

HOWTO DOWNLOAD AND INSTALL TNTMPD

Log into <https://focus.crusade.org>

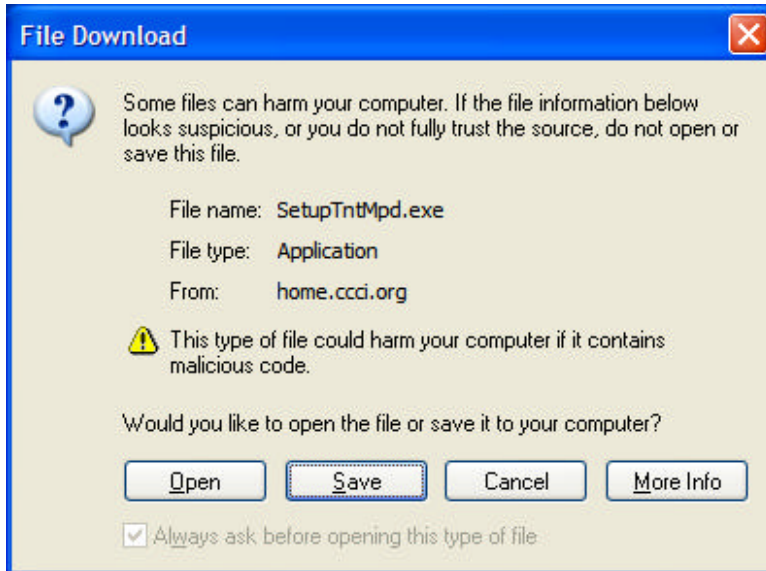
Click this link: • [TnTMPD Donor Program](#)

When that page loads click on the link: [TntMPD Home Page](#).

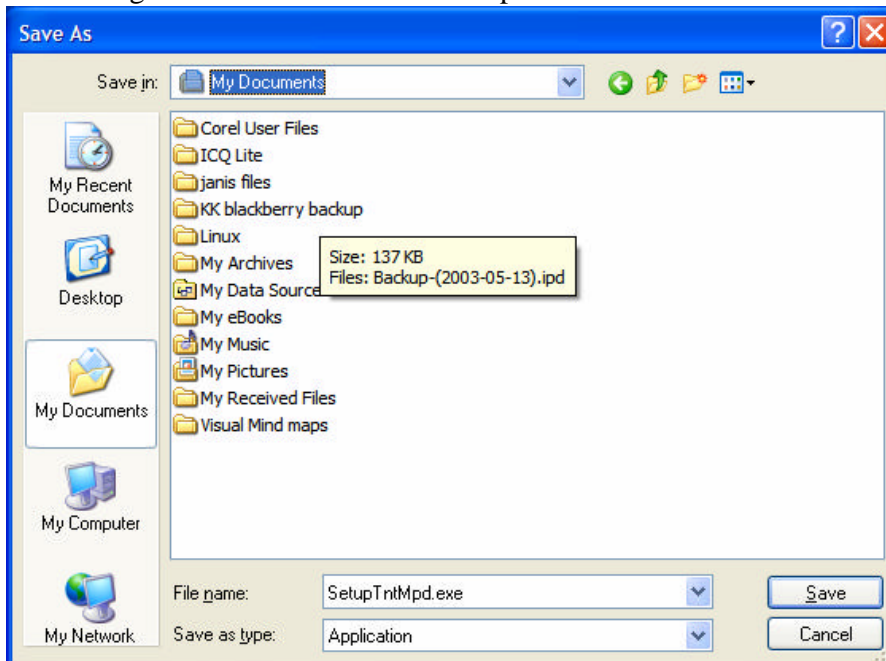
When that page loads click the download link

Click the : Install Now! (it's free) link

Click the Save button

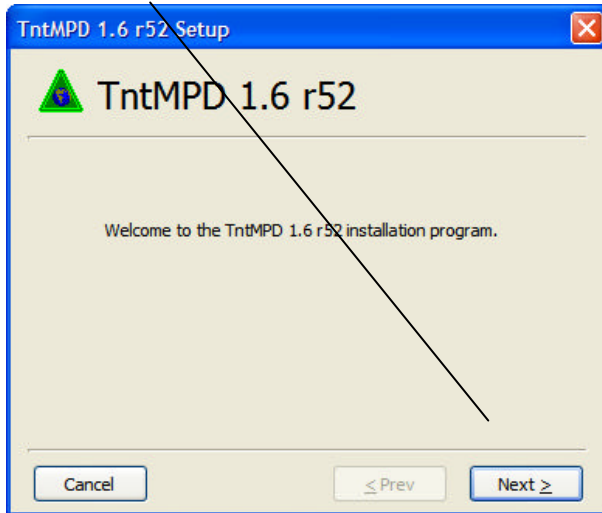


Choose a good location to save the setup file to:

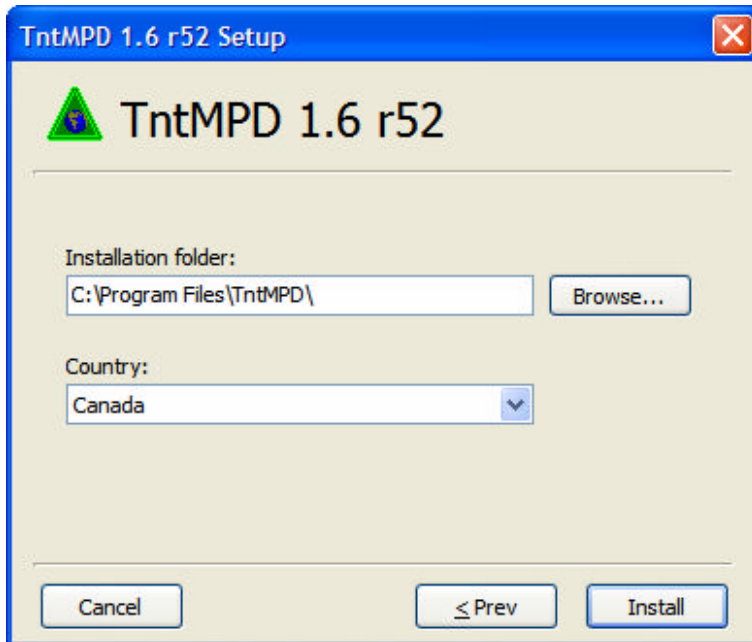


Click save

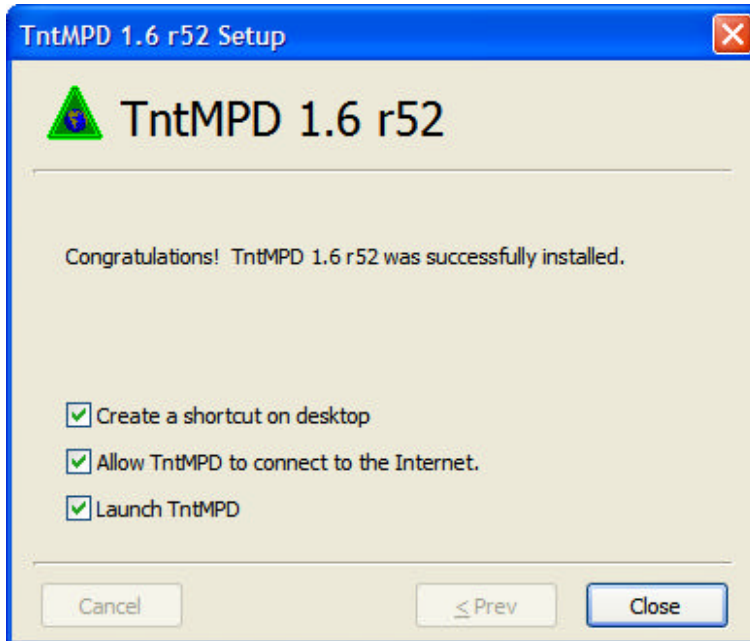
Once you download the file open Windows Explorer
In Windows Explorer navigate to the folder where you downloaded the file
Double click the SetupTntMpd.exe file
Click Next



