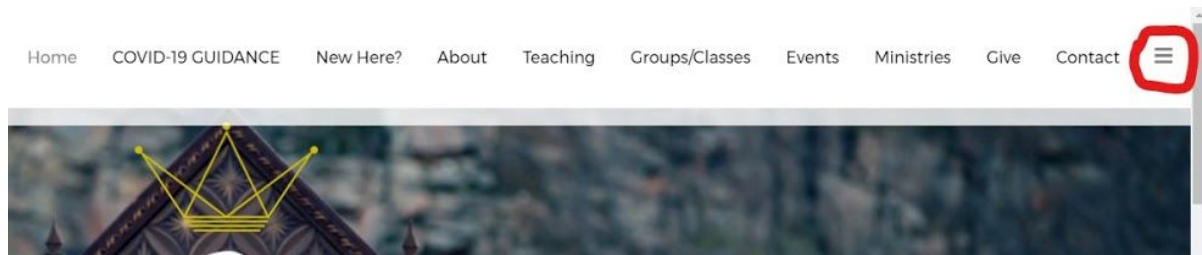


# HOW TO MAKE AN INFELLOWSHIP ACCOUNT DESKTOP INSTRUCTIONS PG1

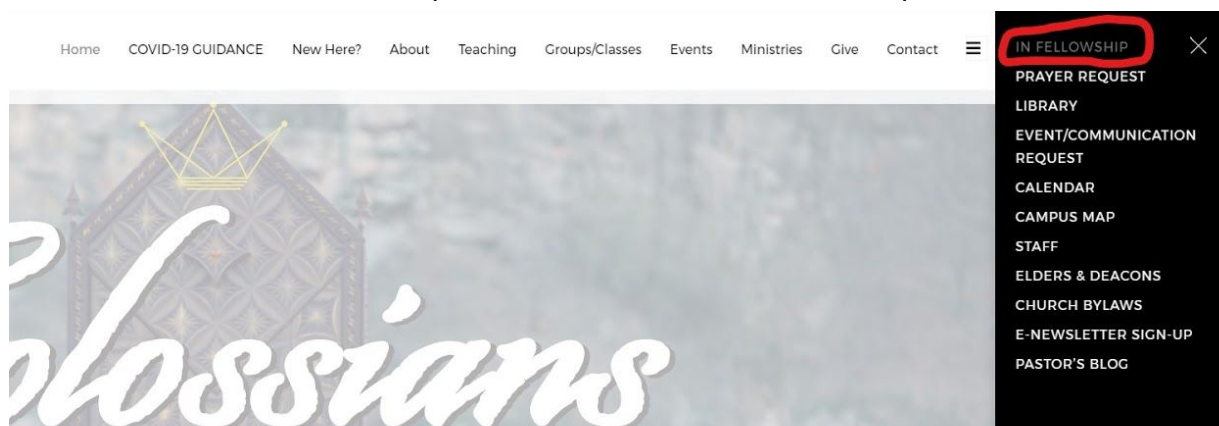
## STEP 1:

Visit our webpage and click the three bars on the left to open the side menu.



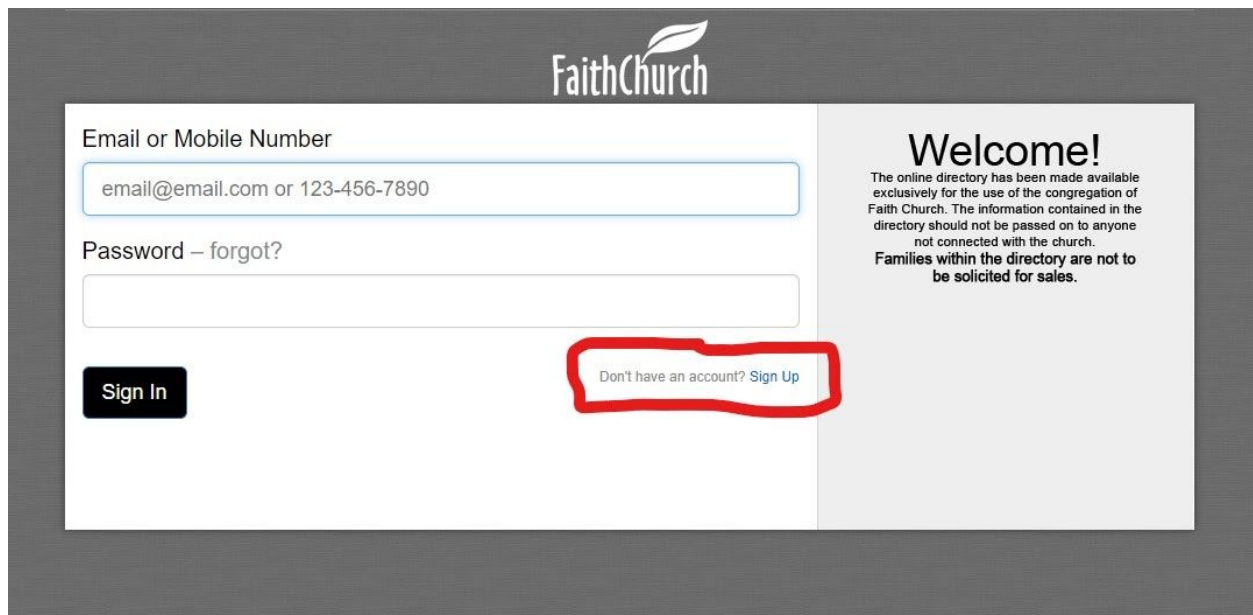
## STEP 2:

