

Follow Up Manual

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Signing Up

- Go to www.americaawakening.com/churchsignup.php , fill in all the blank fields on the form with your information and click “Submit” at the bottom of the screen when you are finished. Your account will have to be activated. This normally only takes about 24 hours.

Logging into the System

- Once you have filled out the form and your account has been activated, go to www.americaawakening.com. A login page will come up. Enter the login and password you created for yourself when you originally filled out the form and click “Submit.”
- If this has been done correctly, the home screen for your account on americaawakening.com will appear (if this does not work, try retyping your login and password. If you are sure your login and password are correct and it still does not work, contact t|z|m).

Creating Email Templates

- Go to www.tommiezito.com/evangelism and download the “First Time Salvation” and “Rededication” email templates using the links.
- Go to www.americaawakening.com and login using the login and password you created. Once on the home screen put your mouse over the “Follow Up Templates”

button in the middle of the toolbar on the top of the screen. This will reveal a drop down list. Click “Add New Template.”

- Enter what you would like the name of the template to be in the “Template Name” box (i.e. First Time Salvation or Rededication). Then enter the subject of the email in the “Template Subject” box (i.e. God has an Awesome plan for your life or Back to God). Now copy and paste the email templates you downloaded one at a time into the large, blank box below the toolbar. Once the text is there, go in and edit it, putting in your churches information where it tells you to. Once this is done, click “Submit.”
- You can create your own templates by following the instructions and using the toolbar on the “Add New Template” page.
- Email Templates can be edited or deleted at any time by going to the “Manage Templates” page located under the “Follow Up Templates” drop down list. Use the Blue, Highlighted buttons on the right hand side of the screen to edit and delete each template.

Creating a Street Evangelist

- Once you have logged in and are on the Home page, move the mouse over the “Street Evangelist” button on the toolbar in the upper left hand corner of the screen. This will reveal a drop down list. Click on “Add Street Evangelist.”
- Once on the “Add Street Evangelist” page fill in the proper information in all the blank fields for the person that you are creating an account for and click “Submit.”

- **The “Account Type Field.”**

There are several different account types you can set a street evangelist up with. Use the explanation of these account type’s privileges and restrictions to select the type that is suitable for the person you are filling out the form for.

1. Data Administrator.

This person has access to all of the information in the system (for that individual church). They can view and edit any of the information at any time. They can also export information. This type of account should be created only for the pastor and follow up director, etc.

2. Data Supervisor.

This account type has all the privileges of the Data Administrator, but with a few restrictions. They cannot edit the main profile, add or delete any street evangelists, or export any information. Basically they can view all existing info, add and edit all converts. This type of account works best for a main group of volunteers that will be regularly doing data entry for the system.

3. Street Evangelist.

A street evangelist strictly has access only to the converts that they, themselves have entered into the system under their personal login. They cannot view, edit, add or delete anything else. They also cannot export any information. This type of account is for the congregation members that have come to the outreaches and filled out one of the street evangelist forms.

○ **Selecting the “Check Box” Options.**

There are several options that you can choose to apply or ignore by checking the boxes in the bottom right hand corner of this screen.

1. Enable with Skype.

If you are familiar with Skype and have it downloaded to your computer, check this box. This will enable you to easily make phone calls, right from the system when you get to the “Phone Follow Up” portion of the system.

2. Return Email Address is Church.

Checking this box will make all outgoing and incoming emails be from and to a singular email address of your choice, instead of the street evangelist’s personal email.

Editing a Street Evangelist

- A street evangelist can be edited or deleted at any time. Simply put the mouse over the “Street Evangelist” button once more, and this time click “View All Street Evangelists.” Use the filters located at the top of the screen to filter through all the Street Evangelists. Use the Blue Highlighted buttons on the right side of the screen to edit or delete Street Evangelists.

Adding a New Convert

- On any of the screens, go to the second button on the upper left hand of the toolbar. This is the “My Converts” button. Put your mouse over it to reveal the drop down list and click “Add New Convert.”
- Once on the “Add New Convert” page fill out the proper information, in all the blank fields using the Commitment Card for that convert and click “Submit.”
- If you have an email address for the current convert you are entering; after you enter their information, select an email template from the drop down box in the upper left hand corner of the screen. Once you have selected the desired email template, then click “Submit.”
 - **Where Saved or Contact Location Box.**

In this box you enter where the convert was prayed with (i.e. at Starbucks). This information should be found on the bottom of the convert’s commitment card. Whatever you put in this box will automatically be entered into the middle of a sentence in the email template that is sent to them. Therefore,

always begin with a preposition in order for the sentence to be grammatically correct.

- **Street Evangelist Name Drop Box.**

The last thing to do when entering a new convert is selecting a Street Evangelist's name. This box is located in the bottom right hand corner of the screen. Before you click submit, make sure to pull down the list and select the correct Street Evangelist's name. Whatever name you select is how the email that is sent to that convert will be signed and how you will be able to keep track of which converts were entered/prayed for by which Street Evangelist. This is important to keep the personal touch between the congregation member and the person prayed for on the streets.