Click Install



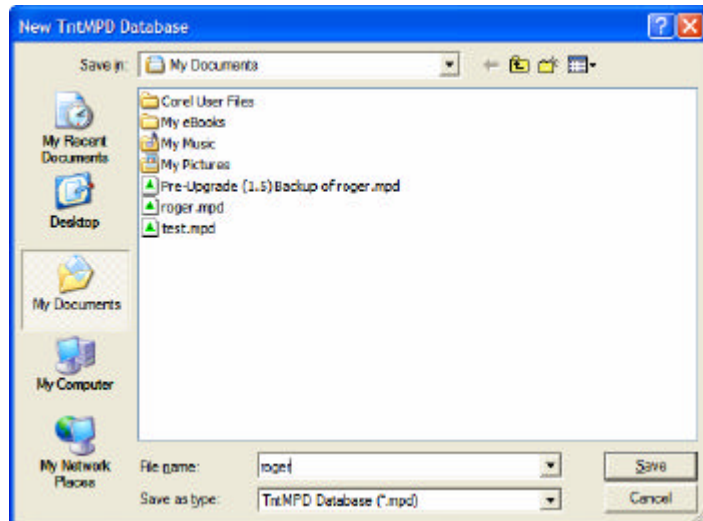
Make sure all 3 checkboxes are selected as shown below:



Click Close

Run the TntMPD program by clicking the Shortcut on your desktop or using the Start\Program menu option as you do for other programs.

When you run TntMPD the first time you will be asked to give a name to your new database. Name it and then hit the Save button.



After the database is created you will be asked to enter your name and address:

Please enter your name.

Organization

Name

Title: Mr. Spouse (Wife)

First: Scott

Middle:

Last: Advani Same Last Name

Suffix:

Address

Home This is the mailing address

Deliverable

Address: 206, 5530 208 Street

City: Langley

State: BC

Zip: V3A 2K3

Country: Canada

Phone: (604) 534-0308

OK

Apply

Cancel

Greetings...

Addr. Block...

New (+)

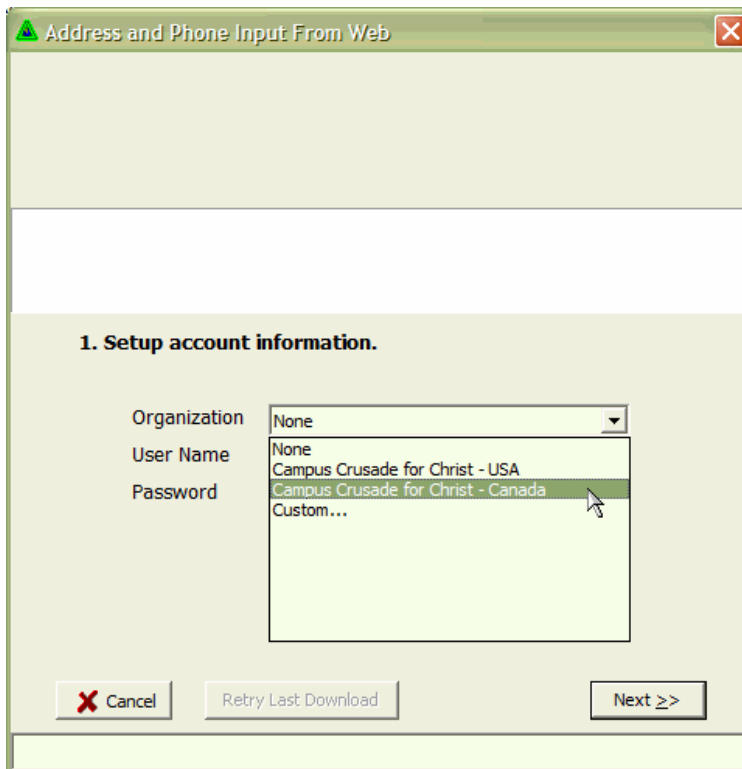
Prev (<<)

Next (>>)

Then, you will see the following:



First, download addresses. Click the Address Input button. You will need to select "Campus Crusade for Christ, Canada" from the drop down list. (You must be on-line.)



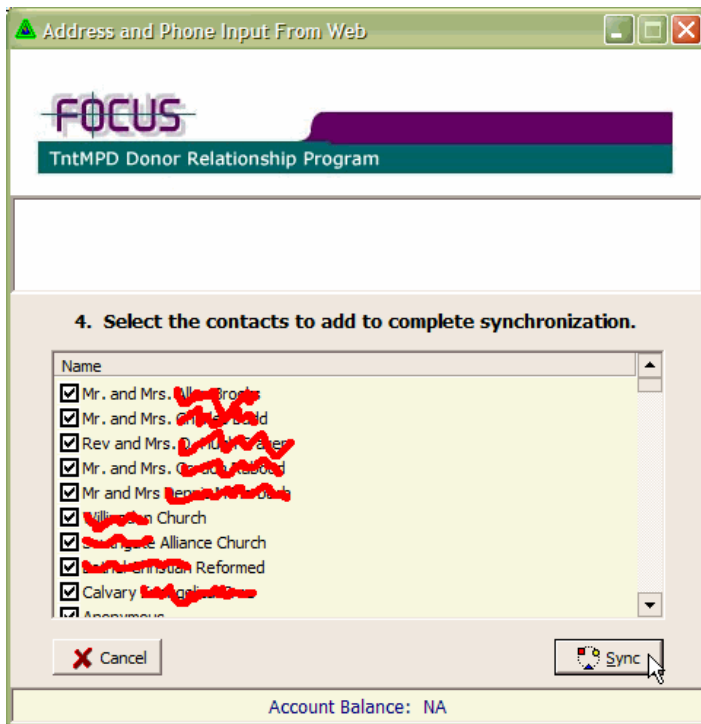
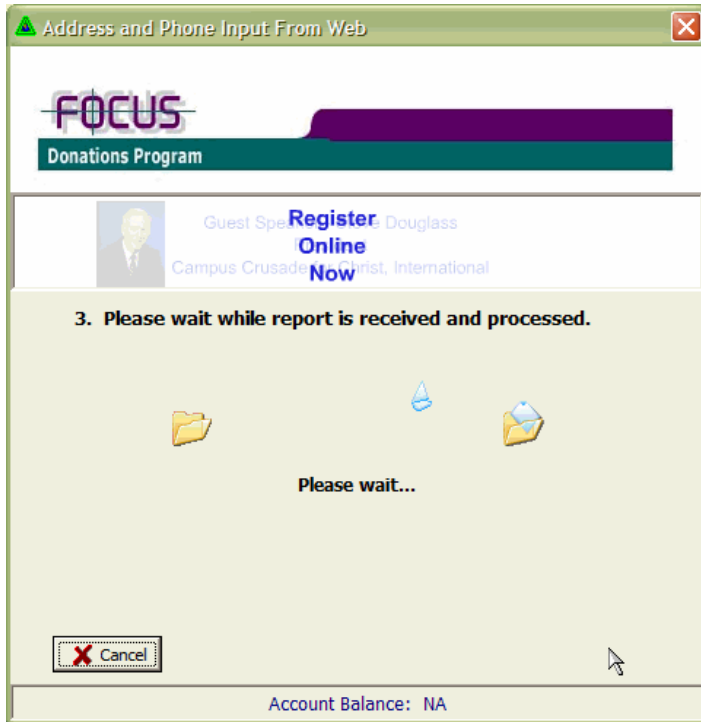
Now, enter your Intranet User Name and Password:

The screenshot shows a window titled "Address and Phone Input From Web" with a close button in the top right. The window contains the "FOCUS Donations Program" logo at the top. Below the logo is a banner for a "Staff Conference" featuring a photo of Steve Douglass, identified as "Guest Speaker - Steve Douglass, President, Campus Crusade for Christ, International". The main content area is titled "1. Setup account information." and contains three input fields: "Organization" (a dropdown menu set to "Campus Crusade for Christ - Canada"), "User Name" (text input with "ScottA"), and "Password" (text input with "*****"). Below these fields is a link: "(Click here if you need a User Name and Password.)". At the bottom, there are three buttons: "Cancel" (with a red X icon), "Retry Last Download", and "Next >>".

