

MANUAL



Gift Aid



Search/New

This section explains how to upload and manage member consent forms.
Important: Only the church clerk has access to this feature

Go to **'Member'**, then click **'Search/New'**.

ACMS

Home Help

Welcome!

"alienation, jealousy, and pride from their hearts. . . . Pride and self-seeking create dissension and hatred, but all this Jesus washed away. . . . Looking upon them, Jesus

General Information

26 Members

0 Member entries (Current year)

Transfers

0

Pending Transfers In (waiting on our side)

0

Pending Transfers Out (waiting on our side)

Balances

-1,740 Baraintal Cash - CDB

42,144 Sanzandar

0 Conference Planning account - BUCDC

1. Search for the member's name.

Member Search/New Help

Jane Huss Buc Church One District 1 - BUCDC

+ New More options

Person type Name/Code/Email

Select Search by first or last name Local

Filter by Search

2. Select **'more options'**, and from the drop-down menu choose **Consent'**.

Member Search/New Help

Jane Huss Buc Church One District 1 - BUCDC

+ New More options

Person type Name/Code/Email

Select Search by first or last name Local

Filter by Search

26 Records

Name	Birth Date	Member Name	Church	Entity	Consent
Aftab Barki MEM Code: 24535403	01/01/1800		Buc Church One	BUCDC - BUCDU	0
Ann Swaby MEM Code: 24769906	01/01/1800		Buc Church One	BUCDC - BUCDU	

** If **'Consent (0)'** is shown, the member's consent hasn't been recorded yet — you'll need to add or update it.

3. Here you can 'Record Consent' to this member.

- ** You can also:**
- Generate an individual link.
- Send by email.
- Record decline.

Aftab Barki

Status: Active | Church: Buc Church One

Transaction: Adjustment | Date: 01/04/2022 | Period: 01-2024

No related consents

Generate an Individual Link | Send by email | Record DECLINE | Record consent

4. To record the consent, you need to select the 'Type' (Past 4 years / Main), 'Date' and if desired, add some 'Notes'.

- ** You can upload in two ways:**
- Upload a document from your PC;
- Scan the QR code using your smartphone and take a photo.

Add consent

Select consent | Date | Notes

Select | 08/09/2025 | Optional

I already have the consent scanned
The form must be scanned (physical scanner or cell phone application) creating a high definition, aligned and legible document. Text recognition scanning (OCR) is not required.

Drag and drop here!

Upload document

I want to scan the consent now!
Point your cell phone camera at the QR Code below and take a photo of the consent. When sending the photo, return to this screen and finish the process.

Or click here:
<https://www.acmsnet.org:443/Membership/UploadImageDevice/VFPViiYZiZt43DufOX85gw>

5. Once you are happy to proceed, click 'Save'.

Add consent

Select consent | Date | Notes

Gift Aid - Demo | 08/09/2025 | Optional

Screenshot_1.png

View document

Save

Aftab Barki

Success
Completed successfully

Status: Active | Church: Buc Church One

Transaction: Adjustment | Date: 01/04/2022 | Period: 01-2024

Consent	Details	Method	Status
Gift Aid - Demo	Entered by: Jane Huss Entered: 08/09/2025 Entity: Buc Demo Conference	Paper document	Accepted

View | Details | Delete

Generate an Individual Link | Send by email | Record DECLINE | Record consent

Member Report

This section explains how to generate a report showing how many members have provided consent and how to manage the process.
Important: Only the church clerk has access to this feature.

Go to **'Reports'**, then click **'Member'**.

The screenshot shows the ACMS Home dashboard. On the left, a navigation menu has 'Reports' highlighted with a green rounded rectangle, and a green arrow points to the 'Member' option. The main content area includes a 'Welcome!' message, a quote, and several data cards: '26 Members', '0 Member entries (Current year)', '0 Pending Transfers In (waiting for consent)', and '0 Pending Transfers Out (waiting for consent)'. A 'Balances' section is partially visible at the bottom.

1. Search **'Filters'**, click **'Manage Saved Filters'** and create a new filter with the correct data.

The screenshot shows the 'Member' report configuration page. The 'Filters' section is highlighted with a green rounded rectangle, and a green arrow points to the 'Manage saved filters' button. The page includes sections for 'Content' (a list of filter criteria), 'Options' (name format, sort by, person type, status), and 'Report Type' (.pdf file or new page for each church). A 'List' button is at the bottom left.

2. Click **'+ Create New Filter'**.

The screenshot shows the same 'Member' report configuration page, but with a 'My filters' dialog box open in the center. The dialog box contains a search field and a green '+ Create new filter' button. The background content is dimmed.

3. Choose the 'Filter Name' (Gift Aid).
** Where look for 'Consent'.
** Fill the other filters.

Search Filter

Filter name
GiftAid

Where Consent Accept Gift Aid - Demo

+ Add filter (and) X Clear Filters

+ Add New Condition (or)

Cancel Save filter

Member

Member

Content

- 1- Members
- 2- Members - Birth date
- 3- Members - Basic information
- 4- Members - Address, contact info
- 5- Email address only
- 6- Registration Form
- 7- Birthday list
- 8- Birthday list, with contact info
- 9- Member Photos
- 10- Registration Form (Blank)
- 11- Church info / Current status
- 12- Label
- 13- Country of Birth
- 14- Registration Form SHORT
- 15- Registration Form SHORT (Blank)
- 16- Members - Last transaction

My filters

Success Completed successfully

Search

Create new filter

GiftAid

4. Select the filters that best suit you above...
** On 'Filters' look for the filter that you just created.

Member

Member

Content

- 1- Members
- 2- Members - Birth date
- 3- Members - Basic information
- 4- Members - Address, contact info
- 5- Email address only
- 6- Registration Form
- 7- Birthday list
- 8- Birthday list, with contact info
- 9- Member Photos
- 10- Registration Form (Blank)
- 11- Church info / Current status
- 12- Label
- 13- Country of Birth
- 14- Registration Form SHORT
- 15- Registration Form SHORT (Blank)
- 16- Members - Last transaction

Options

Name format
Fullname

Sort by
Fullname

Person type
MEM

Status
Select

Filters

Saved filters

Select

Manage saved filters

My filters

GiftAid

Shared

New page for each church

List

2. Click 'List'.

Member

Member

Content

- 1- Members
- 2- Members - Birth date
- 3- Members - Basic information
- 4- Members - Address, contact info
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- 9- Member Photos
- 10- Registration Form (Blank)
- 11- Church info / Current status
- 12- Label
- 13- Country of Birth
- 14- Registration Form SHORT
- 15- Registration Form SHORT (Blank)
- 16- Members - Last transaction

Options

Name format
Fullname

Sort by
Fullname

Person type
MEM

Status
Select

Filters

Saved filters

GiftAid

Manage saved filters

Filter Details

Temporary filter / New filter

Report Type

.pdf file

New page for each church

List