

Setting Offertory Fund Permissions in Connect Now

1. Click on the **Offering** tab, then go to the section directly underneath the tab in blue called: **Funds** You will see a screen similar to the one below:

ConnectNow Family Suite

Home | Family Directory | Religious Education | **Offering** | Ministry Scheduler | Tuition | IQ | Administration

Funds | Batches | Pledges | Posting | Contribution List | Giving History | Import | Reports | Settings

Fund Management

Good Shepherd Parish, Toledo

10 records

+ Add Fund Fund Permissions

Fund #	Description	Fund ID	Tax Deductible	Tuition Fund	Require Pledge	Diocesan Fund #
1131-10	Building Fund	19374	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
500-10-2013	Building Fund Campaign	19193	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
500-10-2015	Building Pledge 2015	19368	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2016-33	Capital Campaign 2016	19520	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7	Capital Campaign 2017	19448	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	123
029-0	Confirmation	19367	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5-5-2016	Easter	19447	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1101	Envelope	19371	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
001-0	Envelope collection	19538	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10-19-99	Festival 2016	19350	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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2. Click on the **Fund Permissions** seen above and you will see a screen similar to the one below:

Manage Fund Permissions

Manage by Fund | **Manage by Member**

Funds

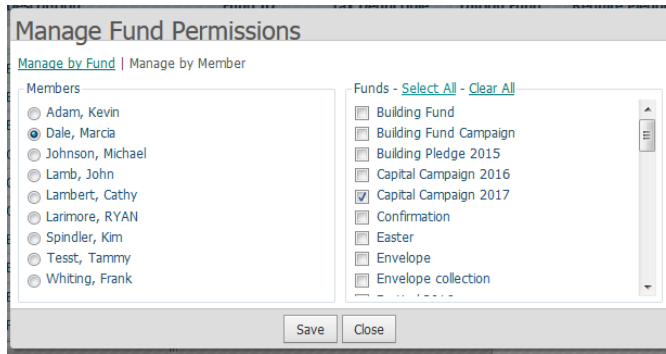
- Building Fund
- Building Fund Campaign
- Building Pledge 2015
- Capital Campaign 2016
- Capital Campaign 2017
- Confirmation
- Easter
- Envelope
- Envelope collection

Members - [Select All](#) - [Clear All](#)

- Adam, Kevin
- Dale, Marcia
- Johnson, Michael
- Lamb, John
- Lambert, Cathy
- Larimore, RYAN
- Spindler, Kim
- Tesst, Tammy
- Whiting, Frank

Save Close

3. Click the **Manage by Member** link, as seen above
4. Click the radial button next to the staff members you've added, then select or unselect the boxes for the funds on the right. Whichever box you've selected, the staff will be able to view/edit/etc. given the permissions you set on the original Staff Member's screens.



5. In the example above, Marcia is our fundraiser for just the Capital Campaign going on at the parish. Instead of her asking key staff members for updated information, we've given her permission to view just that fund, when she's looking in the system.
6. When finished editing all staff members with Offertory permissions, click the **Save** button.