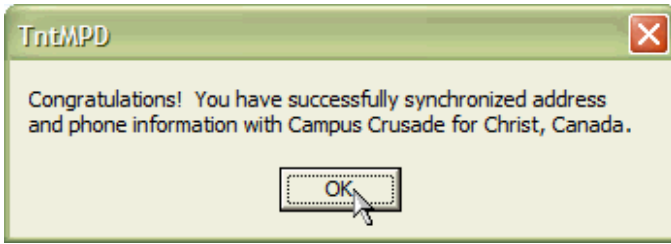
Click next...

The screenshot shows the same window as above, but now on the second step titled "2. Select options for checking addresses and phone numbers." The banner at the top now says "Register Online Now". There are two checkboxes: "Download all addresses" (checked) and "Try to match existing contacts" (unchecked). At the bottom, there are four buttons: "Cancel" (with a red X icon), "Retry Last Download", "<< Prev", and "Download" (with a download icon). At the very bottom of the window, it says "Account Balance: NA".

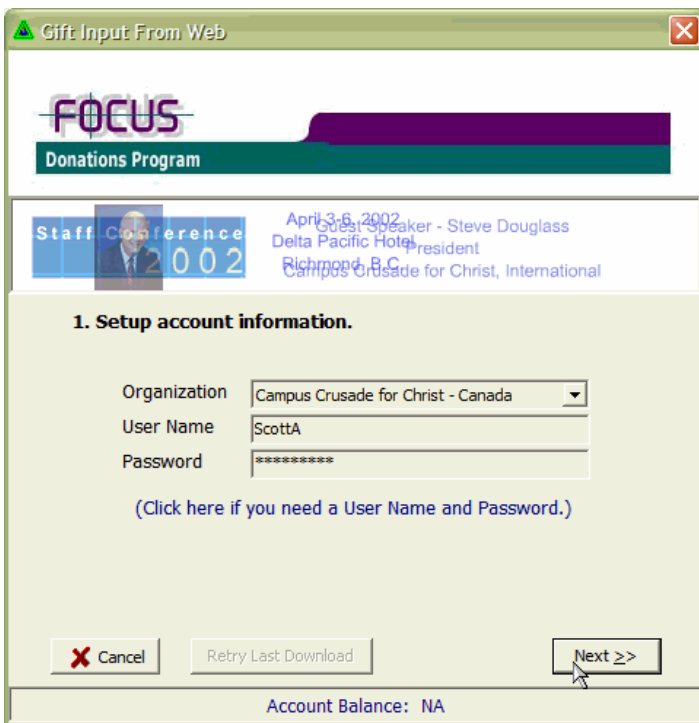
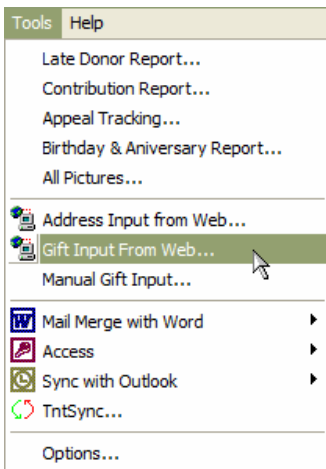
Since this is the first time we are downloading addresses, you don't need to select "Try to match existing contacts". Click Download.



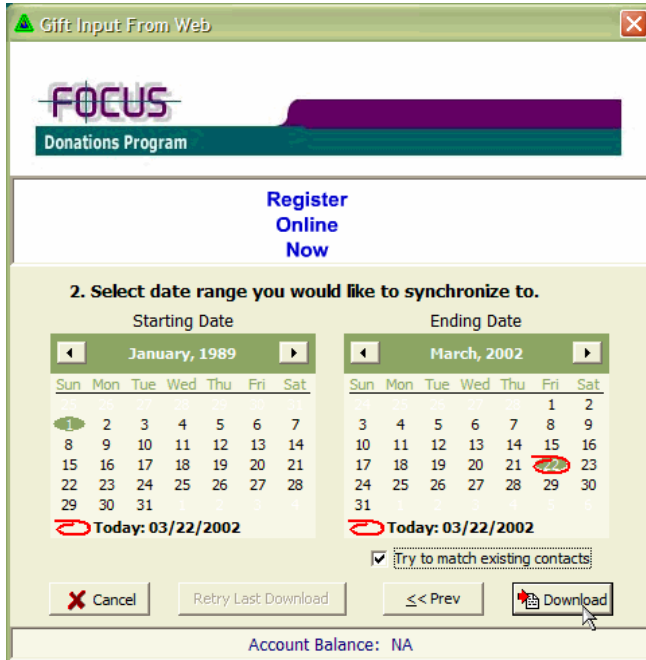
Now press the Sync button, and all the addresses will be imported. It's that easy!



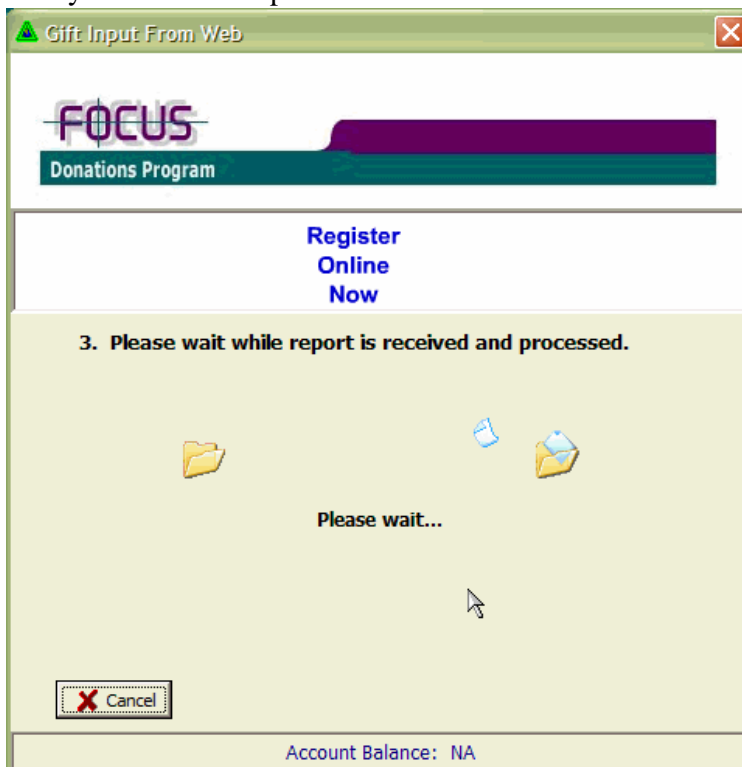
You have all your **current and past donors** in TntMPD. Let's download their gifts.

