



### Hours of Operation: (Eastern)

Monday - Thursday 9 am - 6 pm

Friday 9 am - 5 pm

### January Extended Hours:

Monday - Thursday 9 am - 8 pm

Friday 9 am - 5 pm

Saturday 10 am - 1 pm

### Support Lines & Offices Closed:

Thanksgiving – November 22nd & 23rd

Christmas Eve & Day – December 24th & 25th

New Years Day – January 1st

## Membership Versions 21, 20, 19 and 18

Enhancements have eliminated the need for the End of Year Procedure.

### Membership Version 17

You may start using Church Windows Membership in the New Year at any time. Before recording attendance, however, you need to change the default year to the current year.

- Click *Membership>Special Functions>Settings*.
- Type in the new year in the Attendance Year box.
- Click *OK*.

### Membership Version 16 and earlier

Membership may be used in the New Year at any time. Change the default year to the current year before recording attendance.

- Click *Membership>Special Functions>Settings*.
- Type in the new year in the Attendance Year box.
- Click *OK*.

**Note:** If you are using a denominational version of Church Windows (Methodist Church Windows, Lutheran Church Windows, etc.), you will need to run the Set Year utility.

- Go to *Membership>Special Functions>Set Year in Annual Reports* and set the year.
- Click *Select All*.
- Click *OK*.