

# MissionInsite SupportNet Guide

## • Where Do I Find Resources Referenced In The SupportNet Guide?

- All of the resources referenced in this guide are found when you mouse over “Help” located on the upper left of the map screen.
- All support videos are found by clicking on the “Support Videos” menu choice. Documents are found by clicking on the “Documents” menu choice.
- The “How To” menu choice provides additional assistance with system function.



## • What Can I Do On The MI System?

- Create a Predefined Report Using the Report Wizard or Map Tools
- Create Custom Reports With Individual Selected Variables
- Create, Save and Print Thematic Maps
- Plot Your Congregants (Members, Visitors, New Movers etc.) to Analyze Current and Future Ministries
- Use Opportunity Scan to Locate New Mission Potential
- View All Churches In Your Study Area Using Google Maps
- Use “Right Click” On Your Mouse For Enhanced System Options
- Use “Travel Polygons” to Determine Drive Time/Walk Time From an Address or Map Point

## • Register as a User on the MI System

- Resources
  - Your “**How to Register**” instructional document available from your regional agency.
  - “**Client User Registration Process**” .pdf document located on the local church registration page on the MissionInsite website. (Select “More Info” on Step Two for the document)

## • Logging In

- Resources
  - **Welcome Screen** on Your Study Area Map Page
  - **Starting Point.pdf** (A Step by Step Local Church User Guide to “Mission Discovery”)
    - **Support Videos** Support videos are located on the “Help” menu located on the navigation bar on the upper left of your study area map screen. Suggested Videos are: (1) Getting Started (2) Basic Navigation

## • Creating A Predefined Report For Any Geography

(QuickInsite, ExecutiveInsite, FullInsite or Impressions)

- Resources
  - **Report Wizard** (For Fast Generation of Information) The Report Wizard is available as a menu choice on the Welcome Screen or on the “Tools” menu located on the navigation bar on the upper left of your study area map screen.
  - **Map Tools** Predefined Reports may be created using the “Shapes” menu choice from Map Tools. Create any geography and select “Predefined Reports” from the resulting “Info” box on your map screen. Look under GIS Reports to select “Predefined Reports.”

## • Creating A Custom Report For Any Geography

- Resources
  - “**Info**” Box – “**Build Report**” After selecting or creating any geography from the “Shapes” menu of Map Tools an “Info” box appears on the map screen. Selecting “Build Report” under GIS Reports allows for more than 76 individual demographic selections such as, preschool children, single parent families, racial ethnic groups and MOSAIC and ViewPoint behavioral variables.

## • Locating Mission Opportunity – Opportunity Scan

- Resources
  - **How To Use Opportunity Scan** (For regional and local church ministry opportunity analysis) If Opportunity Scan does not appear in the "Info" Box when you select a geography, contact your Agency Administrator to add this feature.

## • Creating A Theme Map

- Resources
  - **Support Videos** Support videos are located on the “Help” menu located on the navigation bar on the upper left of your study area map screen. Suggested Videos are:
    - Creating and Printing Theme Maps
  - **“How To” Menu** the “How To” menu is available on the “Help” menu location on the navigation bar on the upper left of your study area map screen. Select the “Theme Maps” category for assistance.

## • Plotting Your Congregants – Client Info

- Resources
  - **Support Videos** Support videos are located on the “Help” menu located on the navigation bar on the upper left of your study area map screen. Suggested Videos are:
    - Congregant Plot Part 1 – Preparing and Uploading Congregant Files
    - Congregant Plot Part 2 – Applications
  - **Maximizing The Use Of Congregant Plot.pdf** (Congregant Plot Instructions and Suggested Regional and Local Church Applications)
  - **Client Info** – Located on the “Build Report” menu (Create lists for congregant MOSAIC profile, distance to church, member status and member by means)

## • Understanding Your MI Reports

- Resources
  - **MI Demographic Reference Guide.pdf**
  - **MOSAIC USA Group – Segment Descriptions by Experian** (MOSAIC Household Lifestyle Segment and Group Descriptions)

## • Local Church Workshop/Discovery Tools

- Resources
  - **ExecutiveInsite Worksheet.pdf** (Use with ExecutiveInsite to Locate Ministry Opportunities in Your Study Area)
  - **Starting Point.pdf** (A Step by Step Local Church User Guide to “Mission Discovery”)

## • Application of MI System Tools and Reports

- Resources
  - **Mission Impact Guide V2.0.pdf** (Use with MOSAIC Segments for Ministry Suggestions For Worship, Small Groups, Education, Leadership, Hospitality and Outreach, Property and Technology, Stewardship/Financial Management and Communication)
  - **Maximizing the Use Of Congregant Plot.pdf** (Regional and Local Church Applications for Congregant Plot)

## • View All Churches In Your Community – Google Maps

- Resources
  - **Google Maps** – Click on “Google Maps” logo located on the lower left of your study area map screen. A new “Google Maps” window will open. Type the word “church” in the search box. Community churches will appear on the map.



## • Optional Services

- Resources (Available in Local Church section of MI Home Page)
  - **Church Life Survey – FREE ANALYSIS** of your current church life and mission growth objectives
  - **ARDA – FREE** Religious Affiliation Preferences located on the Local Church Resource page
  - **FastStone Capture – FREE** PC screen capture tool. Screen capture tools are already present on MAC systems and in Windows 7
  - **Accelerate Your Church** – For purchase and download. 6 Week Church Mission Planning Tool
  - **Mailing Lists** – For Purchase and download. **New movers** and **targeted direct mail lists**.