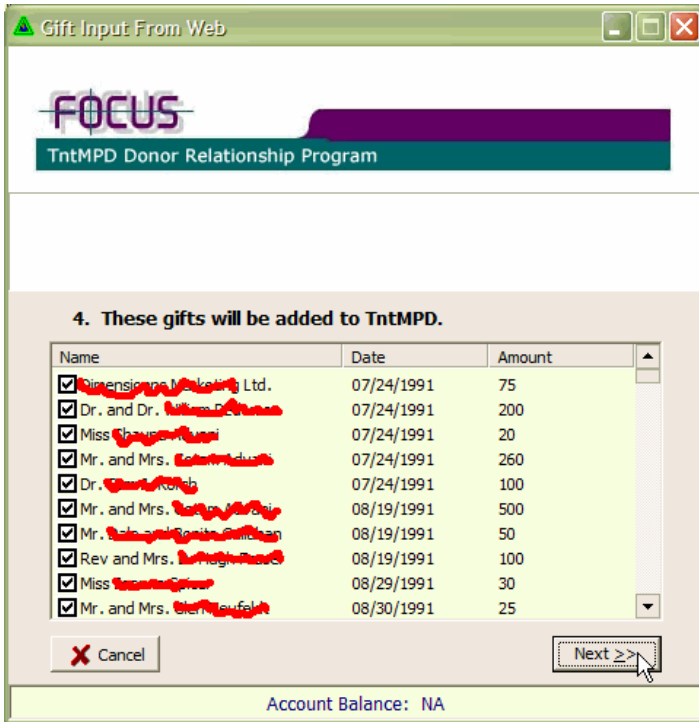


TntMPD remembers your User Name and Password from the last time you downloaded something.

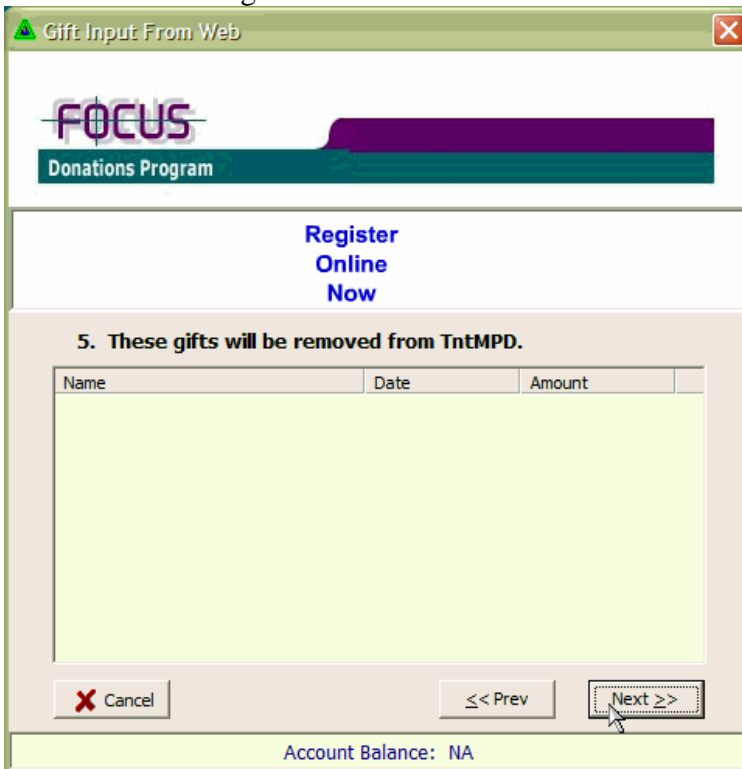


Download gifts from way back in history to today. This will take a minute or so the first time you do this. Be patient!

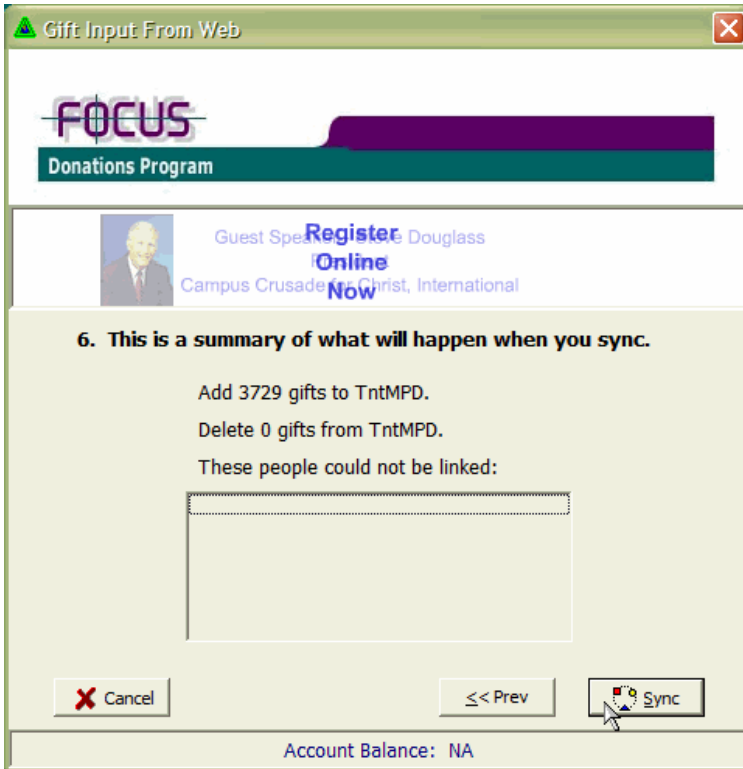




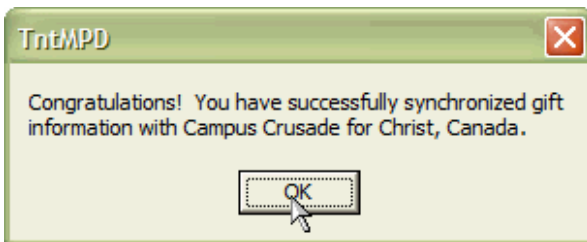
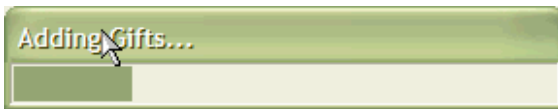
Here's a list of the gifts that have been retrieved.



Just click next...



Wow... if you've been on staff awhile, there have been a lot of donations!

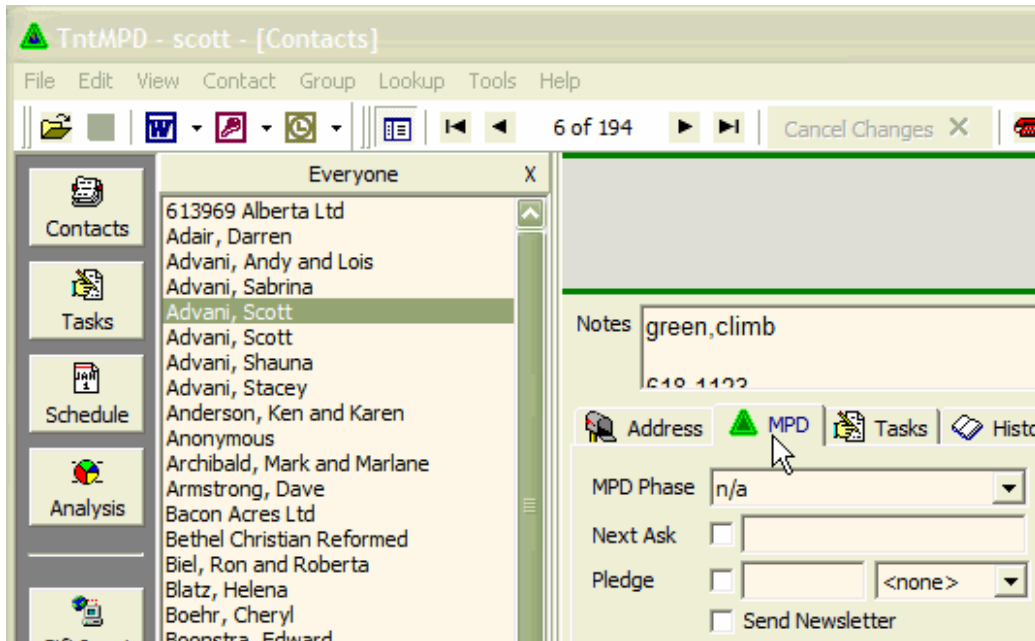


And now you have all your giving history in TntMPD.