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.

**FaithChurch**

**Your Information**

First Name (required)  Last Name (required)

**Account Information**

Login Email (required)

Password (required)  Confirm password (required)

**Security Check**

Retype the characters from the picture (required)

**Create an account** [Cancel](#)

**Welcome!**

The online directory has been made available exclusively for the use of the congregation of Faith Church. The information contained in the directory should not be passed on to anyone not connected with the church.  
**Families within the directory are not to be solicited for sales.**

**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](mailto:email@fellowshipone.com).

In the email, you'll find an activation link. Click it.

**FaithChurch**

**Activate your account...**

We've sent a verification email to [\[redacted\]](#) @gmail.com. This email contains a link that you'll need to click to activate your account. If you don't immediately receive your email, wait a few minutes or check your junk email folder.

If you didn't receive your verification email, you can [re-send verification](#).

[Return to login](#)

**Welcome!**

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**Families within the directory are not to be solicited for sales.**

**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 preferred number. More about this at the end. When you are done, click Save and create account.

**FaithChurch**

Hello, T \* = required field  
You're almost done!

**We just need a little more info** — If you are a church member, this will help us keep your info up-to-date. Thanks!

\* Date of birth

\* Gender  Male  Female

\* Address

Country

Street 1

Street 2

City

State

Postal code

County

Home phone  ☆

Mobile phone  ☆

**Save and create account**

**Welcome!**

The online directory has been made available exclusively for the use of the congregation of Faith Church. The information contained in the directory should not be passed on to anyone not connected with the church.

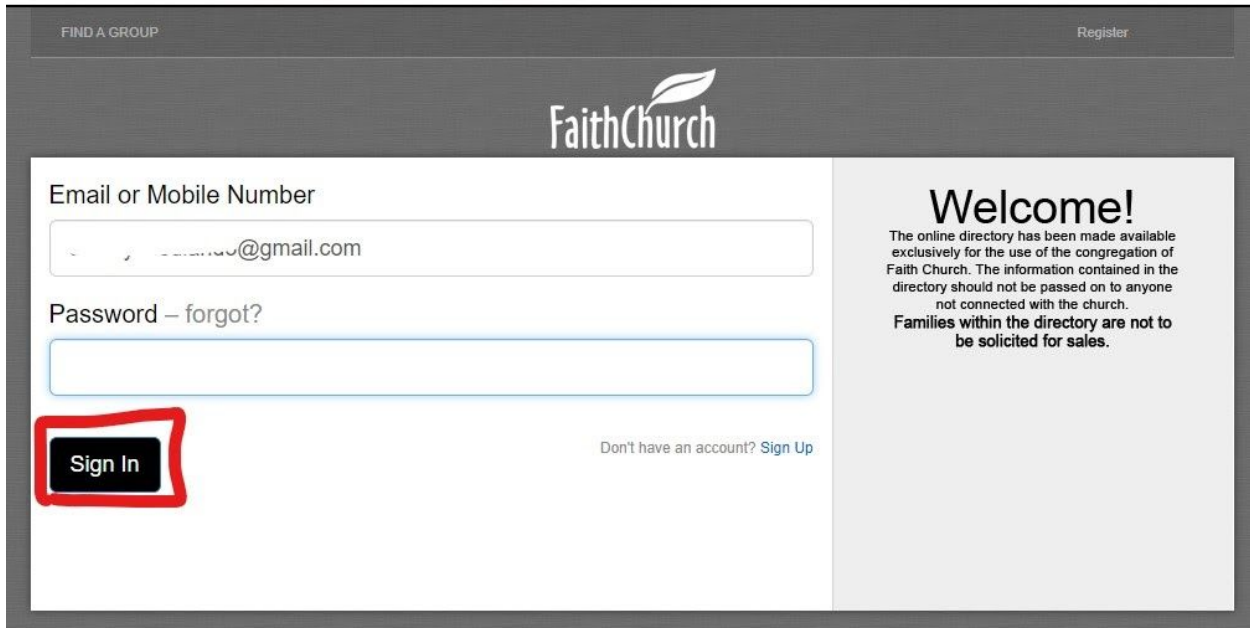
**Families within the directory are not to be solicited for sales.**

