Ministry Brands®

Tips for Your Holiday Event

Giving

- ☐ Create a fund
  - You can use this to categorize the payments made for your event. This can be linked on your form for people to register. Click **here** to learn about Fund Management.

- ☐ Create a registration form
  - This will be used to know who has registered, paid, and can be used in a workflow in your ChMS to send out mass communications. We have made it easy with **templates**!

- ☐ Share your form
  - You can **share your form** in a few different ways. You're able to share the form using a QR codes, direct link, or embed code.

Pro Tip: You can customize your form to add a graphic and set up ticketing!

ChMS

- ☐ Create a group
  - **Create a group** to easily send out communications, track attendance, etc.

- ☐ Set up workflows & mass contact
  - **Set up workflows** to automate notifications to staff and volunteers. You could even use to send out **mass communications** to them.

- ☐ Set up an events calendar view
  - Set up a specific **calendar view** for your community to always know when an event is coming up to increase church and community involvement.

Ministry Brands®

Tips for Your Holiday Event

Media

- ☐ Download a graphic

Pro Tip: Church Motion Graphics is part of the Ministry Brands family and has a robust library of still graphics, backgrounds, motion graphics, and more! If you'd like to learn more about it, click here visit the website!

Website

- ☐ Create an events page
  - Create a page or section on your website to highlight your event. You could place the calendar view you created in ChMS, the registration form created in giving, and the graphic from CMG.