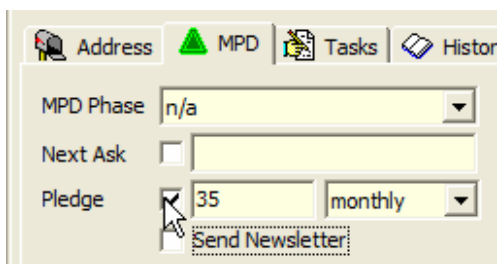
USING TNTMPD

SETTING UP MONTHLY DONATION TRACKING

1) Select the MPD tab on your donor.



2) Check off that this donor has a pledge and fill in the amount and frequency of their giving.



3) You probably want to set their MPD phase to "Ministry Partner—Financial", as well.

Now, this donor will count towards your monthly support goal, and you can track if they have fallen behind in their giving.

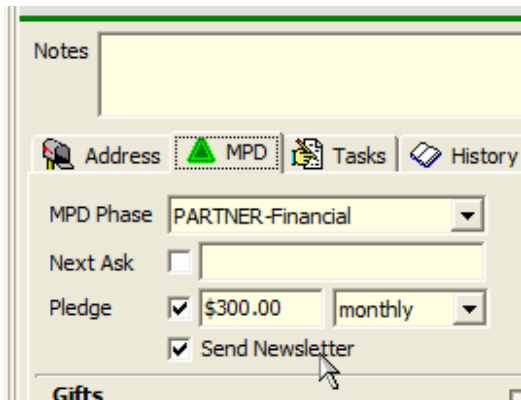
CREATING A FAVORITE LOOKUP

It is really easy to get TntMPD to lookup a group of names. If you have a group of names that you send your prayer letter to, or a group of names that you are planning on contacting, then TntMPD makes it easy to look them up.

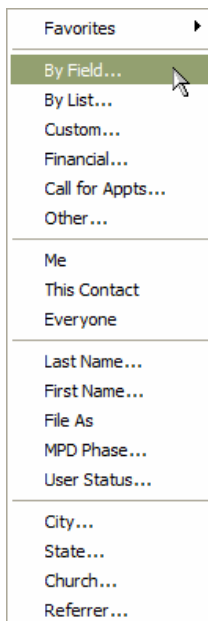
The groups are *dynamic* in TntMPD, which means that if you have a lookup based on those you have checked off the box “Send Newsletter”, then as you check the box off on different names, they are automatically added to the lookup.

In fact, lets create a lookup based on the people you want to send your newsletter to.

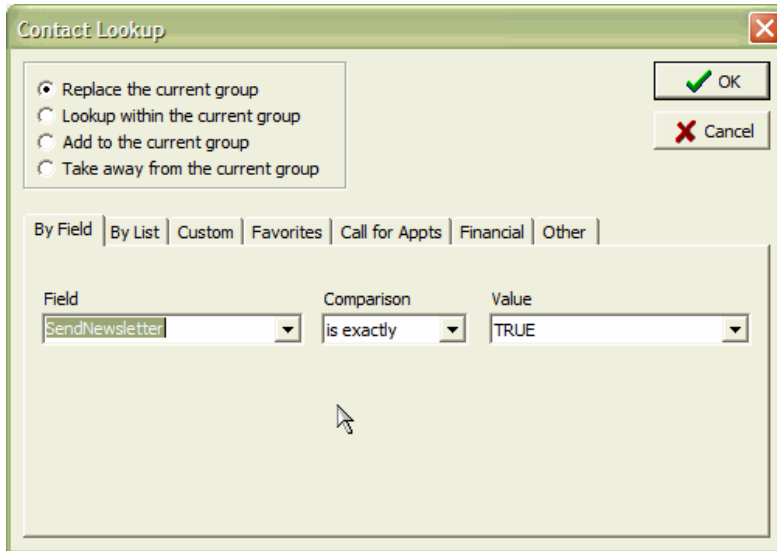
First, check off the “Send Newsletter” tab on those ministry partners you want to have receive your newsletter:



Now, create a lookup by field:

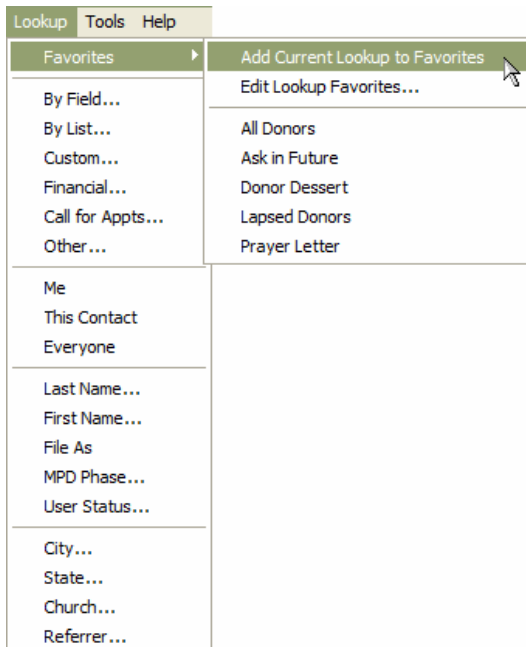


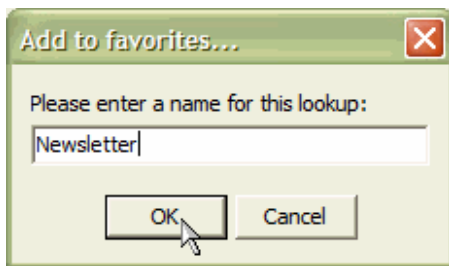
Select the “SendNewsletter” field from the drop down, make sure the Comparison is set to “is exactly” and the Value is set to “TRUE”. Also, make sure you are set to “Replace the current group”.



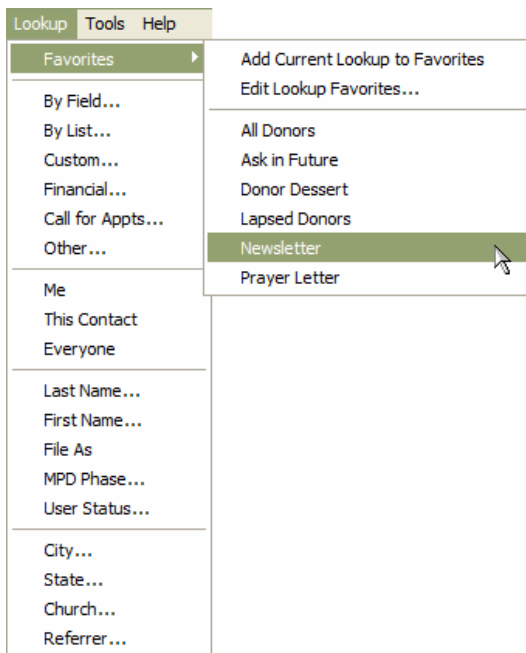
When you click OK, you now have just the list of names where you have set “Send Newsletter” to true.

