Online Community

USER HELP GUIDE

Lifetouch®

Connecting You through
Family Photography

Contents

Welcome!

Thanks for your interest in your church's Online Church Community. Because of its accurate, up-to-date information, the directory will be a trusted resource for you and other members.

As a member enrolled in the Online Church Community, you may:

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- Edit your member profile (p. 7)
- Hide or display profile information (p. 8)
- Add family members, birthdays and other personal information (p. 9)
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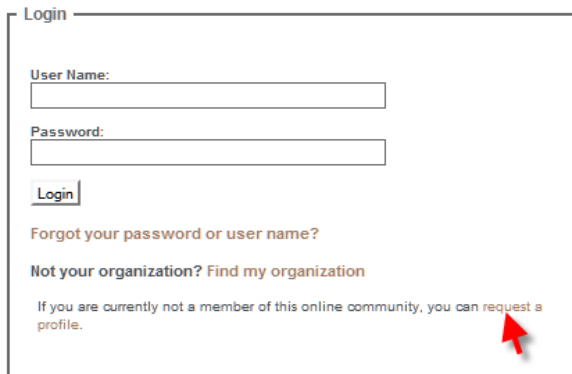- Request a new portrait session (p. 19)

Logging In

Your family unit will use a unique user name and password to access the Online Church Community.

Requesting a Profile

To access your church's Online Church Community, you must request a profile. Your request will be reviewed by your church administrator, who will set up your account.

1. On the login page, click **Request a Profile**.

2. Complete the form and click **Send Request.**
3. Your request will be reviewed by your church administrator. If approved, you will receive an email with your initial user name and password. To change your user name or password, see page 6.

Finding Your Church Organization

If the login page displays a logo and/or information from a different church organization, you will need to reset the page to your church organization.

1. Click **Find My Organization**.
2. Select your church's state/province, city and organization.
3. Click **Submit**.
4. The login page for your church organization will display.

User Name and/or Password Reminders

If you have forgotten your username and/or password:

1. Click **Forgot your password or user name?**.
2. *If you have forgotten your password:* Under Forgotten Password, enter your home email address and click **Reset Password**. You will receive an email with your user name and password. The system will create a temporary password, but you may change the password after you log in (see page 6).
3. *If you have forgotten your User Name:* Under Forgotten User Name, enter your home email address and click **Send User Name**. You will receive an email with your user name. Your password will remain unchanged.
4. *If you have forgotten <u>both</u> your User Name and Password:* Contact your church administrator for assistance.

If you have <u>not</u> provided the church with your home e-mail address, or the e-mail address you entered cannot be verified:

1. Contact your church administrator for assistance.

Changing Your User Name and/or Password

1. Click **My Profile**.
2. Under your name, click **Edit**.
3. In the left column, locate the Change Login box and change your User Name and/or Password as desired.

4. Click **Change User Name/Password**. You'll be logged out of the system. Log in using your updated User Name and/or Password.

My Profile

You have the ability to add and/or edit your profile information, create a unique message for your profile page, and display or hide certain profile information. The available options may vary by church, but your member profile may include:

- Your name
- Family member names
- Family portrait
- Family portrait caption
- Address
- E-mail address
- Phone number(s)
- Customized message from you/your family
- Birthday
- Occupation
- Church activities
- Hobbies

Viewing Your Profile

1. Click **My Profile**.
2. This is your profile information that other members can view. To add or edit profile information, proceed to the next section.

Editing Your Profile Information

1. Click **My Profile**.
2. Under your name, click **Edit**.
3. Add or edit the information as desired.

TIP: The Message feature allows you to create a message that displays on your Member Profile. Update your message in **Current Pending Message From Family***. Your Church Administrator will review the message before it appears on your Profile page.*

4. Click **Save** at the bottom of the page.

Hiding or Displaying Profile Information

You can hide or display profile information as you wish.

1. Click **My Profile**.
2. Under your name, click **Edit**.
3. To make certain profile information viewable by other members, check the box next to the field you wish to display.

