

**For Church Presidents, Administrators, Ministers, and Membership Chairs:**



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

August 1, 2010

**Update Your Congregation's Data Online for the 2011 UUA Directory:**  
**my.UUA.org**

The UUA asks member congregations to report changes in its leaders and staff after the annual congregational meeting/election. Some of this information appears in the UUA Directory. Administrators and other authorized individuals can submit this information to the UUA by using **my.UUA.org**, an online system introduced in 2009.

If your congregation is not already using **my.UUA.org**, I invite you get started today. Below, you will find the web site information to register for a my.UUA.org account. (Please note: my.UUA.org is a different system than the "shared" congregational log-in accounts your congregation uses to certify its membership number by February 1 each year, and my.UUA.org will require you to register with a unique username to get started.)

Please be sure that at least one person at the congregation is authorized to use **my.UUA.org**. If this data is not updated on a regular basis, out-of-date information about your congregation's leaders and staff may appear in the UUA Directory.

Register here: [my.uua.org/accounts](http://my.uua.org/accounts)

Log in here: [my.uua.org/contactinfo](http://my.uua.org/contactinfo)

**Update Your Congregation's Membership List for *UU World* Magazine:**

Your congregation can use **my.UUA.org** to update its membership list so that voting members will begin receiving a subscription to *UU World* magazine. Please update this list on a regular basis to add new members, remove inactive members, and make corrections to mailing address information that has been marked as undeliverable.

Please contact me if your congregation prefers to receive paper forms to make these updates instead of using the online system.

Thank you,

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