

How to Utilize Your Database for VBS



BEFORE YOU START...

It's important to remember to use the features that you can manage. The database should work for you and make your ministry life easier, so don't try to do all of these suggestions this year.

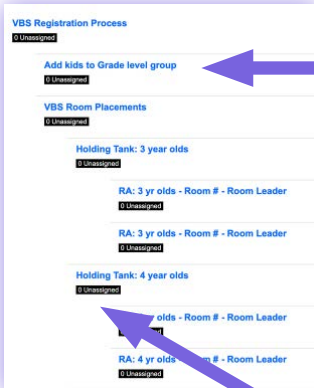
REGISTRATION PROCESS:

First, set up your Groups and Events:

At the very least, you will want to have a Participants Group and a Volunteer Group. Depending on the size of your VBS, you may want to have Groups for specific age groups. Distinct from your VBS event that shows on your calendar and website, create unpublished events for each specific room.

Next, create your Process Queues:

Processes are a great way to follow through on the registration steps that are important to you and put the children in the correct class.



Automate your registration form to this process queue. Before marking as done, update the profile information. Then add the children to the specific grade level process queues.

From your holding tank, set the automations to go into the specific room (process queue) you want the child enduring VBS.

Don't forget the Automation tab...

General Details Automation

Process Queue

Process Name VBS and The Blast 2017 Registration

Queue Name Add kids to Grade level group

Description Add the instructions for the Process Queue in this area to ensure consistency.

Instructions

Under the Automation tab when you "edit a queue," you can set specific actions you want to take place when you mark someone as done. Set your holding tank queues to go to the specific room queues. Set the rooms to be automated to the specific event.

General Details Automation

Automation Settings

When an individual in this queue is marked as 'done', automation will take place behind the scenes to automatically place that individual into the selected Group or Event. Their Membership Type and/or Baptized status will also be set.

Type	Selection	Automated checked automatically	Optional checked by default	Optional unchecked by default
Group	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
New Position	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Event	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Membership Type	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Baptized	Don't change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mail Merge	Choose an email...	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Queue Sequencing

"Next" Queue VBS and The Blast 21 | Choose a queue...

Add another...

Now you're ready to create your form:

To make the registration experience better for your community, connect the form to the Parent's Profile. This allows a parent to fill out one form for multiple children.

CHILD(REN) INFORMATION

Child #1 *

Please include your child's name, birthdate, grade (entering in fall 2022), gender and allergies.
EXAMPLES
(Anne Smith, 10/2/15, preschool, F) (NO Allergies)
(Charlie ones, 12/1/10, 2nd, M) (Allergic to peanuts.)

Is this your child or a friend? *

Friend
 Child

I'd like to be in the same room with my friend:
Please include the first and last name.

Child #1 Special Notes *

Please include any additional information you think we should know.

Use the Product/Ticket field to get the total number of children attending. Set the maximum to 5. Then create fields for Child #1 - #5, shown here.

Feb

VBS/Blast Notes

IEV

VBS/Blast Parent Pick-up

Create custom text fields for the parent pick-up and additional notes. You can add this information as additional columns for your check-in and out sheets.

WEEK OF VBS:

Communicate with your participants:

Sending Room Assignment emails before the first day is a great way to make your first day go smoother. Create a template Mail Merge with the room assignment for the specific child, drop-off/pick-up information, notes about specific contests you're doing, a map of the building, snack schedule for allergy awareness, etc.



Sending Room Assignment emails also allows you to deal with as many room switches ahead of your first morning as possible!

Let's talk about check-in and check-out...

Depending on the size of your VBS and your Sunday check-in set up, you may be able to print individual tags each day. I'd recommend saving the labels and creating laminated name tags that children leave in the room each day.

Create Custom Reports for each classroom. Be sure to include the allergy and VBS specific custom field information too.

Which People	Report Columns	Refinements	Report Name
Last Name <i>(automatically included)</i>			
First Name <i>(or Primary Contact, Spouse for family reports)</i>			
<input type="text" value="Allergies/Special Instructions"/>			
<input type="text" value="Custom Field — VBS/Blast Parent Pick-up"/>			
<input type="text" value="Custom Field — VBS/Blast Notes"/>			

You could also have parents check-in, with no labels, and then print Room Rosters during your opening Rally for each Room Leader.

VOLUNTEER PROCESS:

Set up your Process Queues:

When it comes to your Volunteer Process Queues, you may need to add additional steps to ensure that you are following your volunteer approval process. Take a minute and write out your steps before you begin creating queues.

Parent Interested in Serving

0 Unassigned

Student Interested in serving

0 Unassigned

(Form) Interested in Serving - Initial Contact

0 Unassigned

Automate your registration form and volunteer interest form to a Process Queue to follow-up with them.

Registration

0 Unassigned

Snacks

0 Unassigned

Crafts

0 Unassigned

Recreation

0 Unassigned

VBS Worship Team

0 Unassigned

Create Process Queues for each position. When you confirm their volunteer position, automate the queue to be added to your VBS Schedule.

During the week of VBS, have your overseers take attendance of the volunteers using the LEAD App.

VBS and The Blast!

Mon, Jul 25, 9a-12:30p

VBS

1st Grade Room L... — 3 +

ADD VOLUNTEERS

2nd Grade Room ... — 3 +

ADD VOLUNTEERS

3rd/4th Grade Boy... — 3 +

ADD VOLUNTEERS

3rd/4th Grade Girl... — 3 +

ADD VOLUNTEERS

Kindergarten Roo... — 3 +

ADD VOLUNTEERS

THIS IS JUST THE BEGINNING...

You've done it, you're taking steps to maximize your database for VBS! This is just the beginning though. Large events are great opportunities to get updated contact information from your community. How you handle and use that information going forward matters.

Utilize Membership Types to ensure that you communicate with your attendees effectively. Consider using a Membership Type like "Participant Specific" for people that only attended VBS and not your church services. You can send targeted communication to your Participant Specific people communicating possible next steps.

About the Author

Katie Kregel is an expert when it comes to keeping ministries running like a well-oiled machine. She works as the Creative Team Leader of Trinity Church, provides trainings on the Pushpay ChMS database, and offers leadership coaching to ensure teams are communicating and collaborating effectively.

Her extensive experience has made her an expert when it comes to church systems. As a result, she's created an amazing VBS resource that offers powerful processes to help you make the most out of your summer programming! You can learn more about systems from Katie on her [Youtube channel](#).

