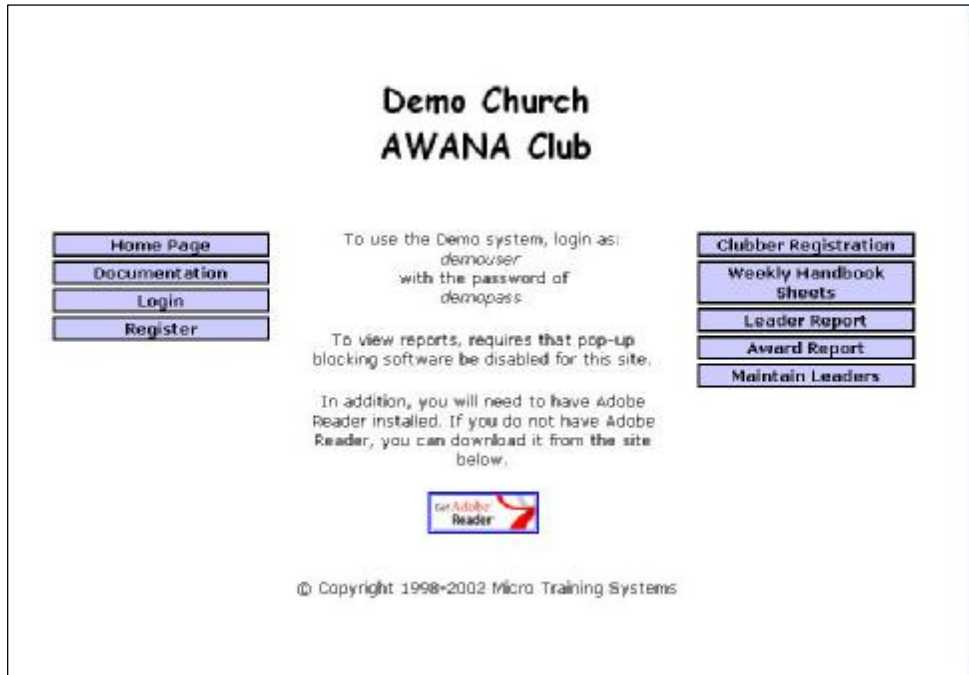


# Awana Software Documentation

This documentation will guide the user through the various functions of this software for managing the records of your Awana Club ministry.



The first step is to login by selecting the login button on the left. If you select any other option and you have not yet logged in to the system, you will also be prompted with the login screen.

The login screen requires the entry of a userid and password. Userids can be set up for each of your club's leaders to access the information from home or anywhere they have internet access.



**Demo Church  
AWANA Club**

**Login Screen**

User Id:

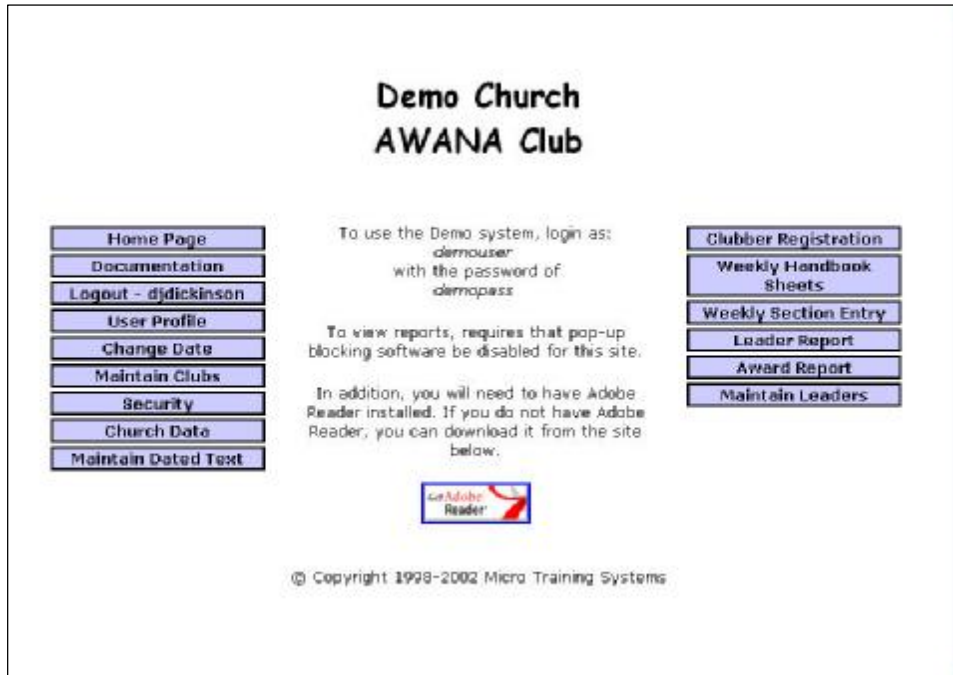
Password:

To Register [Click Here](#)

[Click Here](#) to go to the Home Page

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In the demo version of the software the userid is *demouser* and the password is *demopass*. In the full version of the software an initial user is created with full administrative rights. The userid for this user is *admin* and the password is initially set to *password*. The password should be changed immediately to protect your information. You may also choose to delete this user after creating another user with administrative rights.



After login to the system, the menu displayed will include additional options. The options displayed will vary depending on the authority level of the user.

The first step in setting up your system is to enter your leader information. Leaders must be entered before clubbers can be assigned to a leader's handbook group. To enter leaders, select "Maintain Leaders" from the menu. The following selection screen will then be displayed.



**Demo Church  
AWANA Club**

Main Menu

Club:  Group:

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You can limit the list of leaders displayed on the next screen by selecting a Club or a subgroup within a club.

## Demo Church AWANA Club

Main Menu	Add a leader	Select leaders
<b>Actions</b>	<b>Name &amp; Address</b>	<b>Contacts</b>
<b>VIEW</b> <b>EDIT</b> <b>DELETE</b>	<b>Susan Brown</b> 432 Pine St Central, IL	111-555-5555
<b>VIEW</b> <b>EDIT</b> <b>DELETE</b>	<b>Don Smith</b> 111 Main St Central, IL	111-555-1010

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Every leader who will have a handbook group, should be entered into the system. To add a new leader, click on the *Add a Leader* button. You may also use the action options on this screen to view, edit or delete the information for a leader.

## Demo Church AWANA Club

Main Menu	List leaders	Select leaders
Name:	<input type="text" value="Susan"/> <input type="text" value="Brown"/>	Phone: <input type="text" value="111-555-5555"/>
	<small>(First Name) (Last Name)</small>	Email: <input type="text"/>
Address:	<input type="text" value="432 Pine St"/>	Birth Date: <input type="text"/>
City, State Zip:	<input type="text" value="Central"/> <input type="text" value="IL"/> <input type="text"/>	Gender: <input type="text" value="F"/>
		Club: <input type="text" value="T &amp; T"/>
		Group: <input type="text" value="*All"/>
<input type="button" value="Update"/>		
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You should fill in as much of the information on this screen as you have available. When you have completed entering the information, click the Update button to store the information. It is important to select a club for each leader to allow for the proper functioning of the program.

After all Awana leaders have been entered, you can begin to enter detailed information for each Awana clubber. To do this, select the option "Clubber Registration" from the main menu.

**Demo Church  
AWANA Club**

Main Menu

Club: \*All    Group: \*All    Leader: \*All  
Susan Brown  
Don Smith

Show Inactives?     Clubber:

\*All  
Mike Green  
Ron Johnson  
Bill Jones  
Select

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The list of clubbers to be displayed can be restricted using any of the criteria on this screen. Club, Group or Leader will restrict the list to only those that match the selected criteria. By default, only active clubbers will be displayed. If you want to display all clubbers, including inactive clubbers, check the box to show inactives.

To display a specific clubber, begin typing the name of the clubber. As you type, the list of clubbers will include only those whose names include the letters you have typed. After the name you are looking for is displayed, select the name from the list and click the select button.

The screenshot displays the 'Demo Church AWANA Club' interface. At the top center, the title 'Demo Church AWANA Club' is shown. Below it is a 'Main Menu' button. The interface includes several search and filter options: 'Club:' with a dropdown menu set to 'T & T', 'Group:' with a dropdown menu set to '\*All', and 'Leader:' with a dropdown menu showing 'All', 'Susan Brown', and 'Don Smith'. There is also a 'Show Inactives?' checkbox which is unchecked. A 'Clubber:' text input field contains the letters 'jd'. Below this input field, a list of names is displayed: 'Ron Johnson' and 'Bill Jones'. A 'Select' button is positioned below the list. At the bottom of the interface, the copyright notice '© Copyright 1998-2002 Micro Training Systems' is visible.