*TIP: To display all of the member profile information, click **All** at the top of screen.*

4. To hide certain profile information, uncheck the box next to the field you wish to hide.

*TIP: To hide your entire member profile, click **None** at the top of the screen.*

5. Click **Save** at the bottom of the page.

Adding Birthday, Email, Occupation, Hobbies and Other Profile Information

1. Click **My Profile**.
2. Under your name, click **Edit**.
3. Under Additional Profile Information, click **Edit Additional Profile Information**.
4. Click the **Member Profile's name** you wish to edit.
5. Enter and/or select the information you wish to display.

TIPS: The available options may vary by church. To select more than one item in a list, hold the Ctrl key (on your keyboard) and click the items.

6. Click **Save** at the bottom of the page.

Adding Family Members to Your Profile

1. Click **My Profile**.
2. Under your name, click **Edit**.
3. Under Additional Members, enter the family member's name.
4. In the Relationship menu, select the family member's relationship to you.
5. To add additional family members, click **Add another member.**
6. Click **Save** at the bottom of the page.

My Group

For easy reference, the Online Church Community allows you to specify a group of members. For example, you may wish to create a group that includes members of your quilting team, committee, ministry team or choir.

TIP: Your group is unique to you, and it cannot be shared with other members. You are limited to one group.

Adding Members to Your Group

1. Click **Member Directory**.
2. Find the member you wish to add to your group. You have several search options:
   - In the alphabetic list, click the first letter of the member's last name.
   - Enter the member's name in the search box and click **Search**.
   - Navigate through the directory by clicking the **Previous** and **Next** links, or by clicking a number to advance to a particular page of results. By default, the names are sorted alphabetically by last name.
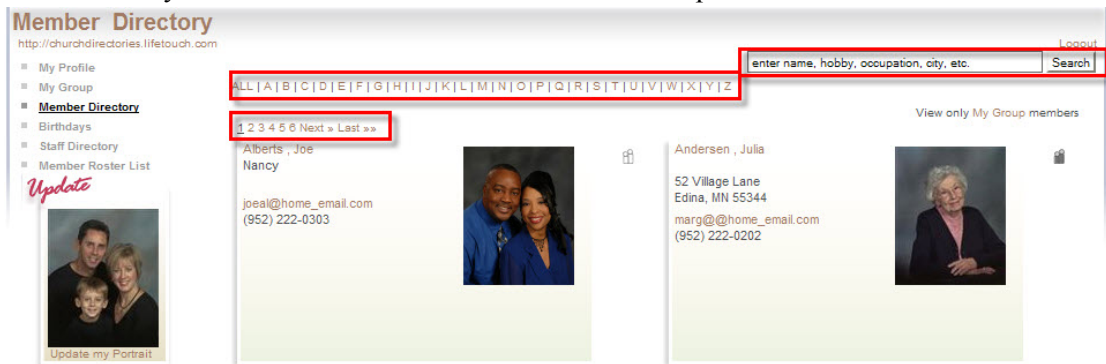   - To view all members, click **ALL** in the row of letters.
3. Click the **Group icon** next to the member's profile.
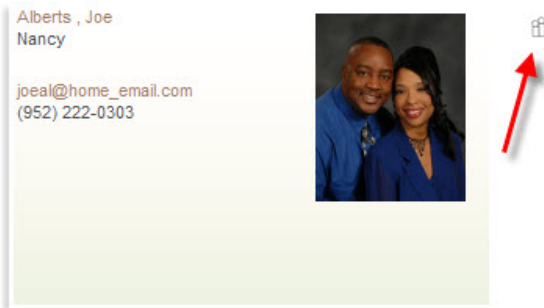
4. The Group icon turns to gray and the member is now in your Group.

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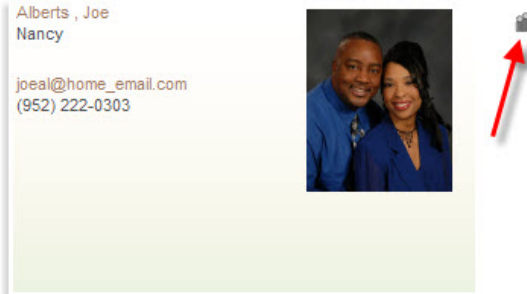
Removing Members From Your Group

1. Click **My Group**.
2. Find the member you wish to remove from your group.
3. Click the **Group icon** next to the member's directory entry.

