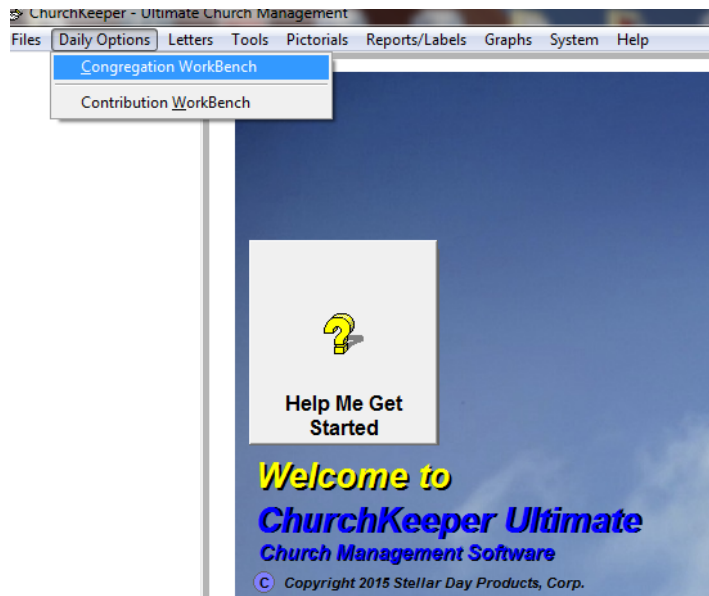


Working on the Cloud

How to place ChurchKeeper on the Cloud

Do not use these instructions if you are already on the cloud. Instead use the next frequently asked question “How do I Access ChurchKeeper from a different computer once it is installed on the Cloud?”

- 1) You must be using ChurchKeeper Ultimate to work on the Cloud. To determine if you are using ChurchKeeper Ultimate, launch your ChurchKeeper from the computer it is installed, and from the main menu, read below the words “Welcome To” . If “ChurchKeeper Ultimate is displayed”, you are using the Ultimate version of ChurchKeeper. If not, you will need to upgrade your software to Ultimate. Call our toll free 800 number 673-5204 to receive information on updating your software or for assistance installing ChurchKeeper on the Cloud.**



- 2) You must use a cloud service such as DropBox available from www.dropbox.com to run ChurchKeeper on the Cloud. We recommend DropBox. It is free for the basic version and should be all you need to successfully run ChurchKeeper from multiple computers. Create an account for DropBox. More information can be found by reading the document www.churchkeeper.com/PDFS/DropBoxGettingStarted.pdf