Editing a Convert

- A Convert can be edited or deleted at any time, just like a Street Evangelist. Simply put the mouse over the "My Converts" button once more, and this time click "View All Converts." Use the filters located at the top of the screen to filter through all the converts. This will aid you in many different tasks. Use the Blue Highlighted buttons on the right side of the screen to edit or delete converts.

Exporting Information

- At the bottom of the "View All Converts" page there is an "Export" button. Click it. This will bring up a page where you can select the desired convert information that you would like to be exported into an Excel Spreadsheet. Check the boxes next to the desired information and, once again click "Export." A prompt will come up on your computer screen. Select your program of choice and "Save File." Then click "Ok." Once this is done, a CSV file with all the information you selected will be downloaded to your computer.

Doing Phone Follow Up

- While on the "View all Converts" Screen you will see, on the right hand side a Blue Highlighted button that says "Do Phone Follow Up" for each individual convert. Click on this button and another, smaller window will appear. If you clicked the "Enable with Skype" button when creating the Street Evangelists, then there will be an icon next to the convert's phone number on the upper left hand corner of the screen. If your computer is set up with Skype, you can simply click this icon and Skype will automatically call the convert.
- When talking to the converts you can find out and use this page to document information regarding Water and Holy Spirit baptism and whether or not they have been planted in a church.
- Also, any special notes about your phone call with the convert can be recorded in the rectangular box in the middle of the screen. Type the information in this box and

click “Submit.” Now, the next time someone clicks on the phone follow up page for this convert, your note will appear along with the date and time it was created.

Access Levels

- **Data Administrator.**
This person has access to all of the information in the system (for that individual church). They can view and edit any of the information at any time. They can also export information. This type of account should be created only for the pastor and follow up director, etc.
- **Data Supervisor.**
This account type has all the privileges of the Data Administrator, but with a few restrictions. They cannot edit the main profile, add or delete any street evangelists, or export any information. Basically they can view all existing info, add and edit all converts. This type of account works best for a main group of volunteers that will be regularly doing data entry for the system.
- **Street Evangelist.**
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Tools

- The far right button on the toolbar located at the top of the screen is the “Tools” button. Click on it and you will see a list of all of our Evangelism materials (i.e. soulwinning script, commitment cards, etc) that are available for download.

Frequently Asked Questions

What is this system and how does it benefit me? It is an internet based follow up system. Its simple design will greatly assist you in multiple ways of contacting new converts, from individual emails to export features that aid in mail outs, bulk emails, and phone calls; which can be done right in the application. Many churches across the nation have already implemented this system and have seen great results! We hope this will be a great blessing to you as it is our goal to help you in every way possible to effectively reach your region for Christ.

What kind of results can I expect? Psychology experts tell us that it takes 7 touches to truly reach an individual. Meaning that to take someone that has gotten saved on the streets and get them planted in the church will require some effort. One such church put in that effort and saw thousands saved and over 400 new families added to the church in just over one year. This system was modeled after some of the follow methods they implemented. Although this system offers you many tools that are needed to successfully follow up on the

new converts, it still takes manpower to operate. The level of results you can expect largely depends on the level of time and effort you put into the follow up process.

Can my computer run this application? YES. As long as you have an internet connection and a functioning web browser.

What web browser should I use? Although the system works with any browser, it functions best when run through Internet Explorer.

Can it do bulk email? No it cannot. The regulations in doing bulk/newsletter emails are very complex. We do not want your email to be black listed due to people marking you as "Spam." In order to do bulk email we suggest "Constant Contact" (www.constantcontact.com) which can send your emails safely and securely. They offer a 60 day free trial.

How much does it cost? At this point we offer this system to you as a free service. In time there will be a small charge for use of the system. Not to worry though. If you begin using it now, it will always be free for you!!

How is this different from any other database? The biggest difference is the personal touch. This system was not created for someone like a church secretary to end up doing all the data entry and sending everything to the converts via a church or organization. The uniqueness of this system is that the congregation members themselves can follow up on each individual person they have prayed with on the streets. Multiple, limited level access accounts can be created at the discretion and under the supervision of the church. These can be logged into from any computer and allows the follow up to be more personal. Emails sent will be signed by the person that prayed for that convert and phone calls will be made by someone from the church they have already met on the streets. Since nearly 80% of people come to church because of a relationship, the personal touch greatly increases the successfulness of the follow up while giving congregation members an opportunity to become more involved.

Is this application/database secure? YES. Much thought was put into the security of your data when we were creating this system. All the data is stored on a high end dedicated MySQL server and is written in an industry standard PHP coding.

Who has access to my data? Only those who have access to the main church account or have administrative accounts can access ALL the data. Individuals can be given different levels of access per your discretion (please see "Access Levels" for more details regarding this subject).

What is Skype? Skype is a software application that allows users to make voice calls over the internet. It is free to download and only \$2.95 per month for unlimited calls to the US and Canada.

Do I have to use Skype? NO. Skype is an added feature on the system that is simply there to make calling easier and faster for you. However, you can use any phone of your choice when making calls to the converts.