance 1	Begins: 12:30 pm ET Ends: 1:30 pm ET	\$35.00	Available
<input type="checkbox"/>	Feb 26, 2009	CDM+ Attendance 2	Begins: 2:00 pm ET Ends: 3:00 pm ET	\$35.00	Available

[Continue](#)

Step 5

Click the links at the left if you need another opportunity to learn more **FAQs about Group Online Training** or to see detailed **Descriptions** of the individual classes. Choose a class by clicking the **Check Box** to its left. Click as many classes as you wish. **Note that all classes are in Eastern Time.** Subtract the appropriate number of hours if you are in a different time zone in the United States or Canada.

Click the **Continue** button at either the top or bottom of the class list.

The **E-mail Entry** screen appears.

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Church management software that gives you the power to connect your church's *ministry* to its *mission*.

[Logout](#)

Step 2: Supply Email

Ruth Stokes (ruth@fccbigcity.org)
First Community Church
123 Main St
Big City, KY 40123-1234

Please supply an email address to which we may send a registration confirmation and other pertinent information. You may use one of the email addresses we have on file, or provide another email for this registration.

Email ✓
or

If an e-mail dropdown list appears above, please check for your e-mail address and select it there.

At any point before you have clicked **Process Registration**, you may terminate your registration by clicking **Quit & Logout**.

FAQs about Group Online Training

Online Classes
(CDM+ 8.0 and later)

[Details of "Fundamentals of CDM+"](#)

[Detailed descriptions of Membership/Attendance classes](#)

[Detailed descriptions of Contributions classes](#)

[Detailed descriptions of Accounting/Payroll classes](#)

(NOTE: Times for classes are Eastern Time.)

Step 6

Choose an **E-mail Address** from the drop menu, or enter another valid e-mail address to which we can e-mail instructions for joining the online class(es).

This e-mail address needs to be one you can easily check approximately 23-24 hours before the class to get the instructions. It must also allow incoming e-mail from support@cdmplus.com and training@cdmplus.com. Please include these 2 addresses in your address book or "approved" list of e-mail senders so that the instructions we send you do not get marked as spam.

AOL users, your full e-mail address includes "@aol.com".

Click **Continue**.

The **Apply Training Credits** screen appears.

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[Logout](#)

Step 3: Apply Training Credits

Ruth Stokes (ruth@fccbigcity.org)
First Community Church
123 Main St
Big City, KY 40123-1234

Feb 26, 2009	CDM+ Attendance 1	12:30 pm to	1:30 pm	\$35.00
--------------	-------------------	-------------	---------	---------

SubTotal \$35.00
Free Overview Class 0 of 3
Apply Training Credits 1 of 3
Total \$0.00

[Quit & Logout](#) [Edit Class Choices](#) [Continue](#)

If your church has training credits available, they will be applied to the registration fee by default. If you do not want to use your training credits, you may use the dropdown above to change the number of training credits applied to this charge.

Clicking on an **Edit** button will take you back to the appropriate page where you may make

Step 7

Use the drop menu to choose the number of **Training Credits** you wish to apply (you are not required to use all the credits you have). The **Total** dollar amount shown here should reflect the use of all credits you apply. Click **Continue**.

If Training Credits do not cover the entire cost of the classes, a **Credit Card Information** screen appears.

CDM+
CHURCH MANAGEMENT SOFTWARE

*Church management software that gives you the power to connect your church's **ministry** to its **mission**.*

[Logout](#)

Step 4: Credit Card Information

Name First Community Church
Address 123 Main St
City Big City State KY Zip 40123-1234
Country United States

Card Type Visa
Card Number
Expiration Date
Billing Phone

[Quit & Logout](#) [Continue](#)

Step 8

Enter your credit or debit card information and all other information requested, and click **Continue**.

The **Registration Summary** screen appears. Review all information.

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Church management software that gives you the power to connect your church's ministry to its mission.

[Logout](#)

Step 5: Registration Summary

Please review your registration request and if correct, click "Process Registration."

