

How-to: MissionInsite Registration

Open an internet browser such as Internet Explorer or Firefox and go to the MissionInsite website at www.missioninsite.com

Click on the “Register” link inside the “Mission Resources for Local Churches” box on the MI Homepage. A new page with registration instructions will open.

Mission Resources for Local Churches

If you are a local church leader, find out how our products and services can support your church's mission.

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[Register](#)

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► REGISTER

Church Users Registering Under Denominational Agency Agreement

Many churches are granted access under a regional or national body agreement with MissionInsite. If your church is one of those, this page will tell you how to register as a user for your church. If you are uncertain if your agency has an agreement with MissionInsite see the **Client list page**.

If you are looking to order a demographic report, **click here** and you will be taken to the Demographics page which explains our available products.

Step 1: Obtain your agency account number. If you have it, proceed to Step 2. If not, **call your regional agency** to obtain the code. Then proceed to Step 2.

Step 2: **Click on this link**. It will take you to the registration wizard. Complete the wizard.

Step 3: Authenticate email address. MissionInsite must have an authentic email address to activate the system. You will be sent an email with a link and instructions to confirm your email. When confirmed, your registration is complete.

Step 4: Return to **www.missioninsite.com** and login with the username and password you provided in the registration process.

For assistance, please call 877.230.3212, ext 329 or email **misupport@missioninsite.com**.

Click on the “link” (shown in yellow above) present in Step 2 of the instructions. A new window will open asking for your Agency Account Number.

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Church User Registration Page

Instructions: Your regional agency has been provided an account number. Please type that account number in the 'Agency Account Number' field. Click submit and the name of your agency will appear. Next, select your city from the 'Select your city' menu. Finally, select your church from the 'Select your church' menu.

Agency Account Number

Submit

Enter your Agency Account Number. If you are uncertain of your Agency Account Number, contact your regional office for this information.

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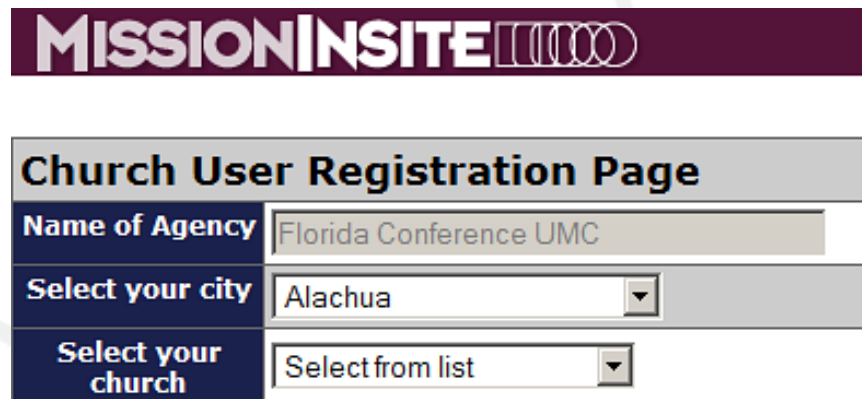
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Select your city from the drop down menu.

Select your church from the drop down menu.

Once your church has been selected, follow the Instructions on the Church User Registration Page. You will create your own User name and Password.



The screenshot shows the MISSIONINSITE logo at the top. Below it is a grey header bar with the text "Church User Registration Page". The form contains three rows of input fields:

Name of Agency	Florida Conference UMC
Select your city	Alachua
Select your church	Select from list

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Church User Registration Page

Name of Agency	<input type="text" value="Florida Conference UMC"/>
Select your city	<input type="text" value="Tampa"/>
Select your church	<input type="text" value="Wellspring UMC"/>

Instructions: Your church has been identified. Now you may register for access by completing the form under 'Registration Information'. Before you can submit your registration, you must accept the use terms under 'Authorized church user.' Please note: usernames and passwords not used at least once within a 12 month period will become inactive. To become active again, a user will have to re-register. Thank you.

