

# How to Register

## 1. Open Your Browser

Navigate to: [MissionInsite.com](http://MissionInsite.com). Mouse over the Client Center button on the home page. Select Registration. On the new Registration Information page click **REGISTER**.

Enter Your Unique AGENCY ACCOUNT ID #:

## 2. Begin the Registration Process

- Select your city and your church.
- Complete boxes creating your unique User Name and Password
- Review terms, check the Accept Terms box and click Register. You will receive an e-mail to verify your registration which contains your Activation Code from MissionInsite. Check your Spam/Junk box if the e-mail does not appear in your Inbox.
- Complete Registration as instructed in e-mail. For more help, click Support on the Contact Us tab or use LIVE CHAT.
- When you verify your e-mail you will be logged into your study. For future logins click the Login Tab on the MissionInsite Home Page.
- Do not make multiple attempts at registration. If a problem occurs, please contact us for support.
- Only one user name and password per user. For users with multiple agency relationships, please contact your agency administrator or MissionInsite to add additional agencies to your login.

## 3. Welcome Screen



The Welcome Screen provides a basic introduction to essential tools to gain full value of PeopleView™ System functions and resources for your congregation. Resources are organized in CoreView, CommunityView and FusionView. Click each button to view these key resources.

## 4. Introducing CoreView, CommunityView and FusionView.

### CoreView

#### Who are We?

CoreView begins with People Plot. People Plot provides insight, **organizational identity** and reach of your congregation — **these are your core assets.**

### CommunityView

#### Who is our Neighbor?

CommunityView informs you about your **mission field diversity.**

### FusionView

#### How do we Engage Our Community?

FusionView employs discoveries and learnings from CoreView and CommunityView to assist in development of **strategic solutions** for mission and ministry.

## 5. Essential Support Resources

(Mouse Over the Help Tab on the Upper Left of the Map Screen)

Contains Videos, Documents and How To Information Including Live Chat. Review each tab to discover the wealth of material available to assist you in your use of the PeopleView System. Resources Include: **The Mosaic Household Portraits**

- o **Mosaic USA Group Segment Descriptions by Experian** (71 Individual Segments & 19 Groups)
- o **Mission Impact Mosaic Application Guide by Bandy** (Practical ministry application suggestions for each Mosaic segment: Leadership, Hospitality, Worship, Education, Small Groups, Outreach, Property and Technology, Stewardship/Financial Management and Communication)

## 6. Quick CommunityView Reports - Select Report Wizard

Mouse Over the Tools Tab (Top Left of Web Page)

The Report Wizard will assist users in rapid and easy creation & customization, for all geographies, of QuickInsite™, ExecutiveInsite™, FullInsite™, Impressions™ or Quad™ Reports.

## 7. Explore the Map Tools

All PeopleView™ System functions are selected from Map Tools. All reports are based upon geographic shapes. Shapes are created by selecting options in the Shapes tab. Create your first shape and access information with one of the Predefined Reports or Build Report. Build A Report is ideal for accessing data to answer specific questions such as "How many people live within a 20 minute walk of our location?"

Note: All Map Tools functions are described in the Basic Site Orientation on the Welcome Screen.