



Updating Faith Magazine Subscription



When you add a new family to Ministry Platform, both Heads of Household are automatically subscribed to Faith Magazine to ensure continuation of the subscription in the event of the death of one member of the couple. They will only receive 1 magazine.

Cancel the magazine or **restart** a previously cancelled magazine.



- Open MP and click the **Advanced Navigation** (bottom left.)
- Choose **Communications** and click **Faith Magazine**.
- Enter the last name in the search box below **Display Name** and press **Enter**
- Double click on the subscriber's record
- To **cancel** the subscription: Change their **Unsubscribed = No** to a **Yes**.
To **restart** the subscription: Change their **Unsubscribed = Yes** to a **No**.
- Click the **Diskette** button to save the change and click the **X** in the upper right corner to close the individual's record.

Start Faith Magazine subscription:

- Open Ministry Platform and click **Contacts** in the left task pane.
- Locate the individual and click on their record to open it.
- Click the **Tools** button on the upper right corner of the screen.
- Click **Connection Card**.
- Choose **Diocese** as the Congregation.
- Click the blue **Add Publication** link and choose **Faith Magazine** from the drop down menu. Click **Save**.