Ruth Stokes (ruth@fccbigcity.org)
First Community Church
123 Main St
Big City, KY 40123-1234

Feb 26, 2009	CDM+ Attendance 1	12:30 pm to	1:30 pm	\$35.00
--------------	-------------------	-------------	---------	---------

[Edit Class Choices](#)

SubTotal	\$35.00
Free Overview Classes	0 of 3
Applied Training Credits	1 of 3
Total	\$0.00

[Edit Training Credits](#)

[Quit & Logout](#) [Process Registration](#)

FAQs about Group Online Training

Online Classes
(CDM+ 8.0 and later)

[Details of "Fundamentals of CDM+"](#)

[Detailed descriptions of Membership/Attendance classes](#)

[Detailed descriptions of Contributions classes](#)

[Detailed descriptions of Accounting/Payroll classes](#)

(NOTE: Times for classes are Eastern Time.)

Step 9

If all is correct, click **Process Registration**. Processing may take a minute or two. Do not use the browser's **Back** button. When processing is complete, the **Registration Confirmation** screen appears.

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Church management software that gives you the power to connect your church's ministry to its mission.

[Logout](#)

Registration Confirmation

Thank you for registering. You will receive an e-mail confirmation momentarily. Instructions for joining the class will be sent in a separate e-mail, generally 24-48 hours before the class.

Ruth Stokes (ruth@fccbigcity.org)
First Community Church
123 Main St
Big City, KY 40123-1234

Feb 26, 2009	CDM+ Attendance 1	12:30 pm to	1:30 pm	REGISTERED	\$35.00
--------------	-------------------	-------------	---------	-------------------	---------

[Edit Class Choices](#)

SubTotal	\$35.00
Free Overview Classes	0 of 3
Applied Training Credits	1 of 3
Total	\$0.00

Caution: Do not use your browser's **Back** button at this point. Use **Logout** to exit registration.

Note: Unless you see the word **Registered** next to a class listing above, you have not successfully registered for that class. "**FAILED: Duplicate**" appears if you have attempted to register more than once for the same class, having logged in with the same User Name and Password. "**FAILED: Class Full**" appears if a class has filled while you were completing the registration process.

If you need to cancel your registration for a class, you will receive a refund if the cancellation takes place at least 24 hours before the start of the class. To cancel a Group Online Training class registration, call 877-891-4236 Monday-Friday 8:30 AM-5:00 PM Eastern time or e-mail sales@cdmplus.com. Be certain to include your name, the church name, address and phone number and which class registration(s) you need to cancel. Any cancellation by e-mail sent prior to the 24-hour cut-off will be honored, even if it is sent outside of our business hours.

We may occasionally need to cancel a class due to an insufficient number of registrations. If that should happen, we will notify you by e-mail and give you the choice of rescheduling or receiving a full refund.

FAQs about Group Online Training

Online Classes
(CDM+ 8.0 and later)

[Details of "Fundamentals of CDM+"](#)

[Detailed descriptions of Membership/Attendance classes](#)

[Detailed descriptions of Contributions classes](#)

[Detailed descriptions of Accounting/Payroll classes](#)

(NOTE: Times for classes are Eastern Time.)

Important Notes:

Classes fill quickly...
Classes are filled on a first come, first served basis and class size is strictly limited. Don't delay, register today!

You will see the word **REGISTERED** beside each class for which you have successfully registered.

Step 10

When you have reviewed the information on the Registration Confirmation page, exit the registration process by clicking **Logout**. **Important: Do not use your browser's Back button to exit.**

Within minutes, you should receive an e-mail confirming your registration for each class. If you do not get the e-mail, **call support at 800-633-9581**. This is an indication that you are not actually registered.

If you do get the confirmation e-mail, you do not need to do anything else at this time.

Congratulations! You are enrolled in group online training.

After Registration

Approximately 23-24 hours before the class begins, you will receive a second e-mail at the e-mail address you provided during registration. It will contain **a link to a website called "Glance."** It will also contain the **phone number** you will need to join the conference call for the audio part of your training. **Note that the conference call is not toll-free.** The training itself may be paid for with Training Credits, but you are responsible for the phone call.

As instructed in the e-mail, go to the Glance website a few minutes before the training is to begin. **Important: Do not go to the Glance website more than 5 minutes before the session. If you do, Glance may time out.** There will be a blank field to enter a **session code**. You have reached the correct site. **Now dial the phone number** and join the conference call. **The trainer will give you the session code. Enter the code** in the field on the Glance screen. The trainer's monitor will appear on your monitor.

Note that you will want to be in a fairly quiet place to take the training. Office noise can distract others on the conference call, especially if you have your phone on speaker so that several in your office can participate at once.

Enjoy your training experience.