ChaverWeb at
Congregation Beth Ami

ChaverWeb is a secure way for Congregation Beth Ami (CBA) members to update personal information, search for other members, make donations and payments, sign up for events, and view account information online. You can control what information is made available to others. All information is password protected so only you and authorized staff can access it.

Initial sign-up for ChaverWeb

You should have received a Welcome email with instructions on how to sign-in for the first time. If you did not, contact the office at Office@BethAmiSR.org or (707) 360-3000. Verify that we have the correct email address for you, and request that another Welcome message be sent to you.

The Welcome message will contain the email address that is your **Username** and a **Temporary Password**. Follow the instructions to sign-in and create your own password.

How to sign-in to ChaverWeb

Click **here** or enter **https://tinyurl.com/mycbaweb** Enter your Username and Password. Select one of the options below.

Manage Profiles

Here you will see yourself and all other members of your family.

One adult in a family is designated as Adult 1. If there is a second adult, he or she will be designated as Adult 2.

Click on **Select Individual** at the top of the display to see the information about each member of your family. Here you can make changes to any of this information. Save your changes when you are done. Changes may not show in the Directory until the next working day.

Directory

On the *Search* tab you can enter a name, phone number, or occupation and it will list all members in the directory who match your search. When you click on the arrow to the right of the name, more information about that member will be displayed.
Advanced Search allows you to search on address (full or partial) and on more than one field.

The *Privacy Settings* tab allows you to control what information about each member of your family you want other members to be able to see. Clink on "Edit Your Directory Privacy Settings" to control what information you want to show or hide in the directory. If you do not want your name and any information about you or one of your family members to appear in the directory, at the top of the options click on the "Opt Out" button. You can select "Opt Out" for particular family members as long as one adult remains active. If all adults are opted out, all other family members will automatically be opted out.

Donate

This option displays a list of funds to which donations may be made.

If you have a credit card on file, when you click on the arrow for **Payment Method** you should see the option to "Use Credit Card on File." Otherwise you can select to be billed or you can enter credit card information. At the present, ChaverWeb does not automatically connect to ACH accounts (Automated Clearing House or debit payment) that are on file. If you want to charge the payment to your bank account, enter the routing and account number.

If you want to make multiple donations at the same, the *Tzedakah Box* keeps track of the ones that you are currently entering.

If you want your donation to be in honor or memory of someone or to support a particular function, click on the box beside "Click here to enter additional information about this donation." You can enter a note about your donation onto the "Note for Donor/Bulletin Listing."

Event Sign-up

A list of current events is shown. Click on the one for which you wish to sign-up and complete the required information.

The events for which you have signed up will show on the lower part of the screen.

Account Status

Invoices. The default is to display only amounts due. You can enter payments for open invoices here. To see past invoices, un-click the "Show open items only" box at the top left of the list.

Payments. This will list payments you have made.

Questions

If you have questions about ChaverWeb contact either Elizabeth Jarlsberg at the office (707) 360-3000 Office@BethAmiSR.org or Betty Boyd at (707) 537-2211 BettyCBoyd@gmail.com

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