## What is TntMPD?

**TntMPD** is a custom relationship manager for missionaries who raise their own financial support. "**MPD**" is an acronym for "**Ministry Partner Development**".

The individuals, churches, and organizations God has raised up to **financially** and **prayerfully** support a missionary's work are an integral part of their effort. It is essential to build and maintain a solid relationship with these generous **ministry partners.**

TntMPD combines a regular contact manager with the valuable financial component of associating gifts with contacts.

TntMPD helps the missionary conquer the administrative side by making it easy—and fun!—to manage the relationships with ministry partners who pray and give generously.

More than 3,500 missionaries from dozens of agencies use TntMPD, and these users fall into three categories:

▲ **Level 1**: **Simple Contact & Financial Manager**. TntMPD is easier to use than almost any other contact manager on the market, and keeping track of gifts is a great feature. Many missionaries have benefited from TntMPD without going beyond this level.

▲ **Level 2: Task Manager.** Tracking tasks—and being able to review your past activity with partners—is made easy with TntMPD.

▲ **Level 3: Exploding TntMPD.** TntMPD is full of creative and clever enhancements that help missionaries excel in their ministry partner development.

## TntMPD features that help a missionary manage their relationships:

### 1. Manage Contact Information
▲ Name, address, phone, email, and internet info.
▲ 3 separate greetings for creating letters and envelopes.
▲ Personal info such as birthdays, anniversary, children, job, and hobbies.
▲ Notes.
▲ Small photos.

### 2. Manage Financial Information
▲ Identify contact by type of giver (regular "financial partner", special partner, prayer only, etc.). This is called "**MPD Phase**" *(see MPD Tab HRG).*
▲ Record pledge amount and frequency.
▲ Record who referred you to this contact.
▲ **Record all gifts.** *TntMPD can do this automatically with some organizations.*

### 3. Record relationship activity
▲ Create **Tasks** (letters, calls, thank yous) to build relationship.
▲ Auto-create tasks based on contact's giving activity (gift automation).
▲ View **History** of completed tasks.

### 4. Analyze Giving
▲ Helpful charts: View 10 types of givers in 14 different ways, for as many months back as you wish.
▲ These tools help you see areas of strength and weakness.
▲ View the results of appeals you have sent using **Appeal Tracking.**
▲ View assorted reports—Contribution summaries, *Late Donor Report*, *Birthday & Anniversary Report*, and use **Lookups** to segment your list.
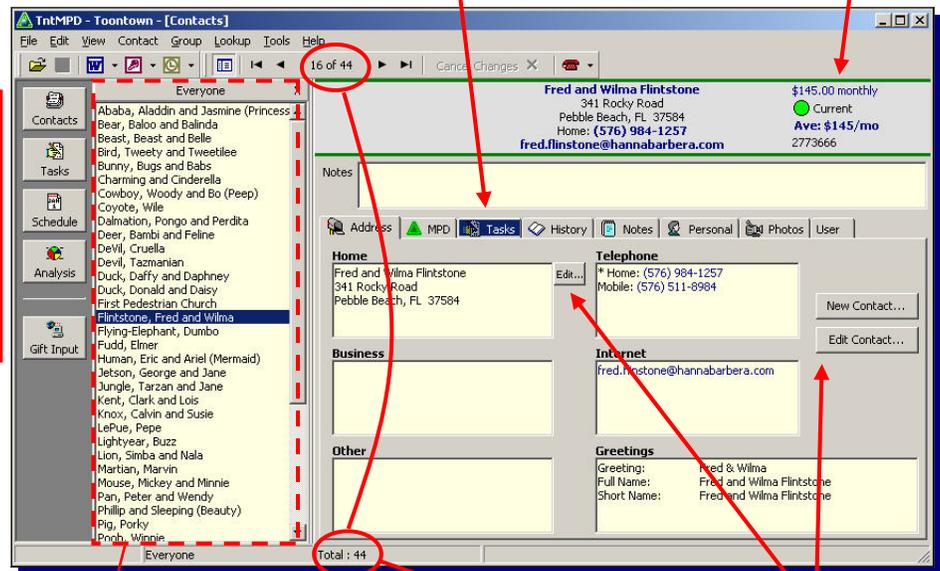
# TntMPD First Impression

