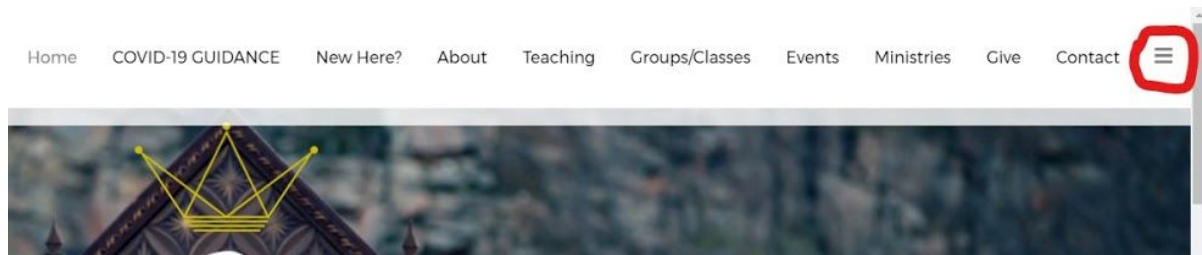# HOW TO MAKE AN INFELLOWSHIP ACCOUNT DESKTOP INSTRUCTIONS PG1
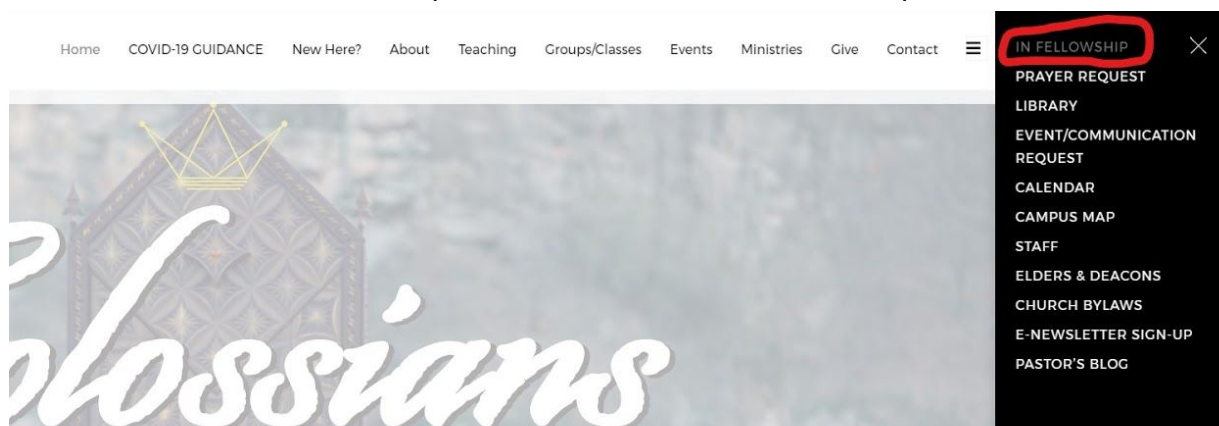
STEP 1:
Visit our webpage and click the three bars on the left to open the side menu.
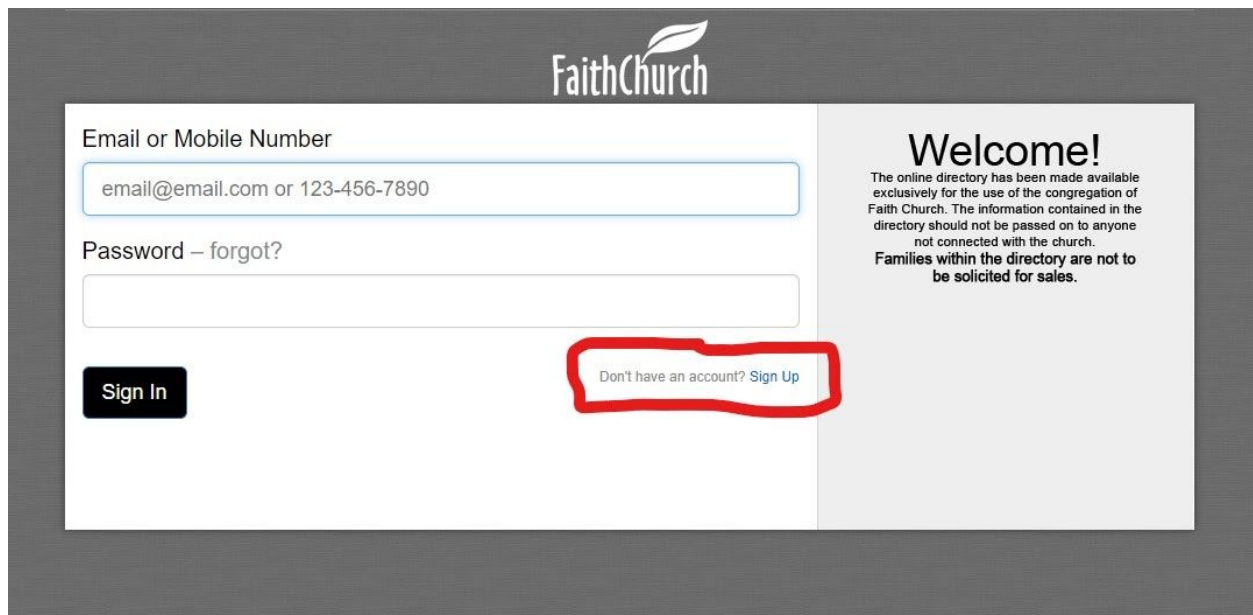

