

## From the Office of Data Services

### Information regarding your Annual Congregational Elected Board & Staff (CEBS) Packet:

The Office of Data Services is writing to you to let you know about important information regarding changes to your Annual Congregational Elected Board & Staff (CEBS) Packet:

In years past, this packet was mailed to your congregation during the month of its reported annual meeting/election. Beginning this past April of 2006, the packet began its online process and will no longer be sent through the mail.

You will now need to print your CEBS packet by logging in to the UUA's Data Services web site using your four-digit Congregation ID and the password you used during the annual membership certification. (If you don't know your congregation's password, click the "Forgot your password" link to get a new one.) Unfortunately, we currently do not provide a way for you to make changes to your CEBS data directly online.

If you wish to continue receiving your annual CEBS packet via postal mail only, please contact us by sending an email with your Church name and ID# to [data\\_services@uua.org](mailto:data_services@uua.org)

### ONLINE PRINTING INSTRUCTIONS:

- Go to the Data Services Log in page. (<http://www.uua.org/congregation>)
- Log in to your Data Services account (as you did for online certification)  
**If you don't know your congregation's password, click the "Forgot your password" link to get a new one.**
- Click on **View and Print CEBS List**
- **Print the list and mark it up as needed, then return it to:**  
CEBSP-Office of Data Services  
25 Beacon St, Boston MA 02108.

### 2007 -2008 DIRECTORY DEADLINE:

Please mail your packet in as soon as you have your annual meeting or elections so that your Board and staff will receive their free copy of InterConnections.

However, if you must wait, the 2007 -2008 Directory deadlines are as follows, based on what month you hold your annual meeting or elections

**\* July 2006 to April 2007 Meeting/Elections: The Deadline has passed**

\* May 2007 Meeting/Elections: Postmark Thursday, May 31, 2007

\* June 2007 Meeting/Elections: Postmark Friday, June 22, 2007

Sincerely,  
The Office of Data Services  
UNITARIAN UNIVERSALIST  
Association of Congregations  
Office of Data Services - Information Technology Services  
[data\\_services@uua.org](mailto:data_services@uua.org)