4. The Group icon turns to white and the member is now removed from your Group.

5. To remove all Group members, click **Remove all members from My Group**.

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Viewing Your Group

1. Click **My Group**.
2. To locate a member in your group, you have several search options:
    - In the alphabetic list, click the first letter of the member's last name.
    - Navigate through the entering directory by clicking the **Previous** and **Next** links, or by clicking a number to advance to a particular page of results. By default, the names are sorted alphabetically by last name.
    - To view all members, click **ALL** in the row of letters.

Member Information

You have many ways to locate and view Member information:

- The Member Directory displays member names and photos in a gallery format. You may browse alphabetically by last name, search for a member by name, or search by other information such as occupation, hobby or city.
- The Member Roster List displays member information (alphabetically by last name) in a grid format. Like the Member Directory, you may browse alphabetically by last name, search for a member by name, or search by other information such as occupation, hobby or city.

Using the Member Directory

1. Click **Member Directory**.
2. Find the member you wish to locate. You have several search options:

- In the alphabetic list, click the first letter of the member's last name.
- Enter the member's name in the search box and click **Search**. You may also search for other profile information such as occupation, hobby or city.
- Navigate through the directory by clicking the **Previous** and **Next** links, or by clicking a number to advance to a particular page of results. By default, the names are sorted alphabetically by last name.
- To view all members, click **ALL** in the row of letters.

3. To view the member's full profile, click the member's name or photo.

TIP: You will only be able to view information that the family has chosen to display in their profile.

4. To go back to the previous screen, click the **Back** button in your browser .

Using the Member Roster List

1. Click **Member Roster List**.
2. Find the member you wish to locate. You have several search options:

- In the alphabetic list, click the first letter of the member's last name.
- Enter the member's name in the search box and click **Search**. You may also search for other profile information such as occupation, hobby or city.
- Navigate through the directory by clicking the **Previous** and **Next** links, or by clicking a number to advance to a particular page of results. By default, the names are sorted alphabetically by last name.
- To view all members, click **ALL** in the row of letters.

3. To view the member's full profile, click the member's name.
4. To view the member's photo, click the camera icon.
5. To go back to the previous screen, click the **Back** button in your browser .

Birthdays

The Online Membership Directory includes the option to list your birthday as part of your Member Profile. (NOTE: This option may not be available for your church.) If you choose to list your birthday, it can be viewed by other members.

TIP: You – and other members – can choose to not display your birthday. See Edit My Profile on page 8.

Viewing Member Birthdays

1. Click **Birthdays**.
2. The birthdays for the current month are displayed. They are sorted by day of the month.
3. To view other months:
   - Select a month from the dropdown menu.
   - To view all months, click **Show All Months**.
4. Click the member's last name to view their profile.

Staff Directory

The Staff Directory feature allows you to review the profiles of church staff.

Viewing Staff Directory

1. Click **Staff Directory**.
2. Find the staff member you wish to locate. You have several search options:
     - In the alphabetic list, click the first letter of the staff member's last name.
     - Navigate through the staff member directory by clicking the **Previous** and **Next** links, or by clicking a number to advance to a particular page of results. By default, the names are sorted alphabetically by last name.
     - To view all members, click **ALL** in the row of letters.
3. To view the staff member's full profile, click the member's name.
4. To go back to the previous screen, click the **Back** button in your browser.

Portrait Request

Use the Online Church Community to request a new photo session for you or your family. Your current portrait (if you have one) displays in the left column on every page.

Requesting a Portrait

You have two options to request a new portrait:

1. Option 1: In the left column of any page, below your current portrait (if you have one), click **Update my Portrait**.
2. Option 2:
    - Click **My Profile**.
    - Under your name, click **Edit**.
    - Below your current portrait (if you have one) on the right side, check **I want to update my portrait**.
    - Click **Save** at the bottom of the page.

3. Lifetouch will work with your church to schedule a new professional photography session at no charge to you or your church.

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TIP: After you request a new portrait, you'll see a "Requested a new portrait session" message. You will only see this message for your own profile. You will not see it for other members who have requested a new portrait session. Your church administrator can view all members who have requested a new portrait session.

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Logging Out

To log out of the Online Church Community, click **Logout** in the upper right corner.