Registration Information

First Name:	<input type="text"/>	Fill in the Registration Information to create your own User name and Password.
Last Name:	<input type="text"/>	
Role with church:	<input type="text"/>	
Email:	<input type="text"/>	
User name:	<input type="text"/>	
Password:	<input type="text"/>	

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Authorized Church User: Licensed access to this site is for the exclusive use of this church and exclusively for its mission planning. Personal use or use for a business or another organization other than the church is expressly forbidden. User also agrees not to share his/her username or password with anyone else. Failure to abide by these terms will be a violation of this license agreement and may result in the revocation of access to this user.

Authorize to Send Emails: From time to time, MissionInsite adds new features, updates the system or introduces new resources to support you in ministry. Our primary mode of communication is your email address. However, by law, we must give you the option to not receive such correspondence. If you do not want to receive these updates, check the box below. But remember, as a result, we will not be able to inform you of changes.

I do not want to receive any email correspondence about system enhancements and special feature opportunities.

Church Location Advisory

The first step after completing this registration process is to login to your local church. The current location was provided by your agency and in a number of cases the address information is incomplete and does not allow an accurate placement of the church. (This is more likely to happen for churches located in rural areas.) There is no cause for alarm. It is an easy process to move your church's location to where it should be once we get additional information from you. Normally, this change can be made within 48 hours. Simply send an email to misupport@missioninsite.com with additional information on your church's location.

Please note: Though the church may be temporarily in the wrong location, the demographic information is accurate for the area. The church locations are an added overlay and do not influence how the underlying demographic data is stored and reported.

Accept Terms:

Click to register:

Register

Click on the "Accept Terms:" box and then the "Register" button.

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An email will **AUTOMATICALLY** be sent to the email address you provided at registration.

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Thank you for registering, [REDACTED]. An email has been sent to [REDACTED]@hotmail.com with details on how to activate your account.

Church User Registration Page

Follow the instructions in the email to activate your account.

You **MUST** activate your account in order to log in to MissionInsite. If an email does not appear in your “inbox” then check your “spam box” as well.

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MissionInsite Sign Up Confirmation

From: **Michelle Saxon** (msaxon@decisioninsite.com) on behalf of **msaxon@missioninsite.com**

Sent: Tue 4/27/10 2:37 PM

To: [REDACTED]

Sample Sign Up Confirmation Email

Dear Test User

Thank you for registering. Before we can activate your account, please visit this URL to complete your registration:

[Click here to activate your account](#)

Click on the blue link to complete your registration.

Your activation code is: **KMEBBNGDYY**

If your browser will not open the link, copy and paste the link below into the address line of your browser and proceed:

<https://maps.missioninsite.com/Login.aspx?UserName=registration>

If you forget your password, click on the link on the login page. It will be emailed to you.

Please visit the 'Resources' menu (<http://www.missioninsite.com/resources.shtml>) on the MissionInsite website. You will find many helpful resources, including a 'MI User Guide' and the 'MI Demographic Reference Guide.' This guide will provide helpful definitions to all of the variables included in the system. Finally, take the 'QuickInsite Tutorial' for a brief introduction to the system.

Please note that accounts that have been inactive for one year will be deactivated. If this occurs, you will have to register again.

Best regards,
The MissionInsite team

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Account Activation

Please enter your MissionInsite password and activation code to confirm your email address.

Password:

Activation Code:

Confirm

Enter your PASSWORD and the ACTIVATION CODE provided in the MissionInsite Sign Up Confirmation email.

Then click the “Confirm” button. YOU’RE DONE!

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Innovating the Standard in Church Demographics

The most...

- *flexible* web based information system
- *comprehensive* socioeconomic and lifestyle data
- *interactive* mapping platform
- *responsive* system to answer individual questions
- *strategic* information resource for ministry
- *value and benefit* for your financial investment

MissionInsite launches new system interface!

MissionInsite is excited to launch its new MI mapping interface, in development for more than 16 months, it is now available to our clients and their churches. The new interface puts all the information-rich, feature-laden prowess of the MI system at your fingertips.

Mission Resources for Local Churches

If you are a local church leader, find out how our products and services can support your church's mission.

[Demographics](#) [Register](#) [Resources](#) [Support](#)

Mission Resources for Denominational Agencies

If you are a regional or denominational agency leader, find out how our products and services can support your church's mission.

[Demographics](#) [Congregant Plot](#) [Resources](#) [Support](#)

Login to the New System in the upper right hand corner of the MissionInsite Home page.

www.MissionInsite.com