STEP 2:
At the top of the side menu, click InFellowship.

STEP3:
A new tab should open with the InFellowship website. Click Sign Up.

STEP 4:
Fill out the form completely, then click Create an account.

STEP 5:
You should get an Activate your account screen. Please go to the email you used to sign up and find the verification email.
In your email, you should find a Welcome to Faith Church email from email@fellowshipone.com. In the email, you'll find an activation link. Click it.

STEP 6:
A new tab will open with an InFellowship form. Please fill out the form. The stars by the phone numbers denote which number is your prefered number. More about this at the end. When you are done, click Save and create account.

STEP 7:
InFellowship will bring you back to the sign-in page. You should have a banner at the top of your screen saying your account has been successfully activated. You can now sign in with your email and password.
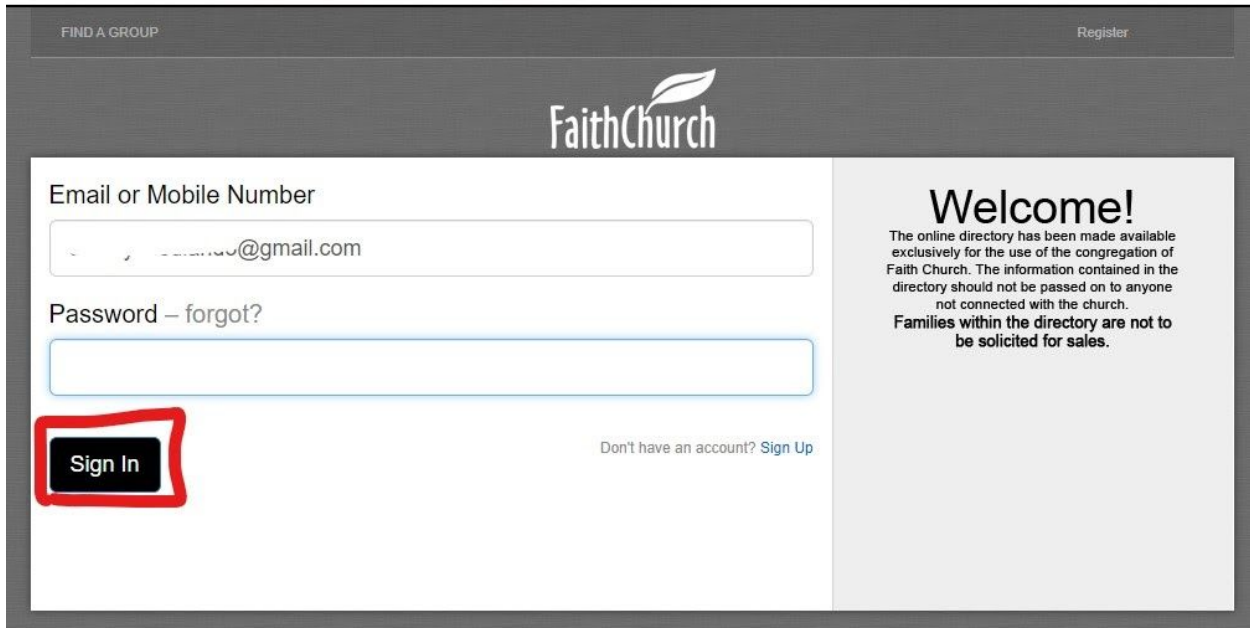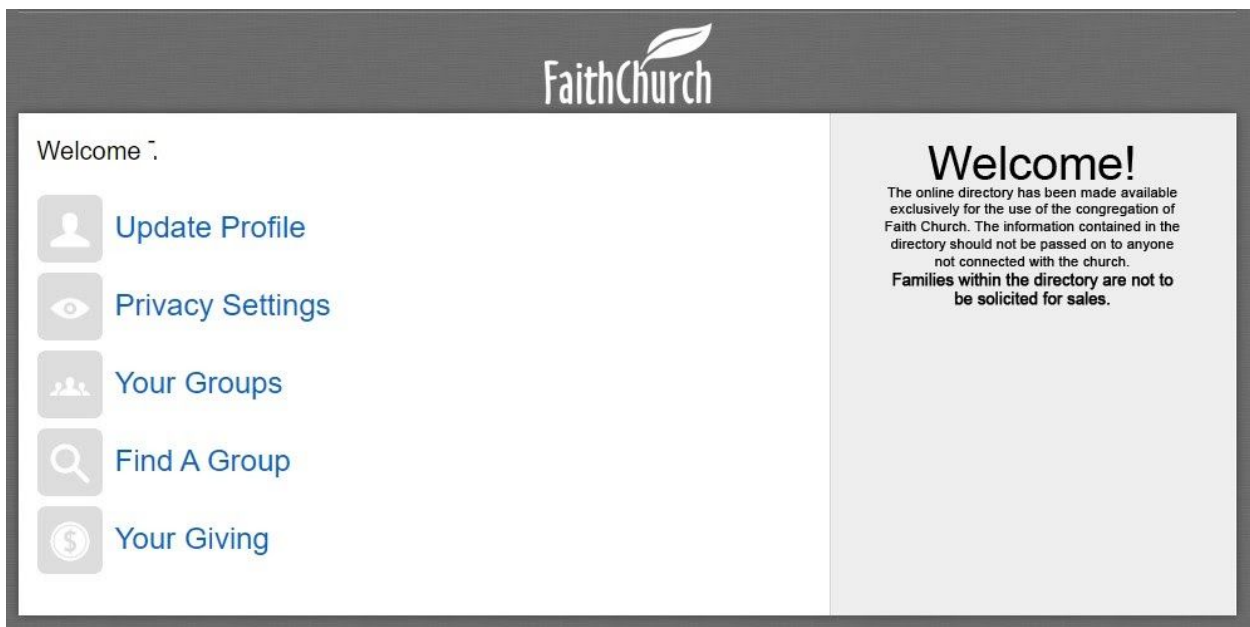

STEP 8:
Once signed in, you'll get the Welcome screen. You are now set up in InFellowship.

Privacy Settings and Preferred Numbers

You can get to your Privacy Settings by clicking Privacy Settings on the Welcome Screen.

In your privacy settings, you can set who in the system can see the different information you have. You can adjust the green bars to set who can see the specific information type, and the yellow boxes below will confirm the information you're sharing. Once you're happy with your settings, click Save privacy settings at the bottom.

Your Group Leaders and Group Members refer to your Community Group Leader(s) and Members. If you are not in a CG, but would like to be, please contact Ryan Broadhurst (rbroadhurst@faithchurch.net).

Your prefered number will be the number we will call if we need to get in touch with you. For example, we sent out a message in mid-March about services being suspended. The numbers that were pulled from InFellowship were the prefered numbers.