The clubber listing screen will then be displayed. The listing includes the name & address along with the parent's name, phone number, grade, age and leader's name. The box to the right shows the structure and achievements for each clubber in their current handbook.

<b>Demo Church AWANA Club</b>						
<b>Main Menu</b>		<b>Add a Clubber</b>		<b>Select Clubbers</b>		
Actions	Name & Address	Contacts	Achievements			
VIEW EDIT DELETE	Mike Green 5400 West K St Central, IL	Ann Green 111-555-2222  4th Grade / Age:9 Don Smith	T & T Book 1 Start Zone ----- Unit 1 ----- Unit 4 ----- Unit 7 ----- Silver -----	Unit 2 ----- Unit 5 ----- Unit 8 ----- Gold -----	Unit 3 ----- Unit 6 -----	
VIEW EDIT DELETE	Ron Johnson 320 Oak St Central, IL	Don & Patty Johnson 111-555-9090  4th Grade / Age:9 Don Smith	T & T Book 1 Start Zone ----- Unit 1 ----- Unit 4 ----- Unit 7 ----- Silver -----	Unit 2 ----- Unit 5 ----- Unit 8 ----- Gold -----	Unit 3 ----- Unit 6 -----	
VIEW EDIT DELETE	Bill Jones 330 Ryan Ave Central, IL	Jan Smith  3rd Grade / Age:8 Don Smith	T & T Book 1 Start Zone ----- Unit 1 ----- Unit 4 ----- Unit 7 ----- Silver -----	Unit 2 ----- Unit 5 ----- Unit 8 ----- Gold -----	Unit 3 ----- Unit 6 -----	
<b>Main Menu</b>		<b>Add a Clubber</b>		<b>Select Clubbers</b>		

To add a new clubber, select the "Add a Clubber" button at the top or bottom of the screen. Use the actions to View, Edit or Delete an existing clubber.

The clubber edit screen allows the entry of basic registration information for each clubber. In entering the grade, simply enter the number of the grade or K for kindergarten and P for Preschool. The grade will be adjusted each year automatically by the program. The birth date including the year is necessary to calculate the age. The club, leader and handbook are required fields for the reports to print properly.

The attendance grid shows the weeks of club with an “\_” for absences and future weeks, and “x” for weeks that there is no club and the date (as in “24” for the 24th of the month).

## Demo Church AWANA Club

	Main Menu	List Clubbers	Select Clubbers
Name:	<input type="text" value="Mike"/> <input type="text" value="Green"/> <small>(First Name) (Last Name)</small>	Phone:	<input type="text" value="111-555-2222"/>
Address:	<input type="text" value="5400 West K St"/>	Email:	<input type="text"/>
City, State Zip:	<input type="text" value="Central"/> <input type="text" value="IL"/> <input type="text"/>	Grade:	<input type="text" value="4th Grade"/>
Parents:	<input type="text" value="Ann Green"/>	Birth Date:	<input type="text" value="05/30/1995"/> <input type="text" value="9"/>
Church:	<input type="text" value="none"/>	Gender:	<input type="text" value="M"/>
Active:	<input checked="" type="checkbox"/>	Club:	<input type="text" value="T &amp; T"/>
Attendance:	Sep: _____ Oct: _____ Nov: _____ X Dec: _____ X Jan: X _____ Feb: _____ Mar: _____ Apr: _____ May: _____	Leader:	<input type="text" value="*All"/> <input type="text" value="Susan Brown"/> <input type="text" value="Don Smith"/>
Achievements:		Handbook:	<input type="text" value="T &amp; T Book 1"/>
<input type="button" value="Update"/>			
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The core of this tool is the "Weekly Sheet." This may be printed for a single club or any specific leader using the same selection criteria as in the registration form. These are distributed to the leaders to record the achievements of the clubbers in their group. Attendance (Att) is required to calculate the attendance awards. Achievements can be entered using the column to the right to specify the unit or discovery and the section numbers passed.

At the end of the night, these sheets are turned in so that the information can be entered for the next week. The information on this sheet allows leaders to know where clubbers are in their books even if they do not bring their book.