**Status Report**
*TntMPD tells you this contact's giving status, such as pledge amount & frequency, average giving, and how current they are (colored dot).*

**Button Bar**
*To access key TntMPD features.*

**Task Tab**
*When this tab is highlighted, that indicates you have a pending task for this contact.*



**Groups**
*Contacts are sorted in Groups, with "Everyone" as the default. You can use **Lookups** to create a group of any kind, such as regular partners, newsletter recipients, people to contact, etc.*

**# of contacts in your database** (bottom number) and in the displayed group (top number). These are equal when the group is "Everyone".

**Edit Contact Information**
*You can modify a contact's personal information by clicking in a box, then pressing **Edit** next to the box, or by clicking the **Edit Contact** button.*

# Four Key Screens in TntMPD

**View status information about this contact.**

**Contact's giving history.**

**Graphical view of contact/group giving.**

**Filter tasks by date, description, or task type.**

**Some tasks automatically created by TntMPD.**

**View the relationship history with this contact—or all contacts in the displayed group.**

**View the status of your financial support, outstanding contacts, and recent activity.**

**Visual displays of your financial support.**

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## Eight things TntMPD does automatically:
*(In parenthesis is the chapter in **Exploding TntMPD** where this concept is discussed.)*

- ▲ Download Gifts. (2)
- ▲ Download Ministry Partner names & addresses. (2) [If your organization supports these two features.]
- ▲ Assigns Tasks based on gifts. (4)
- ▲ Alerts you when an update is available. (7)
- ▲ Alerts you to address mismatches. (3)
- ▲ Strikes out undeliverable addresses. (3)
- ▲ Asks you if you want to change a contact's MPD Phase (partner status). (4)
- ▲ Adds country to mailing address when you are mailing to a country other than the one you are located in (set up in **Tools | Options**). (3)

## Six things TntMPD does NOT do automatically:
- ▲ Alert you when a regular donor is late (*Late Donor Report*, Ch. 5).
- ▲ Alert you when a birthday or anniversary is coming (*Birthday & Anniversary Report*, Ch. 5).
- ▲ Assign gifts to appeals (**Appeal Tracking,** Ch. 5; also see *Using Appeals Reference Guide*).
- ▲ Merge contacts' accounts. (3)
- ▲ Input non-donors (these have to be imported or manually keyed).
- ▲ Determine your partner's pledge. You have to manually enter the pledge for each partner. **Having a pledge for a partner is key to many functions in TntMPD,** such as gift automation (automatic creation of tasks), support calculations, analysis reports, late donor report, and more.

## Getting Started with TntMPD

**1. Download TntMPD from the TntMPD website: www.tntware.com/tntmpd**

**2. Walk through the initial setup steps:**
- ▲ Create your TntMPD database.
- ▲ Enter your personal information. You do not need to enter your address and phone.

**3. Load your contacts (several different ways)**
- ▲ If you can connect with your organization's donor database, you can download all of your donors and their gifts.
- ▲ If you have an existing database, you can save that as a text file and load it into TntMPD (see *Import Contacts Reference Guide*).
- ▲ You can import contacts from Outlook.
- ▲ You can manually enter contacts.

**4. Assign MPD information to your contacts.**
- ▲ Each contact in your database needs, at a minimum, an MPD Phase. If they are a financial partner (regular donor), then you need to enter their pledge amount and frequency.

**5. Enter gifts.**
- ▲ You can download gifts from your organization, enter them on a chart using **Tools | Manual Gift Input**, or enter them individually for each contact.

**6. Use the Tasks & History (and other features).**
- ▲ This is where TntMPD really shines. Use the various features of TntMPD to build stronger relationships with your ministry partners.