Get started now

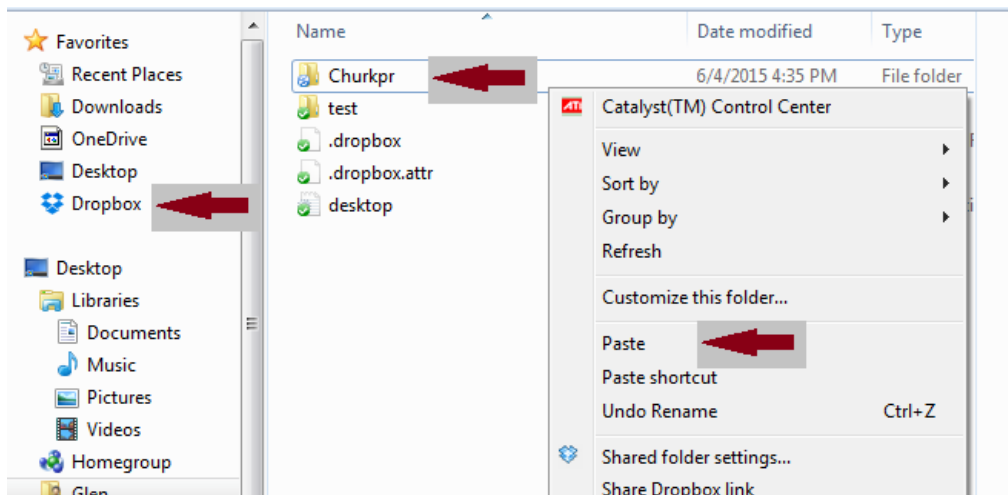
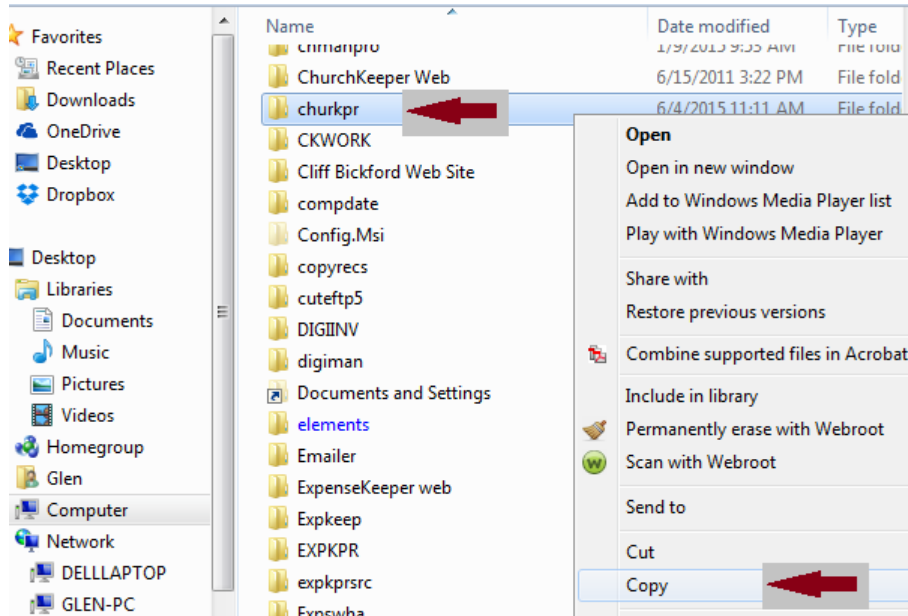
Sign up

Using Dropbox for work?

[See all plans](#)

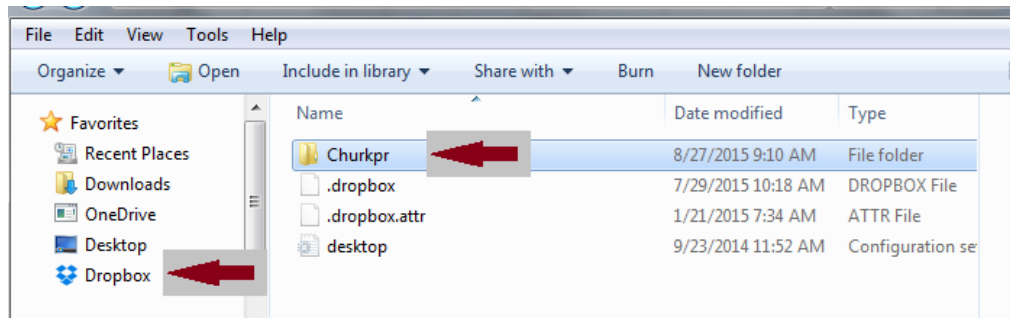
You will be prompted for a username and password for DropBox. Make sure you remember these for access from other computers.

3) From the host computer that contains your churches data, copy the folder c:\churkpr to the Dropbox folder. The initial copying of data the first time may take some time (from 5 – 15 minutes).

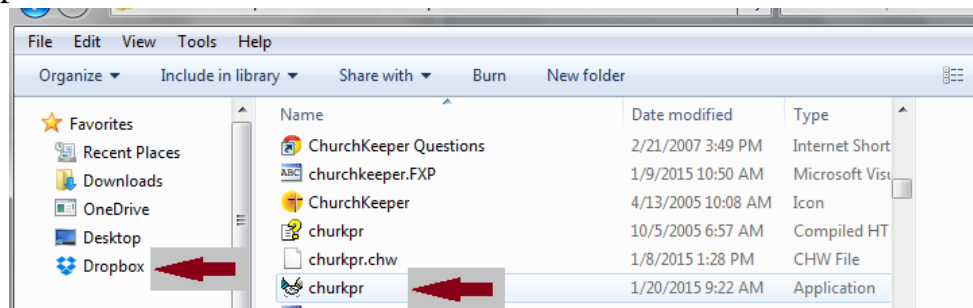


4) Create a shortcut on the host computer to the DropBox ChurchKeeper as follows:

