



1) Organization Name

The name of your church. It shows up at the top of reports, etc.

2) Tiny Logo

A small logo file. Make it a png or a jpg, 150 x 150 pixels. Try to get it 1.5KB or smaller. You can use a free program like paint.net. It is the symbol on top of the browser tab called a favicon. Also you will use it when you design your labels in Dymo.

3) Page Banner Image

This is a slightly larger image that appears at the top of every page. Should be a png file. Make it 90 x 500 and won't have to resize itself.

4) Birthday Reminder

Weekly email telling you whose birthday is coming up this week. Turn it off by setting to NO.

5) 2nd Visit Notice

Weekly email telling you who has come for the second time this year (year starts Sep 1). Turn off by setting to NO.

6) Admin Email Address

Email address where the weekly notices will be sent.

7) Password & Repeat password

Admin password.

8) Excluded Words

Areas where the public can enter information, like family names, will be checked for whatever words you enter here (separated by spaces) and disallowed. For example, if poop is an excluded word, then Poopsky will not be allowed as a child's name. (A number of obvious vulgarities are checked for internally and need not be entered here.)

9) Guest Badge Rule

If a family brings a guest which badge do you want printed? IF you pick none, then the Guest Name field is not available.

10) Service Cutoff Time

Used in some reports, it differentiates between services for a single class based on the time a child registers.

11) Domain Name

Very critical field. This must match your domain name or you will be able to log in. Don't mess with it.