



**Spirit of Peace**  
13231 Minnetonka Drive  
Minnetonka, MN 55305-4921  
612.222.1317

### What is Connect?

You can access **Connect** from any (or all!) of your smart phones, tablets or other computers for an easy way to *connect* with Spirit of Peace. These instructions will walk you through accessing the app and then using it to set up an Online Membership Directory and/or Online Giving.

PLEASE NOTE: If you are currently giving automatically online with OSV, you will need to BOTH sign up for the new online giving AND cancel the OSV automatic giving. **We will be available to help with that.**

### How do I get started?

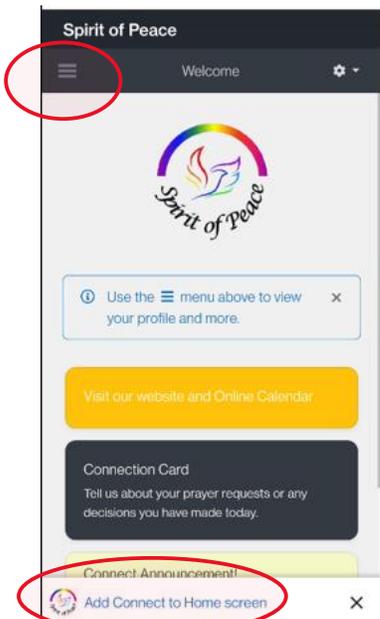
There are two ways to get started. You can use this link <https://spiritofpeace.churchtrac.com>

OR this QR Code



Either will take you to a website where you will set up your account by tapping the Sign In button in the upper right corner and then entering your email address and a password.

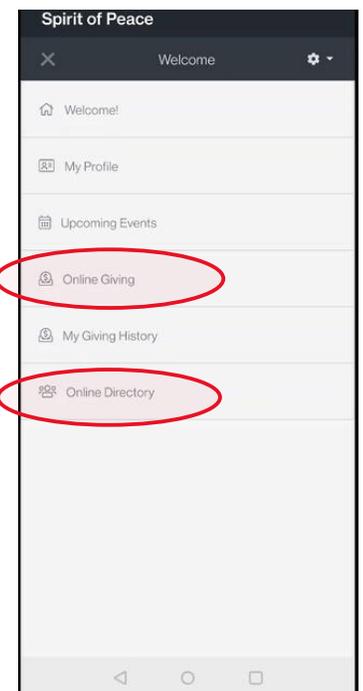
Once you've created an account, you can log in. The screen will look like this:



(If you are on a cell phone, you can tap "Add Connect to Home screen" to add an icon on your phone's Home screen.)

The three-line menu button at the top left will open the menu shown on the next screen:

Use **Online Directory** if you want to be able to access the Directory Online. The first time you visit this site and click this button, it will notify the administrator to give you permission to access the Spirit of Peace Directory. Once you have permission, you'll be able to access it directly. Each person/family at Spirit of Peace automatically has their Names (of the adults only), Address and Email listed in the directory. Once you've been given access to the directory, you'll be able to add other information as you wish, such as children's name, birthdays, etc. When you use this Directory, you'll be able to make a phone call by



simply clicking on the number in the entry.

**Online Giving** will take you to setting up and using on line giving. We will discuss that later in **Setting Up Online Giving**.

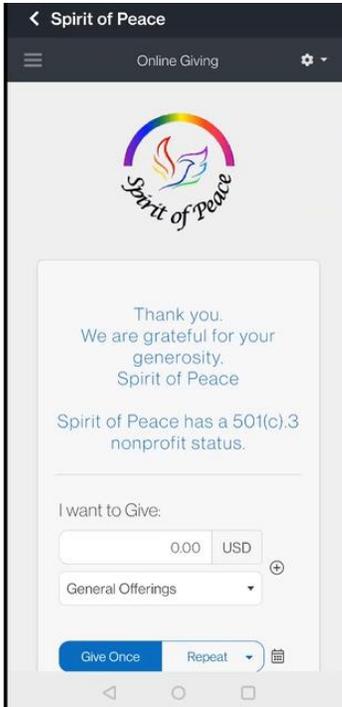
## Setting up Online Giving

Clicking the **Online Giving** menu item will take you to a page where you can enter your information for donating online. (You can also get to this page through this Online Giving button on the Spirit of Peace website.)



If you give by credit card and choose “add [amount] to cover the card fee”, the fees will not need to be subtracted from your donation. Spirit of Peace thanks you!

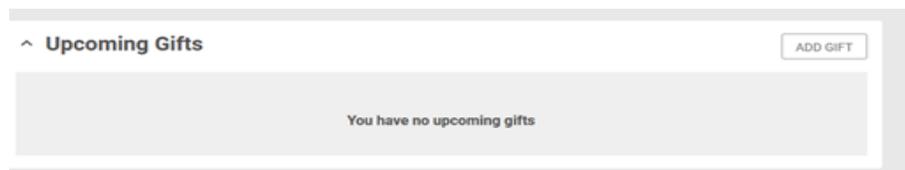
Note: As you choose a recurring monthly date for your donation, you’ll find that ChurchTrac offers a calendar of days that only extends for two weeks from the date you sign up. To choose a day of the month not listed, wait until the day you want is two weeks away or less and then set the correct day.



**IF YOU HAVE AUTOMATIC GIVING SET UP ON OSV, be sure to cancel it.** Otherwise, it will continue sending your scheduled contributions whether you want it to or not!

### TO CANCEL AUTOMATIC GIVING ON OSV

- Access OSV using this link: <https://osvhub.com/spiritofpeace/funds>
- Go to My Account and sign in (if you are giving automatically, you have an account)
- Go to My Gifts
- Choose Upcoming Gifts
  - on the right side of the next scheduled gift are three small dots
  - click on the dots and choose Cancel Gift
    - be sure to complete the next screen to confirm the cancellation
    - This is the final result:



**HELP!!** – Helpers will be available at most tables during coffee time after church. Outside of church, please do not hesitate to call:

**Vince Jacobson** – 952-994-8388

**Mary Hromatka** – 952-938-6615

**Deb Flynn** – 763-331-1214

**Karen Huey** – 952-200-0808