

About The Great Multitude

1.1 Introduction

TheGreatMultitude is a new web based software package developed to assist non-profit organizations, churches and itinerant ministries, in their management of information and records about the individuals, businesses and organizations that provide their support. TheGreatMultitude was born out of a special calling to leverage the advantages of web based software and improve on the tracking of information about the supporters of an organization and to enable ministries to continue to function seamlessly even when their key members are scattered around the country or the world.

TheGreatMultitude is designed to take maximum advantage of all the benefits offered by the World-Wide-Web and of a web-based application. Specifically: increased security, ease of access, and the unique ability to allow multiple users to access and update information simultaneously from multiple locations world-wide.

All that is required to use TheGreatMultitude is a computer with Internet Explorer 5.5 or better and a connection to the Internet.

1.2 About This Manual

This manual is designed to help you become familiar with the TheGreatMultitude. It is helpful if you have a general knowledge of how to use a web browser and are familiar with using traditional software programs to manage information. The sections are presented in an order intended to help you make efficient use of TheGreatMultitude as quickly as possible.

1.3 Who, What & Where

WHO: TheGreatMultitude is intended for by those individuals in a non-profit organization who are responsible for recording and managing information about the individuals, businesses or organizations that support them. TheGreatMultitude uses the term Partner to refer to those supporters but will allow you to change it to any term of your choice (member, parishioner, supporter, donor, contributor, etc.). TheGreatMultitude can allow any number of authorized users to access and update information.

WHAT: TheGreatMultitude tracks information about Partners and their associated contributions and/or pledges made to the organization and makes this information readily available in a variety of formats and reports. Among the kinds of information that can be tracked for each Partner are; Name, Address, Phone Numbers, E-

Mail Addresses, Web Sites, Marital Status, Giving History, Donor Levels, Birthdays, Anniversaries, Last Contact, and more . . .

Many of the choices available in TheGreatMultitude are user definable, which means that you can customize TheGreatMultitude to your individual needs.

Reports that are available to help the you manage your ministry include; Partner Address and Phone Listing, Mailing Labels sorted by Zip/Postal Code, Data Sheets, Sorted and Merged Information and Contribution Letters, Contribution Detailed and Summary reports, Merged E-Mails, and more . . .

In addition, you can create custom reports to meet your individual requirements.

WHERE: TheGreatMultitude is available anywhere in the world via the Internet. To access TheGreatMultitude go to www.TheGreatMultitude.com.



Figure 1-1 www.TheGreatMultitude.com

1.4 Signing Up

Signing up for TheGreatMultitude is easy. Start by going to the web site www.TheGreatMultitude.com.

Click on either “Try it FREE for 30 Days?”.



Figure 1-2 TheGreatMultitude

This will open the Try It Now window.

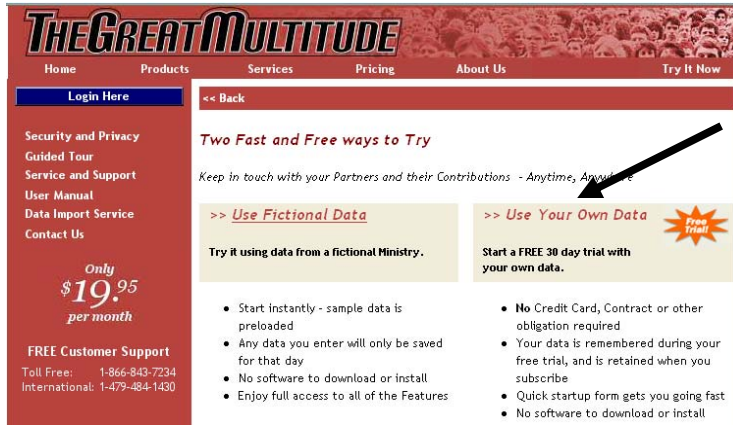


Figure 1-2.1 Try It Now Window

Click on “Use Your Own Data”.

This will open the secure New User Sign Up window.

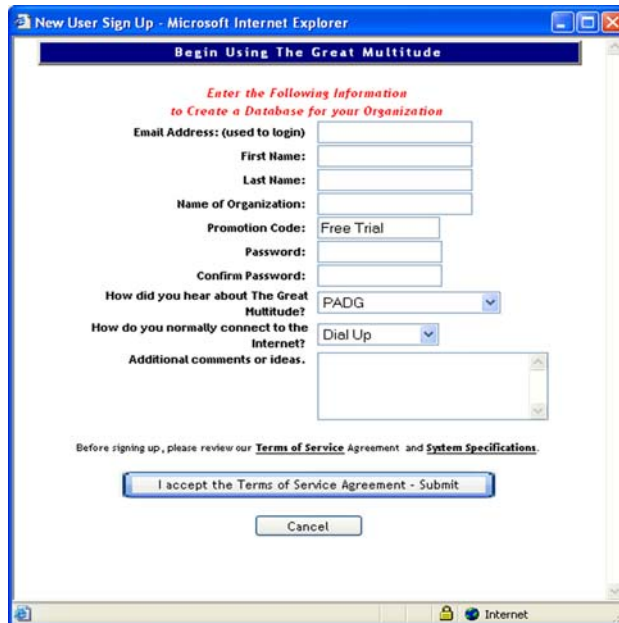


Figure 1-3 Sign Up Window

After completing the form and reading the Terms of Service Agreement, click on the Accept Button



You are now ready to begin using TheGreatMultitude.

1.5 Billing

At the end of your free trial you will receive several e-mails to remind to complete the billing information. To Access the billing page, select Service & Support from the home page. This will open the Service & Support window. Then select Enter Billing Information.



Figure 1-4 Enter Billing Information

After logging in, you will see the billing information service window. At the present time, the only payment options are VISA or MasterCard. Complete all of the required information and click on the Continue button . Your credit card information will then be verified and you will then have unlimited use of TheGreatMultitude.

THE GREAT MULTITUDE

[Cancel Service](#) The Great Multitude is a service provided by PADG, Inc. [Close Window](#)

Enter Billing/Credit Card Information for PADG, Inc.
 (All fields are required. You may use your tab key to move between entry fields.)

Full Name Organization Address
 Enter your name as it appears on the credit card. As it appears on your credit card statement.

City State Zip/Postal Code
 Country Email Address Phone Number

Credit Card Details

Select Type of Credit Card
 Visa

Card Number Expiration Date /

[Click to verify](#)

Figure 1-5 Billing Service Window