Now, lets save this lookup:





Now, this new group shows up in the list:



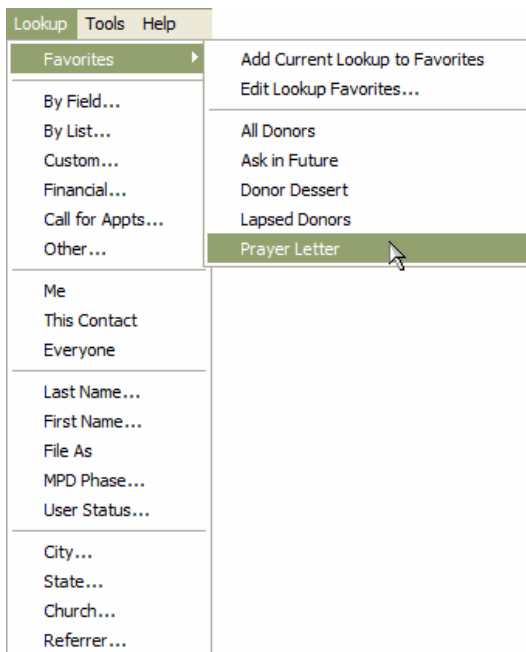
Now, whenever you want to lookup that group, again, you can!

Ideas:

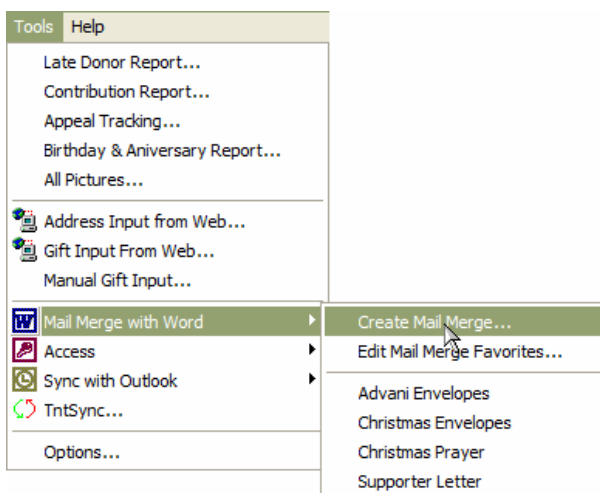
- 1) Create a lookup of the potential donors you are planning asking. Hint: set up some names in the MPD tab with "Ask in Future" set for their MPD Phase.
- 2) Create a lookup of donors who are 30-60 days late in giving.

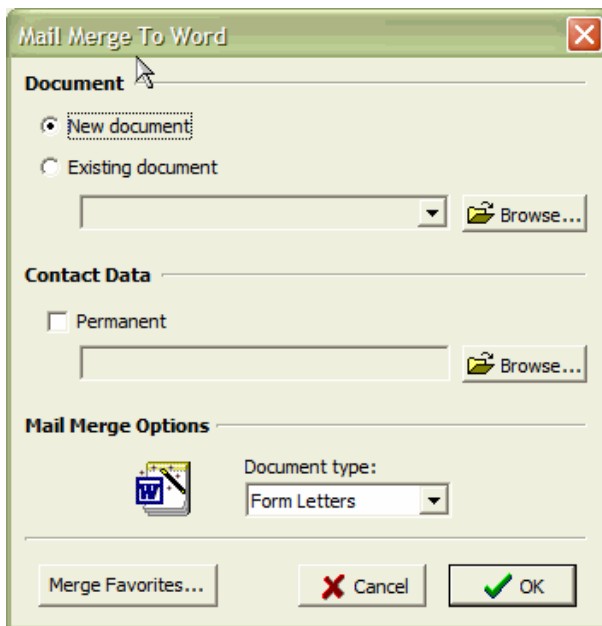
CREATE A MAIL MERGE

First, select your list of names that you want to do the mail merge on



Then, either select one of your existing merges, or create a new mail merge:

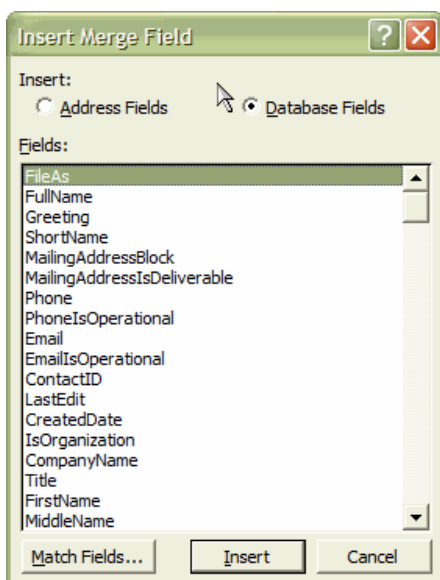




Word will open up, and you will see a new menu bar:



Select some word fields to import:

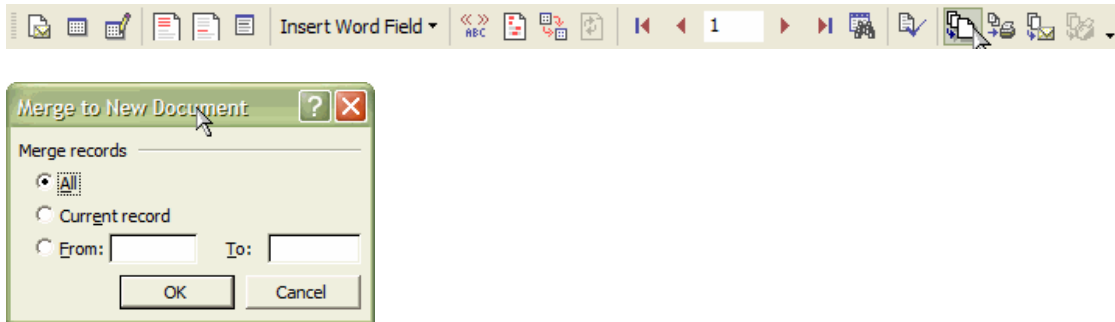


If you're creating envelopes, then the MailingAddressBlock is a good one to use

This is a summary of the kinds of things you might want to do to get started:

