DESK PROCEDURE - Set Up InFellowship Account

InFellowship is our congregational wide portal that tackles several useful functions at once. Non-registered users can easily browse the list of ConnectionGroup's and join if desired. Fully registered users can do far more such as manage their contact information, adjust privacy settings, add avatars, check Church directories and view and print donation statements. In addition, if they are a ConnectionGroup leader, they can easily manage all functions of the group such as attendance, scheduling, email blasts, invites, add and remove members. The following procedure will walk you through the process of setting up your very own Faith Church InFellowship account.

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Step 1) With your browser, navigate to *faithchurch.cc*

Step 2) Scroll all the way to the bottom, click on the *(InF)* link at the bottom left.

- You may wish to save this location in your browser favorites

Step 3) At the InFellowship portal.

- For a new account, click [Register] in the upper right

Step 4) Fill out all the required fields.

- Remember your password!
- Click [Create an account]

Step 5) Check your email to verify your account.

- Look for a verification message in your email
- Click the verify link to activate your account
- Follow any further prompts for information

Step 6) Once verified, log into your account and continue profile setup.

Step 7) Click on [Update Profile]

- Then click [Update Your Profile] on left side

Step 8) Fill out all your information as completely as possible.

- Be advised you will be able to adjust the level of information viewable to others on the following steps.
- Click [Save Changes] on the bottom when finished.
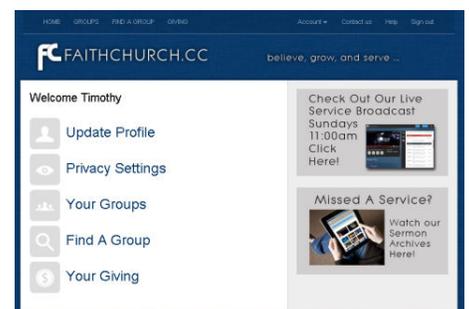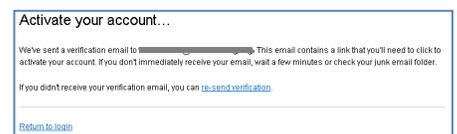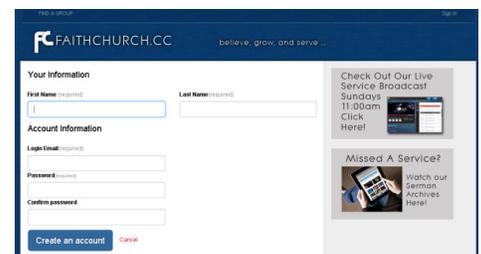
Step 9) Click [Privacy Settings] in the upper left.

- **Next you will see 6 slide bars in a 4 column table. These slide bars dictate how much of your information others can see. More specifically, what Church Staff, other Group Leaders, Group Members and Everyone (which is the entire internet) can view…**
- **Move the slide bars to the left or right for each of the 6 pieces of information; Address, DOB, Email, Phone, Website and Social Media.**
- **Move [Left] for less viewable info, and [Right] for more.**
- **Observe the real-time change of the 4 blocks below as you move the slide bars. This will give you a visual of what exactly is viewable by others**
- **Once you are satisfied with the privacy levels of all 4 groups**
- **Click [Save Privacy Settings] at the bottom**
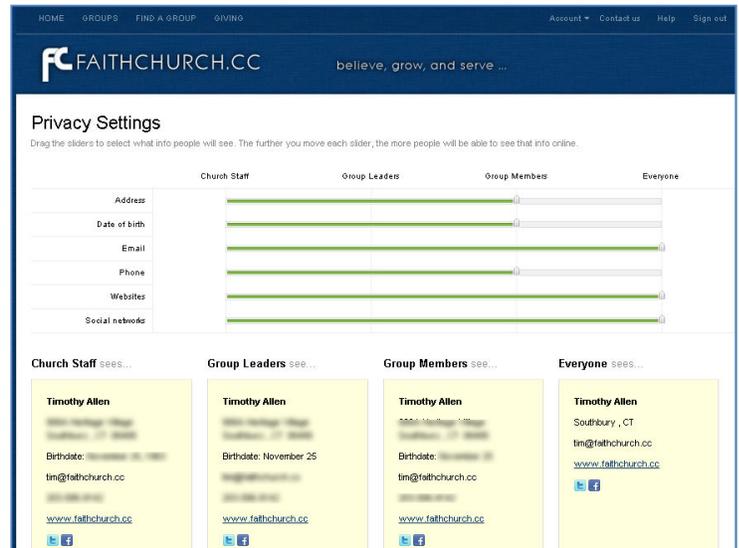
Step 10) Click [Home] in the upper left

Step 11) Feel free to explore all the areas available to you; such as Giving and Group Membership.

> ****** You may, at any time, log back into the portal and change your information as desired.**

> ****** If you are a ConnectionGroup leader, there is another procedure about group management.**

THANKS!