GOSPEL HARVEST
Quick Reference Guide

Registration

Software can be downloaded from www.GospelHarvest.org. Program registration is optional if you don't have Internet access. Online registration will give you access to program updates and notices when there is additional improvements. Follow the instructions on the screen.

Set Up a New Seminar

The first time you use Gospel Harvest the Seminar Maintenance screen will appear after you finish registering. To add a new Seminar, click on File, Seminar Maintenance, and then the **(+)** sign to add a new seminar. (Or the keyboard shortcut Ctrl A.) You can also load a seminar if you've saved it somewhere by selecting File, Load A Seminar from the Seminar Maintenance module. Check the program Help for up-to-date information.

Settings Tab

Tab between fields for easy flow control.

1. Enter the name of the Seminar
2. Enter the number of meetings
3. Enter the starting date
4. Enter the ending date
5. Determine all your advertising sources, make changes if necessary
6. Determine which decisions will be asked for during the meetings

Dates Tab

7. Enter the date for each meeting

Titles Tab

8. Enter the title for each meeting

Lessons Tab

9. Enter the lesson number and title for each meeting night if lessons are used. If lessons are not used, they will not appear for tracking and in the reports.

Attendance Tab

10. Nothing to do here until the meetings start. Enter the total head count for each meeting.

SDA Count Tab

11. Nothing to do here until the meetings start. These counts are to be used if the data entry does not include any SDAs attending the meetings. Values entered here will override counts from the attendance database.

Information Tab

12. Enter the seminar location name and address
13. Enter the local pastor's information
14. Enter hall information if appropriate
15. If seminar is to be linked with pre-work seminar information, double click on the field to select the associated prework seminar.
16. Click on Create tables (only available for a new seminar)
17. Click on the Exit sign (little open door) in the tool bar window
18. The Seminar Attendance module will be displayed

If you seem to have lost your Seminar, go up to "Search" on the top line, click on "Find" and then click on your Seminar.

Group Maintenance

All teams that will be defined must be a member of a Group. To access Group Maintenance click on File, Group Maintenance.

1. Click on the **(+)** sign to add a group
2. Enter a group name. Note: It is generally best to use your church name(s)
3. Click on the Exit sign (little open door)

Team Maintenance

Teams are created for each defined group. Each defined Group should also have one or more Teams assigned to it. To access Team Maintenance click on File, Team Maintenance.

1. Click on the **(+)** sign to add a team
2. Enter a team name. Note: Use your team name or territory number
3. Enter zip codes assigned for that territory (optional for auto team assignments later)
4. Click on the Exit sign (little open door)

Team Reports

Team Maintenance has several reports available that can be accessed from File, Team Reports:

- Attendance Distribution by Zip Code Chart
- Team Member Listing
- Attendance not Assigned to Teams by Zip Code
- Attendance Assignment by Zip Code and Address

Zip Code Maintenance

The zip code table is populated when the first time a zip code is used. Both the Quick Data Entry and the Seminar Attendance screens will create an entry when a zip code is entered. If the zip code is not found in the table, an entry will be added automatically based on the content of the new zip code and associated city and state. To speed up data entry the table can be populated manually by using the Zip Code Maintenance module. This helps to keep city names consistent.

Religion List

This is the default list of denominations that your attendees may be affiliated with. This list is what is found in the Religion drop box selection. Changes to an entry will be reflected in the attendance data.

Security Access

Security Access setup is optional and only helpful if you will have several team members working with attendee data assigned to them. Team members can have access only to the attendees assigned to them this way. This allows many people to work with the program and meeting coordinator to manage the contact follow up for a large meeting series or a few teams in a small meeting.

1. Click on File, click on Security Access
2. Check the box "Activate Security Access"
3. Do not check "Allow Team Members to be assigned to attendees they enter" unless team members will be entering their own contacts. This option will automatically assign the new contact entered to the team member.
4. Click on the **(+)** sign to add Team Members
5. Make up a "Login name"
6. Create a password
7. Type in the full name
8. Choose level of security assess to the program
9. Repeat for each team member
10. Click on the Exit sign
11. Click on File, Team Maintenance
12. In the lower half of the screen, click Add Member
13. Create a team name if there are two or more members in a team
14. Choose a team member for that particular team
15. Add another team if you wish to using the **(+)** sign
16. Add team members to that team using the "Add Member" button (make sure the right team is highlighted in the upper half of the screen)

Data Entry

Attendance Tab

Information should be entered using upper and lower case characters. Data entered will be used on reports and mailing labels. Upper and lower case has a nicer appearance than if everything is all upper case characters. See Quick Data entry if you have several entries to be entered at one time for optimized data entry speed.

1. Enter login name and password to get into the program (if security levels are set)
2. You may need to click on Search, Select Seminar to get the right Seminar (if you have more than one in your database)
3. Once you see the screen with “Attendance” you may begin entering names
4. Click on the **(+)** sign to add a new attendee
5. Enter a ticket number (If the seminar does not use ticket numbers, assign them starting with 1.)
6. Enter information on the person (especially whether or not an SDA – you may even want to simply exclude all SDAs in the data entry and keep their registration cards in case you need them later)
7. Make sure you check the meeting night they have attended!
8. If you know who this name will be assigned to then you can simply assign the person’s name to a team by clicking on Options, Assign Team (or Reassign Team and double clicking on the team you want to follow up on that name).

Follow Up Tab

9. Add birthday, etc if known
10. Lesson Completed for Meeting Number will be used if you are conducting a Bible school during the seminar

Notes Tab

11. Add notes under notes tab (Suggested format: Enter the date, - Notes content. Each entry is to be entered at the top. The follow up reports will show the top most entry there.)
12. Click on the **(+)** sign to add a new name, otherwise
13. Click on the Exit sign to exit the program.

Quick Entry (CTRL Q)

If no decisions are being entered at this time, you can use the quick entry form by clicking on File, Quick Entry. This is an abbreviated form optimized for fast entry of the first few nights attendance data.

After the first night, all you need to enter is the ticket number and meeting number and the program will automatically find the record to record the attendance. Use of a barcode scanner to enter the numbers is best here. If you are entering new names, tab through the fields entering all that applies. Entry is optimized for rapid keyboard data entry, so ignore the mouse!

Reports

Reports are grouped by type. For a complete description of the reports you can select the Help menu and select Help Index. Select the report type from the column on the left and a complete description of each report for that type will be displayed on the right.

If you have entered SDAs into your Seminar you can exclude them by clicking on Options, SDA Members, Exclude. Make sure to check the Exclude box before you exit. That way, any reports that you run will not include SDA members.

Attendance Reports

- Registered Attendance Master List
- Attendance Listing with Address (Landscape)
- Absentee Attendance Report Selectable by Nights
- Absentee Labels by Nights Missed (Avery 5160)
- Attendance Mailing Labels (Avery 5160)
- Seminar Location Labels (Avery 5160)
- Call List by Nights Missed

Follow-Up Reports

- Team Follow up Forms
- Telephone Contact Listing by Team
- Follow Up Short Form
- Attendance Decisions Report
- Lessons Completed

Statistical Reports

- Seminar Attendance Totals
- Church Denominations of Attendance Chart
- Age Distribution of Attendance Chart
- Advertising Results Chart
- Seminar Attendance Chart
- Decision Results Chart

Help Menu

The Help menu has detailed descriptions for each module of Gospel Harvest. To select the Help menu click on Help then Help Index.