**Herald in Every Home Program**

**Instructions**

The subscription information for the participants of the *Herald* in Every Home Program (HIEH) will be maintained in Shelby. It is a profile on the individual’s record, within the congregation that is paying for the subscription.

**Basic Updating Instruction for Shelby Users**

- Log into Shelby and click **OK**

- Click on **Membership**
Herald in Every Home Program
Instructions

- Click on the Membership Information button

- Click in the grey box to bring everyone up that is in your congregation.
Choose the person you wish to apply the *Herald* in Every Home (HIEH) profile, double click on the highlighted name to open the record.

Click on “Profile”.

![Membership - Information window](image-url)
To Add a New Profile click on the **Add New** button at lower left corner

- Type HIEH in the Profile field and tab
- Click the **OK** button for the addition
Herald in Every Home Program
Instructions

- As you see the *Herald* in Every Home (HIEH) profile has been added to this person’s record.

- To take some one off the HIEH list, remove the profile from the person’s record by clicking the **Delete** button when the profile is highlighted.
Herald in Every Home Program
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List of HIEH Participants

- To see a list of the people in your congregation who are participating in the Herald in Every Home on your screen, go to the Membership-Information screen and click on the “Change Criteria” button.

- In the Profile field enter HIEH and click OK.

- You will receive a list of the people in your congregation included in the HIEH program.

Printed Report for Herald in Every Home Lists
- Click on Reports. Choose Selections and Listings.
**Herald in Every Home Program**

**Instructions**

- Choose the Report Group you would like to save your report to.
- Right Click in the gray portion of the screen and choose New.
• Make sure the three modules are highlighted and click OK.

• In the file Report Name, type in your report name HIEH.
• In Tab 1 Criteria/Reports, go to the criteria, Profile Specific; double click in the check box.
**Instructions**

1. Type HIEH in the first field. And click OK.

2. In the Reports section, to produce a names list, double click in the check box of Name List (ALL) and name the report *Herald* when the next box comes up and click OK.
Herald in Every Home Program
Instructions

- To add another report such as Address List (ALL), repeat the process.
- Be sure to include the information to print. Click OK.

- Your Criteria/Report screen should look like the example below.
Herald in Every Home Program
Instructions

- Click on the **Save** button (the button that looks like a floppy.)
- Click on the Close button (the button that look like a file folder with an arrow.)

- To print the reports, highlight the report in the list named HIEH, click on the Run button (the button that looks like a running man.)
Herald in Every Home Program
Instructions

- Follow the screen instructions to print your reports.
Updating your Herald Subscription List

There is a deadline each month for addition, deletions, and changes to be made to the congregational Herald list. That deadline is **12:00 midnight central time on the 13th of every month**. Any addition, deletion or change made to your list prior to that time will be included in the label list for the current mailing.

If your congregation does not have access to Shelby, arrangements can be made to send a list of Herald in Every Home participants to the appropriate person in your congregations for review. Herald Customer Service at 1-800-767-8181 or sales@heraldhouse.org to have a list sent. This list would be kept until additions, deletions or changes need to be made. You will make the additions, deletions or changes on that sheet and send to the following address for the changes to be made.

Herald House
1001 W Walnut
Independence, MO  64050-3562

After the changes are made, then a new list will be sent to confirm the changes and that list will be held until changes need to be made again.

**Adding Herald in Every Home participant to your congregational HIEH list when they do not attend your congregation:**

In many cases, a congregation will pay for someone to get the Herald that is not in their congregation. If you need to include someone from another congregation to your list, please add them as a Miscellaneous Name to your congregation, and add the HIEH profile to that record so they will show up in your congregational list.

The following screen shots walk you through adding a Miscellaneous Name:
Herald in Every Home Program
Instructions

- Choose Misc. Name Information

- Click on the New icon

- Click on the Add button (the button that looks like a blank sheet of paper.)
• Click No on this screen

• Add the name of the person you wish to add as a miscellaneous name. Click OK

• Add the First and Last names
• Click on Address and add a current address. Click on Profile to add the HIEH profile to the Misc. Name. Click on the Close icon to save all changed.
• Miscellaneous Names outside of your congregation should already be in your Herald in Every Home lists.
Payment of *Herald* in Every Home Subscription

Payment for the *Herald* in Every Home subscription will be based on the label list of who received a *Herald* in the current month. The amount for your monthly charge will be pulled from the congregation’s bank account, just like IHQ pulls funds for the contributions. It is similar to a direct debit from the bank account. This is done by-monthly. It is very important to keep your e-mail address correct in Shelby so you can receive this notification of money to be withdrawn.

Canadian Payment of *Herald* in Every Home

By-monthly statements will be sent to all Canadian congregations participating in the *Herald* in Every Home program. And due to the expense of getting payment in US funds, all Canadian congregations are invited to prepay for the year, or pay by credit card to save on the conversion costs.

Questions

If you have any questions regarding the *Herald* in Every Home program, please feel free to contact Herald House customer service at 1-800-767-8181.