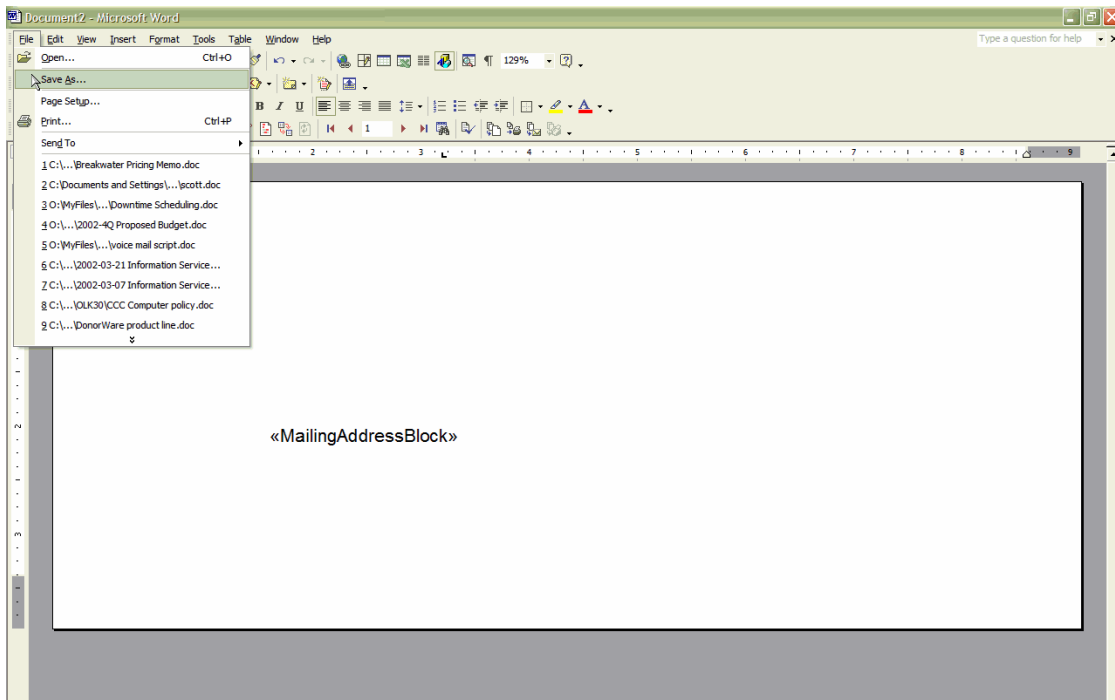
- 1) Envelopes
 - a. Use the MailingAddressBlock field.
- 2) Letter
 - a. Use the Greeting field to personalize the salutation
 - b. Use the MailingAddressBlock field for the block address

When you're ready to see how your merge will look, or to run it, select the item from the Merge Menu bar to "Merge to a New Document":

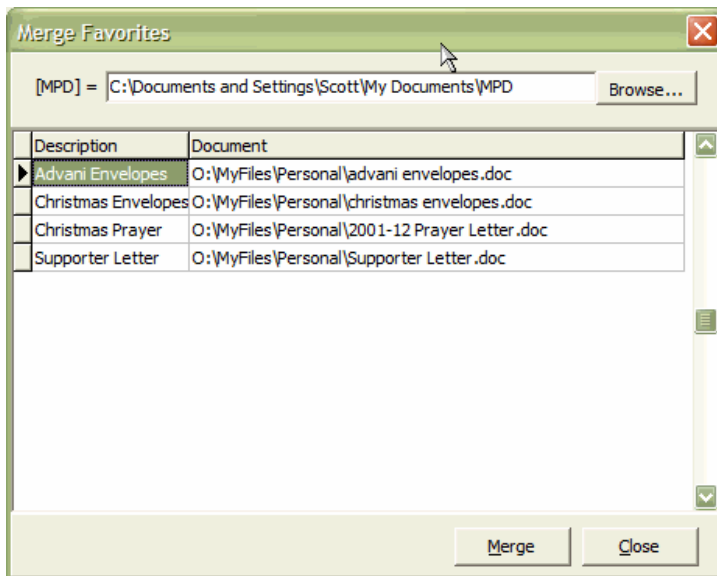
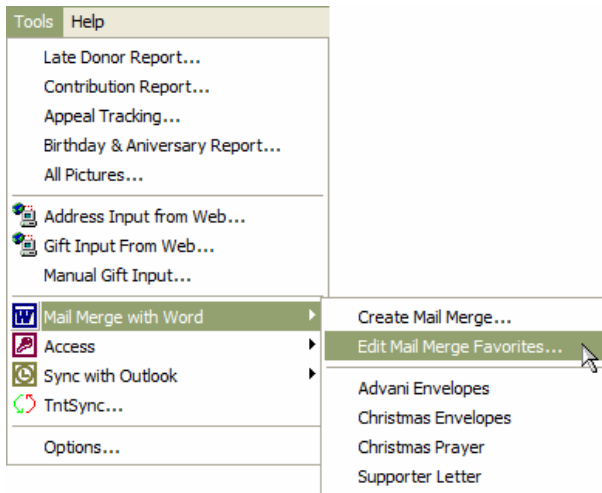


You will see a counter at the bottom of Word that counts off the number of names that have been merged so far. Now, you can look at your merged document and see if you're happy with the way it turned out.

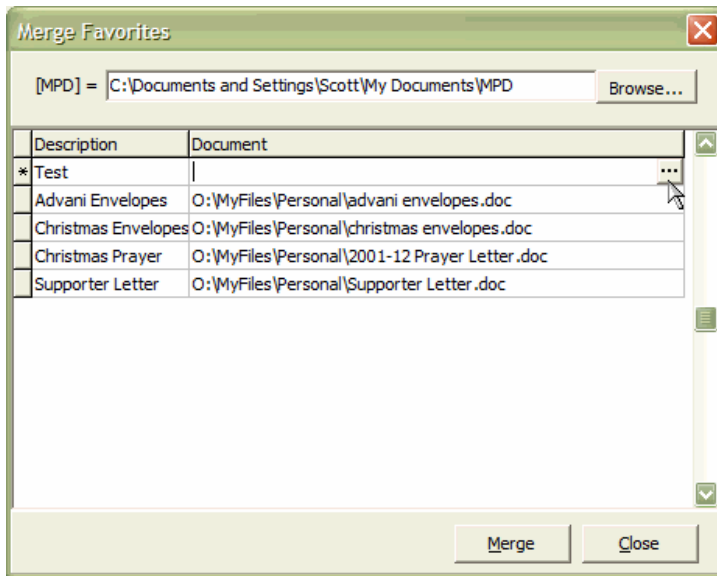
If you're really happy with the way the merge turns out, and you want to save it to it's easy to create the next time, you can save the Merge Document.



Then, in TntMPD, you can add a new link to the Mail Merge with Word menu:



Press the Insert (or Ins) key on your keyboard, type in a description and the path to the Merge document you saved in Word:



You can use the button with the three dots to browse where you saved the file so you don't have to type the entire path.

Now, whenever you want to run off a quick mail merge, you first select your favourite lookup in TntMPD, then select a saved merge. Then, when Word launches, you click on the "Merge to New Document" button, and you're ready to print.

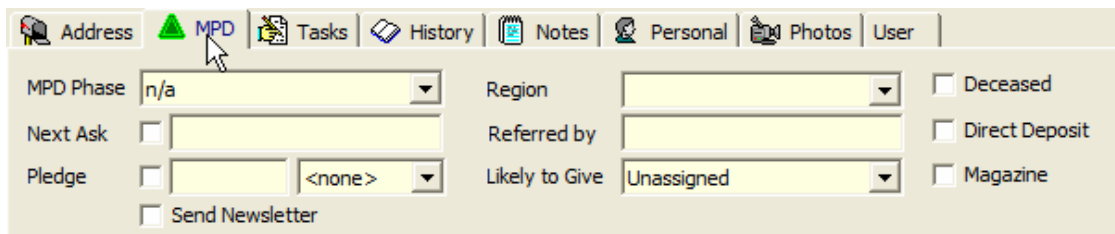
What used to take many hours to prepare can be done in minutes with TntMPD!

UNDERSTANDING MPD

TntMPD is more than simply a donor analysis tool. It's intended to help you in the process of building your support team, and helping you create a plan. Each contact will generally go through a similar process as you work to challenge them to join your support team.

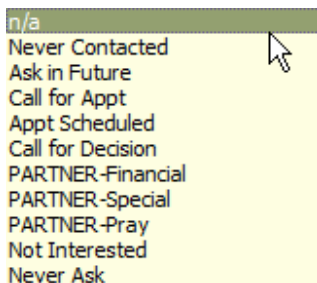
Setting the phases

After you have entered names into TntMPD, you can begin to think about how you're going to plan out your Support-Team Building activity. When you click on the MPD tab, you are presented with a series of choices you can make about this particular contact.



