

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



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

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Maintain Your Congregation's Member & Leadership Data Online **my.UUA.org**

I am writing to remind you about the new way you can submit information about your congregation's members and leaders – **my.UUA.org**, an online system introduced in 2009.

We ask congregations to update their UUA membership list on a regular basis so that voting members may receive the quarterly *UU World* magazine. And after your congregation's annual meeting/election, we ask you to update the UUA Leaders & Staff list so that we have a record of your current officers. Some of this information appears in the UUA Directory and UUA staff will use this information should we need to contact leaders and staff at your congregation.

If your congregation is not already using **my.UUA.org** to maintain this information, 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 will require you to register with a unique username to get started.)

After you complete the 3-step registration process, you can log in to **my.UUA.org** and access this information.

Register here: my.uua.org/accounts

Log in here: my.uua.org/contactinfo

Minister Information is Now Included in my.UUA.org!

If you are already a registered user of **my.UUA.org**, we would like you to know that the Leaders & Staff pages have recently been updated to include information about your congregation's minister(s). You are now able to update the preferred mailing address and email/phone contact for your minister.

Please contact me with any questions about the my.UUA.org system.

Thank you,

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