



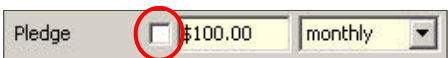
Tips and Advice for using TntMPD to help you raise your funds. Some tips are technical tips for using the software; other tips are “advice” for being more effective personally.

Managing Contacts

- 1. Find a contact quickly.** On the Contact View, just click anywhere in your list of contacts and start typing the last name; TntMPD will automatically take you to that contact.
- 2. Send an email newsletter?** Use one of the “User” fields as a place for an email code.
- 3. Time zone issues?** Use one of the “User” fields for time zone so you don’t call someone at an inopportune time.
- 4. Sync your TntMPD database with Outlook?** The **Category** box on the User Tab synchronizes with Outlook Categories.
- 5. Marrying a missionary?** Use TntSync to combine two TntMPD databases. This will combine all contacts, giving, and history into one database. However, it will not combine history for any contact who already support both of you. (TntMPD would create two contacts with separate history).
- 6. Have a donor with two separate accounts?** For example, they give from both a personal account and a business account. You can merge those accounts in the **Contacts | View Org Info** box, by right-clicking on their account #.



- 7. Don't get lost!** As soon as you set up an appointment with a contact, make a map to their house using MapQuest or Google-Maps. Copy that map to a Word document, and save it in a special folder just for maps (*Tip: Keep that folder in the same place as your TntMPD file*). On the Word document, put their name and address and any verbal directions they may have given you. Eventually you'll have a big set of maps that you can access easily on future appointments.
- 8. Modify gift amounts.** On the MPD tab, in the **Gifts** box, you can right-click to edit, add, or delete a gift. If you want to edit a gift, you can also just double-click on it.
- 9. First gift or pledge change.** If a financial partner changes their pledge amount, uncheck the **Pledge** box on the MPD tab; TntMPD will then alert you with a thank you task when the first gift arrives. Send a special thank you.



- 10. Use the Notes section** to keep short but very important information, such as: best time to call, prayer concerns, etc. Then when you click on that contact, you will always see that information in the Notes window at the top of your screen.

Lookups

- 1. Lookup list.** Have a unique lookup where you need to hand-pick the contacts? Use other lookups to get the group as narrow as you can, then use **Lookup | By List** to check the ones you want. You might use this when you want to send a letter to a portion of your MPD team that you cannot sort any other way.
- 2. Confused by custom lookups?** Try saving a similar one as a favorite, then select **Edit Lookup Favorites** to see the coding TntMPD wrote for the lookup.

Appeals

- 1. Alphabetical order.** Date appeals by year and month and/or use a letter code for each year; this keeps them grouped together by year.
- 2. Track the history of your monthly support.** Keep track of each year's changes in monthly support by using an appeal for that year: “2005 Pledge Changes”. Then each time a partner changes their pledge, log the history of that and select the pledge change appeal. At the end of the year, rename the appeal with the total: “2005 Pledge Changes: \$450 net increase.”

Tasks & History

- 1. Descriptions.** Write GOOD descriptions—you'll appreciate it later.
- 2. Unsuccessful call?** Record why in the description (e.g., BUSY, NOT HOME, WRONG #, etc.). If it's a wrong #, it may be helpful to record both the correct # and the wrong # in the descr. for future reference.
- 3. Save time reviewing history.** Put an asterisk at the beginning of a description to indicate you have written a note on that history item. This will save you time later by letting you know which completed tasks have detailed comments.
- 4. Who did that task?** If both you and your spouse work on tasks, put his/her name or initials in brackets at the beginning of a description.
- 5. Avoid embarrassing moments.** When you call a partner who is married, record which spouse you talked to by putting their name/initials in parenthesis at the end of the description. Then you won't say, “Hey, when I talked to you last time...” when you actually didn't.
- 6. Non-financial gifts.** Record non-financial gifts such as wedding and baby gifts in your history log.
- 7. Casual contact vs. appointment.** Visiting your home church and bump into one of your partners? Record it as an appoint-

ment, and in the description write “CASUAL CONTACT-Bumped into at church.”

- 8. Put first things first.** When considering which tasks to do at this moment, don't ask, “Which one is easiest?” Instead ask, “Which one will yield the best results for my support long-term?” Do that one first.
- 9. Don't rely on your memory!** Record ALL of your tasks and history.
- 10. Write it and forget it.** Schedule tasks and record history for yourself (your “Me” contact). For example, create a task for when you need to start writing your next appeal. Also, each time you send a newsletter or appeal, log a history event to record the date/topic. Then you will have an easily accessible record of your newsletters.
- 11. Modify descriptions.** If you want to modify the description of a task before you check the box that you have completed it, double-click anywhere on the task except the check box to open and modify the task.

Mail Merge

- 1. Appointment helper.** Create a mail merge favorite for individual appointments, then print the contact's address, phone, and directions before going on the appointment.
- 2. Publisher.** To merge with Publisher, export your contacts to a text file.

General Advice

- 1. Navigation.** When working with a list, use SHIFT+CLICK and CTRL+CLICK to (respectively) select blocks or multiple, individual items in a list. (This works in all Windows programs.)
- 2. Consistency.** Have a set time in your schedule each week to send thank yous.
- 3. www.tntware.com/tntmpd** Check out the TntMPD website, such as FAQs and the user guide, *Exploding TntMPD*.
- 4. Married?** You may feel more comfortable using TntMPD than your spouse. Find her or his strengths and work with them; for example, if your spouse likes to write thank yous, export your thank you tasks to Excel, then print the list and the addresses for your spouse.
- 5. Backup your files!** Copy your TntMPD file to a flash drive or CD every time you spend significant work time on it. Your TntMPD file contains irreplaceable information--protect it. **Backup often.**
- 6. Read *Funding Your Ministry*** by Scott Morton (available from Dawson Media). This is an excellent book for improving your skills in the tasks of MPD. Then use TntMPD to help you do those tasks efficiently and effectively.
- 7. Work alongside someone else** for accountability and encouragement.

If you have found TntMPD helpful, consider making a financial gift to support the development of TntWare by visiting www.tntware.com/ministry