New **Text2Voucher** Reporting Option for Small Group

Instructions for Congregational iMIS Representative

1. If you would like to utilize the new Text2Voucher Reporting for your congregation's Small Groups, please email us with the following information at FPSupport@nac-usa.org:
    a. *Name of your congregation*
    b. *Who should receive email notifications when a Text2Voucher is received (name & email)*
2. We will set you up in the system and let you know when your congregation is ready to use the new service. In our confirmation email, we will provide you with your congregation's four-letter ***Congregation Code***. Please provide this code to your Small Group Facilitators for use in their reporting (important).
3. Once setup for your congregation is completed, we recommend that you provide a copy of the User Instructions (next page) to each Small Group Facilitator.
4. Please continue to monitor the confirmation emails you receive to ensure that all your groups are reporting. If some of them provide you with their Small Group data offline, please continue to enter this information as usual as a SGD event in iMIS.

If you have any questions or experience technical difficulties in using the service, please immediately contact us at FPSupport@nac-usa.org or 814.835.2850 / 773.401.1241.

New **Text2Voucher** Reporting Option for Small Group

Instructions for Facilitators

Small Groups form a key part of our faith experience. For the church to support these activities with necessary materials and continued development, accurate reporting is fundamentally important.

Your investment of time in hosting and facilitating Small Group discussions is deeply appreciated. We hope that with this new service the necessary reporting is simplified and saves you time.

Please ONLY use this service after your congregational iMIS Representative has informed you to do so. Without the proper setup in our system, your Text2Voucher reports will not successfully register for your congregation.

1. Your congregational iMIS representative should provide you with a ***four-letter congregation code***; this code must be used every time you send a text message to the Text2Voucher system.
2. After each Small Group discussion, please simply send a text message in the exact format outlined below to **814.431.4108**
    a. After the first successful use, we suggest that you keep the text message readily available. This will allow you to simply copy & paste (and then modify only the necessary fields) going forward.
3. The text message consists of **8 segments** which are separated by a semi-colon (**;**). Please DO NOT use any semi-colons elsewhere in your text message to the Text2Voucher system as this will result in an error.
4. The text message has the following data fields:
    a. **Four-letter congregation code;** This code is fixed.
    b. **SGD;** This code is fixed.
    c. Date=**MMDDYY;** Do not use any other date format.
    d. Total Attendance (**Number**)**;**
    e. Guest Attendance (**Number**)**;**
    f. Topic (optional - **Brief Title**)**;**
    g. Location (optional - e.g. **church, home, coffee store**, etc.)**;**
    h. Comment (optional - e.g. **attendees**)**;**
5. A few notes:
    a. You can use blanks (spaces) in your text message.
    b. If you do not utilize a field, for example if you have no guests, then enter either **0** (if a number is expected) or **NA** (if a text entry is expected)
    c. Please make sure that your text message has all eight (8) required segments as otherwise your voucher will fail to register in the system.

6. **Example:** Small Group discussion at the Fischer's house on April 25, 2019, with 8 attendees, 1 guest, using the Good Samaritan materials. This Small Group is part of the Atlanta congregation (congregation code: ATLA)

   Acceptable Text message Example 1 (without spaces):

   ATLA;SGD;042519;8;1;Good Samaritan;Fischer Home;NA;

   Acceptable Text message Example 2 (with spaces):

   ATLA; SGD; 042519; 8; 1; Good Samaritan; Fischer Home; NA;

7. If your text message was successfully processed, you will receive a confirmation reply message. If your message failed, you will either get an error message or – if a network failure was the reason – no message at all. In this case, please carefully check your message once more and **re-submit**. Please DO NOT resubmit messages that were successful! This will duplicate your voucher!

If you experience technical difficulties or have questions, please contact your congregational iMIS representative or our support team at FPSupport@nac-usa.org or 814.835.2850.