



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.

- A. Choose **Communications** and click **Faith Magazine**.
- B. Enter the last name in the search box below **Display Name** and press **Enter**
- C. Click on the subscriber's record to open it.
- D. To **cancel** the subscription: Change **Unsubscribed** to **Yes**.
To **restart** the subscription: Change **Unsubscribed** to **No**.
- E. Click the **Save** button and then the **Close** button.

Start Faith Magazine subscription:

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

Connection Card

Selected Contacts 0 Search Alexis kuru Luwiza

Select Congregation * Effective Date * 07/01/2022

— Milestones — + Add Milestone

— Opportunities — + Add Opportunity

— Events — + Add Event

— Feedback — + Add Feedback

Publication Subscription

Publication * Faith Magazine

+ Add Publication