<b>Demo Church Awana Club</b>		
Leader: Don Smith	October 19, 2005	T & T -
Name & Address	Achievements	This Week
Mike Green 5400 West K St Central, IL 111-555-2222 4th Grade Age: 9 __Att__Due__Uni __Hbk__Bib	T & T Book 1 Start Zone _____ Unit 1 _____ Unit 2 _____ Unit 3 _____ Unit 4 _____ Unit 5 _____ Unit 6 _____ Unit 7 _____ Unit 8 _____ Silver _____ Gold _____	Unit __ Sect. ____  Unit __ Sect. ____  Points: _____
Ron Johnson 320 Oak St Central, IL 111-555-9090 4th Grade Age: 9 __Att__Due__Uni __Hbk__Bib	T & T Book 1 Start Zone _____ Unit 1 _____ Unit 2 _____ Unit 3 _____ Unit 4 _____ Unit 5 _____ Unit 6 _____ Unit 7 _____ Unit 8 _____ Silver _____ Gold _____	Unit __ Sect. ____  Unit __ Sect. ____  Points: _____

The person doing data entry should take the sheets and enter the data using the "Weekly Sheet Entry" option from the menu. The screen below will be displayed and the attendance and achievements are entered by checking the appropriate boxes for each clubber. After all data is entered, press the update button to record the information.

## Demo Church AWANA Club

Main Menu
Select Clubbers

**October 12, 2005**

Name & Address	Achievements
<b>Mike Green</b> 5400 West K St Central, IL  Attendance: <input checked="" type="checkbox"/>	Start Zone 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4 <input checked="" type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> Unit 1 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> Unit 2 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> Unit 3 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> Unit 4 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> Unit 5 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> Unit 6 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> Unit 7 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> Unit 8 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> Silver 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> Gold 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/>
<b>Ron Johnson</b> 320 Oak St Central, IL  Attendance: <input type="checkbox"/>	Start Zone 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> Unit 1 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> Unit 2 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> Unit 3 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> Unit 4 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/>

The award report will list any awards that have been earned including attendance awards, grouped by individual leader.

<b>Demo Church AWANA Club</b>			
<<			
October 12, 2005			
Leader	Name	Book & Unit	Award
T & T -			
Don Smith	Mike Green	T & T Book 1	Start Zone - Book & Uniform
Don Smith	Bill Jones	T & T Book 1	Start Zone - Book & Uniform

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The leader report can be printed by any leader or can be printed for all leaders and provides all of the necessary information leaders need for clubber follow-up.

<b>Demo Church Awana Club</b>		
Leader: Don Smith		October 19, 2005
		T & T -
Name & Address	Contacts	Achievements
Mike Green 5400 West K St Central, IL 111-555-2222	Ann Green 111-555-2222	T & T Book 1 Start Zone XXXXXXXX Unit 1 _____ Unit 2 _____ Unit 3 _____ Unit 4 _____ Unit 5 _____ Unit 6 _____ Unit 7 _____ Unit 8 _____ Silver _____ Gold _____  Sep: _____ Oct: _____ Nov: _____ X Dec: _____ X Jan: X _____ Feb: _____ Mar: _____ Apr: _____ May: _____
Ron Johnson 320 Oak St Central, IL 111-555-9090	Don & Patty Johnson 111-555-9090	T & T Book 1 Start Zone XXX_____ Unit 1 _____ Unit 2 _____ Unit 3 _____ Unit 4 _____ Unit 5 _____ Unit 6 _____ Unit 7 _____ Unit 8 _____ Silver _____ Gold _____

The church data screen is used to initially setup the default values for several important variables.

## Demo Church AWANA Club

[Main Menu](#)

Church Name :  The church name as it will appear on screens and reports.

Church Web Site :  Address of the church's web site, if you have one.

Start Date :  Enter the start date for this club year. This can be changed for individual clubs if they start on different dates.

Ending Date :  Enter the ending date for this club year. This can be changed for individual clubs if they end on different dates.

Day of Week :  Enter the day of the week your club meets. This can be changed for individual clubs if they meet on different days.

Email Address :  Enter the church email address.

[Update](#)

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After completing this screen the option to "Maintain Clubs" should be selected to change data for specific clubs