



UNITARIAN UNIVERSALIST
Association of Congregations
Office of Data Services - Information Technology Services

August 1, 2008

Dear Church Administrator, Clerk, or Membership Chair,

I am writing from the Office of Data Services, part of the Information Technology Services staff group, to remind you about our online system for updating your congregation's contact information and accessing membership data for UU World magazine mailings.

Your congregation's contribution to the UUA Annual Program Fund for the current year includes payment for an annual subscription to the UU World for each household where a member of your congregation resides. Each congregation may access their UU World Circulation List, which contains listings for every member household in your congregation. In order for new members to begin receiving UU World, a member of your congregation's staff must update the UU World Circulation List on a regular basis. You can access this list using the online Data Services account.

Every congregation has an account. To log in, visit www.uua.org/leaders/dataservices and select the "Data Services Login for Congregations" link. When you arrive at the login page, type your congregation ID number and your password. Your congregation's four-digit ID number appears in the *UUA Directory*, or you can find it by searching for your congregation at www.uua.org/cong. If you don't know your congregation's password, click the "Forgot your password?" link and you will receive an email with instructions to reset your password.

Once you have logged in, select "Update Information About Your Congregation" to verify that the UUA has your church's most current contact information. This information includes the church meeting address, phone number, email, and web site. While logged in, you may access a list of your congregation's UU World recipients by selecting "View and Print UU World Circulation List." Please be sure to read the instructions on the first page of the Circulation List before making changes to the current information. These instructions were revised in May 2008. This section will also explain how to submit these updates via email or postal mail.

If we receive your congregation's updated UU World Circulation List by September 20, it will be processed in time for the mailing of the Winter 2008 UU World. The quarterly data deadlines for UU World Circulation List updates are listed on the Data Services web page.

If you do not have internet access and prefer to receive a paper copy of your congregation's Circulation List via postal mail, or if you have additional questions about the online system, please feel free to contact me.

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