**Tips for uploading the MIF into the CLC website database**

* Before starting your MIF, read the instructions from the CLC website <http://www.pcusa.org/resource/instructions-entering-mif/> on how to answer various portions of the MIF and the system limitations for answering questions.
* If your church has done a search in the past, it is possible that your old information is still there.  If that is the case, the “Add” option may not work.  If ”Add” is unsuccessful, select the "Revise" ("Update") option.  You should then be able to change the old data for the new, both at the "MIF 1" and "MIF 2" levels.  It appears that trying to put in new information for a church that already has an entry on the site will always be rejected.
* In the narrative areas in the "MIF 2" section, the text is limited to 1500 characters for each question, including spaces and punctuation. When you are writing those sections keep that in mind.  Microsoft Office Word has facilities for giving a character count with and without spaces.  Look for “Word Count” and select it. It will give both word and character counts. In the 2007 version, it is in the Review area in Proofing.  Other versions might be different.
* The "Optional" section seems to have no limitation.  If you need to extend any narrative section, you can put additional information in the Optional section, just make sure you label the portions within so the reader knows.
* Consulting with the website or OGA staff helpline will be hard to do. There is only one staff person left in OGA, and so it is very hard for her to keep up with everyone. Please keep in touch with the COM co-chairs and/or our General Presbyter for help first.
* You can also watch, pause, re-watch this online video about how to use CLC: https://vimeo.com/225249196

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