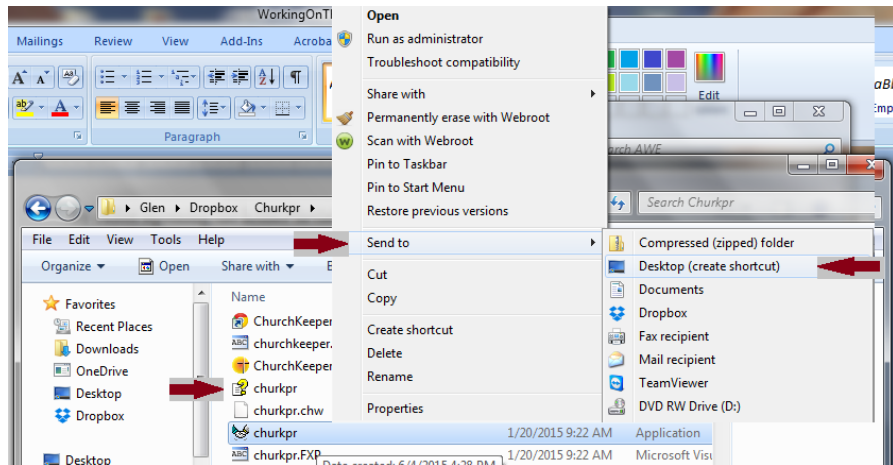
a) Navigate in your browser to DropBox and open the folder “ChurKpr”



b) After opening the folder in the illustration above, locate the ChuchKeeper application.



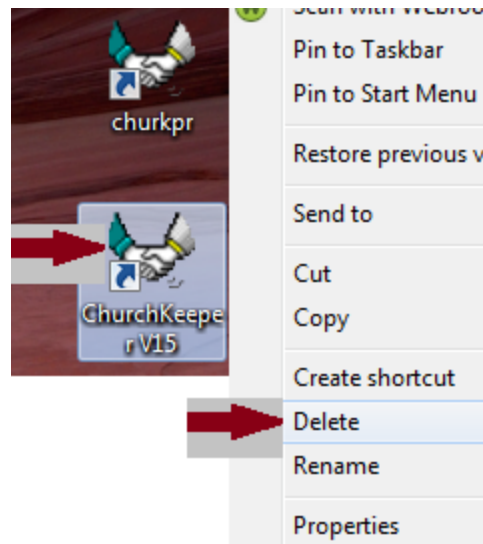
- c) Position your mouse pointer over the ChurchKeeper application as in the illustration above and right click your mouse. A menu will be displayed. Select “Send To” and another menu will be displayed, then select “Desktop (Create Shortcut)”. (See Illustration below).



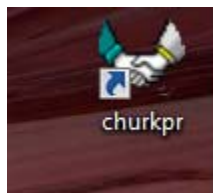
- d) Go to your desktop and you will see two shortcuts for ChurchKeeper.



- e) The first icon “churkpr” will access ChurchKeeper on the Cloud. The second icon should be deleted (this is the shortcut for the version on your hard drive which will no longer be used).



- f) Launch your ChurchKeeper on the Cloud with the shortcut “churkpr” on your desktop.



- g) **Your Cloud version of ChurchKeeper will need to be registered. Call our offices at 800/673-5204, and we will walk you through registration. If you have data to migrate to the Cloud, indicate this during your registration process and we will walk you through this process. We also will talk your through going into setup/preferences and specifying the app will be run on the Cloud.**

Congratulations! You have successfully put ChurchKeeper on the Cloud. You can access it anytime from the host computer by using the “churkpr” icon illustrated above.

You are now setup to run on the Cloud. Additional computers can be added as necessary. *Special Note*** Running on the Cloud is only available with ChurchKeeper Ultimate.**