The screenshot shows the TntMPD interface with the MPD tab selected. The MPD Phase dropdown is set to 'n/a'. Other fields include Region, Referred by, Likely to Give (Unassigned), and checkboxes for Deceased, Direct Deposit, Magazine, and Send Newsletter.

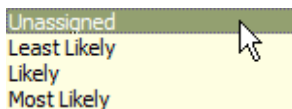
When you select the drop-down for MPD Phase, you have the following choices:



The screenshot shows the MPD Phase dropdown menu with the following options: n/a, Never Contacted, Ask in Future, Call for Appt, Appt Scheduled, Call for Decision, PARTNER-Financial, PARTNER-Special, PARTNER-Pray, Not Interested, and Never Ask.

As you go through your list, you can select which contacts are people you want to ask in the future, and those for whom you are intending to call for an appointment.

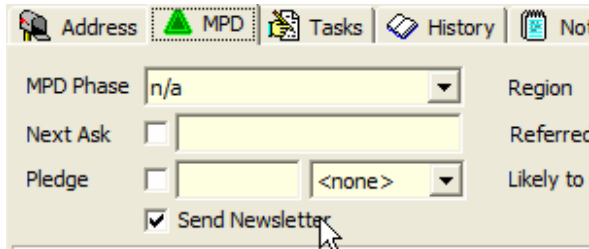
Another interesting drop-down list is the "Likely to Give" field:



The screenshot shows the Likely to Give dropdown menu with the following options: Unassigned, Least Likely, Likely, and Most Likely.

You can use this field to estimate how likely these contacts are to give. This lets you prioritize your STB activity.

The “Send Newsletter” field is useful for marking off who is going to receive your newsletter. Sometimes donors don’t want to receive your newsletter, and often you will want to send your newsletter to non-donors so they can pray for you.



The screenshot shows a software interface with a toolbar at the top containing icons for Address, MPD, Tasks, History, and Notepad. Below the toolbar is a form with several fields:

- MPD Phase:** A dropdown menu with the value "n/a".
- Next Ask:** A checkbox that is unchecked, followed by an empty text input field.
- Pledge:** A checkbox that is unchecked, followed by an empty text input field and a dropdown menu with the value "<none>".
- Send Newsletter:** A checkbox that is checked.

Labels for "Region", "Referred", and "Likely to" are visible on the right side of the form, but their corresponding input fields are not fully visible.

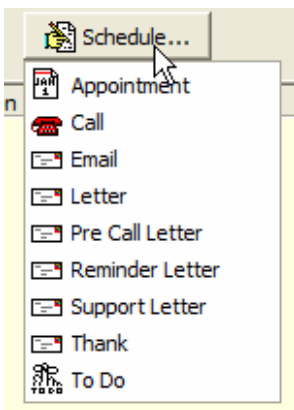
The Region field is useful when you have donors in a given area. For instance, if you were planning a trip to Vancouver, you know that Langley, Vancouver, Burnaby, Coquitlam and a bunch of other cities are close together. So, if you enter a region name of “Vancouver” in all those contacts’ records, then you can easily select those contacts at once and schedule phone calls or send them letters.

DONATIONS

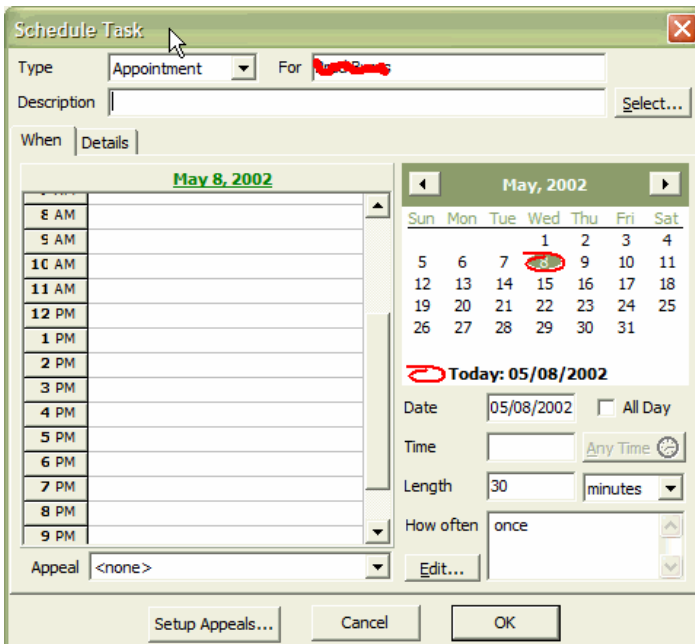
You can use TntMPD to plan which tasks need to be carried out with which members of your ministry partners. The Tasks tab is where you will handle this.



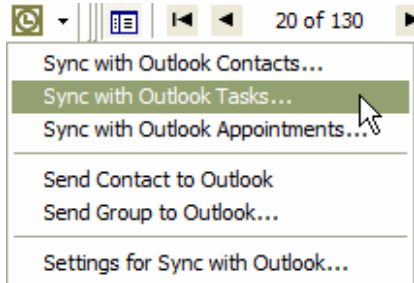
From here you can schedule all sorts of things:



You can schedule appointments or activities with each of your ministry partners.

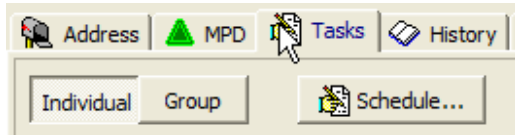


Then, you can export the these to Outlook, and even synchronize them with a PDA.

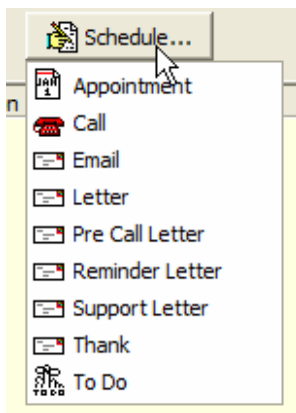


TASKS

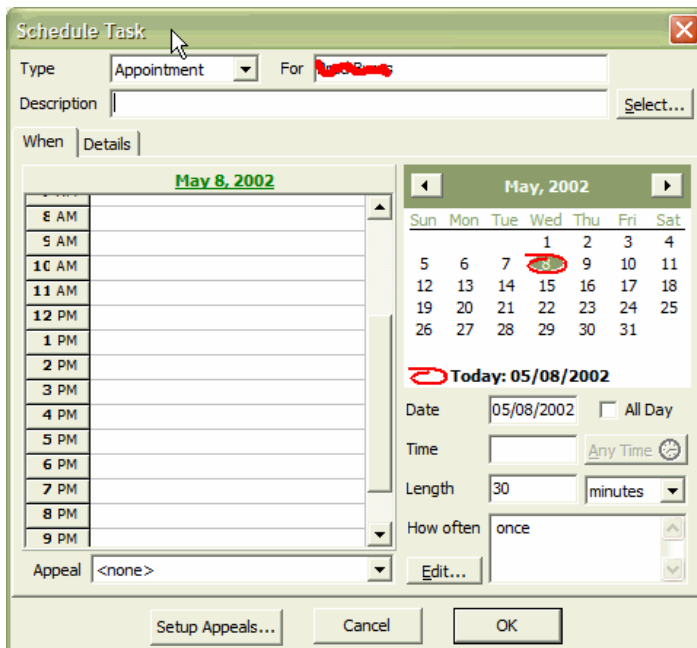
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