

Week 1 Data Check

Contacts & Households

Work through this worksheet in MinistryPlatform at your own pace, then return to the Week 1 page and enter your answers in the online form. You can type directly into this PDF and save it, or print it and write by hand.

This worksheet is for your preparation only — nothing here is submitted to us. Your answers count once they are entered in the online Week 1 form. Fields marked * are required there.

STEP 1 · YOUR DETAILS

Contact Information

First Name *

Last Name *

Email Address *

Mobile Phone *

Which parish are you with? *

STEP 2 · CONTACTS

Compare Contact Totals

Compare the Contact totals below to your legacy system. On the Contacts page, use these views:

- ***Current Contacts** — active contacts
- ***Current Registered Contacts** — registered contacts
- ***Past Contacts** — inactive & deceased contacts

Note: counts may differ slightly — edits made in your legacy system after your Sandbox pull won't appear here.

Active contacts *

Registered contacts *

Inactive & deceased contacts *

Are there any issues with these numbers when you compare them to your legacy system? *

☐ Yes ☐ No

If Yes — describe the issues:

Tip: save screenshots of any issues — the online form lets you upload up to 3 files (.pdf, .png, .jpg, .gif).

STEP 3 · CONTACTS

Spot-Check 5 Contacts

Pick 5 contacts and confirm that each of these matches your legacy system. Check each box that matches.

#	Contact name	Name	DOB	Marital	Status	Part. Type
1		☐	☐	☐	☐	☐
2		☐	☐	☐	☐	☐
3		☐	☐	☐	☐	☐
4		☐	☐	☐	☐	☐
5		☐	☐	☐	☐	☐

Were there any issues with the 5 contacts you checked? *

☐ Yes ☐ No

If Yes — describe the issues, including links to the contact records:

Tip: save screenshots of any issues — the online form lets you upload up to 3 files (.pdf, .png, .jpg, .gif).

STEP 4 · HOUSEHOLDS

Compare Household Counts

Use the Registered Households view on the Households page.

How many registered households do you have in MinistryPlatform? *

Were there any issues with the registered household count? *

☐ Yes ☐ No

If Yes — describe the issues you encountered:

Tip: save screenshots of any issues — the online form lets you upload up to 3 files (.pdf, .png, .jpg, .gif).

Find a household where people have different last names. Were there any issues? *

☐ Yes ☐ No ☐ N/A

If Yes — describe the issues, with a link to the household:

Tip: save screenshots of any issues — the online form lets you upload up to 3 files (.pdf, .png, .jpg, .gif).

STEP 5 · PRACTICE

Add 5 New Families

Practice adding 5 new families, then record their names and household numbers.

#	Family / household name	Household number
1		
2		
3		
4		
5		

STEP 6 · ANYTHING ELSE

Additional Notes

Any other notes about your data check this week that you'd like to share?

Next step: return to your Week 1 page and enter these answers in the online form, attaching any screenshots of issues.