**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.

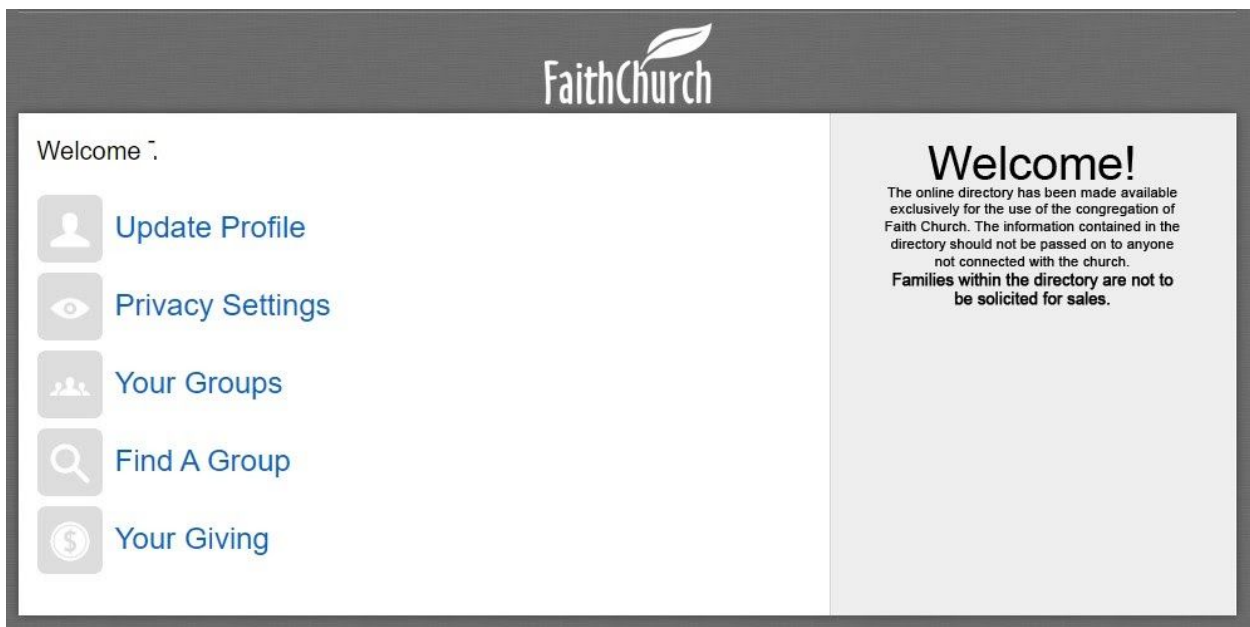
✔ Your account has been successfully activated.

Close



**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.

**FaithChurch**

### Privacy Settings

Drag the sliders to select what info people will see. The further you move each slider, the more people will be able to see that info online.

	Church Staff	Group Leaders	Group Members	Everyone
Address	Slider at Church Staff	Slider at Church Staff	Slider at Church Staff	Slider at Church Staff
Date of birth	Slider at Church Staff	Slider at Church Staff	Slider at Church Staff	Slider at Church Staff
Email	Slider at Church Staff	Slider at Church Staff	Slider at Church Staff	Slider at Church Staff
Phone	Slider at Church Staff	Slider at Church Staff	Slider at Church Staff	Slider at Church Staff
Websites	Slider at Church Staff	Slider at Church Staff	Slider at Church Staff	Slider at Church Staff
Social networks	Slider at Church Staff	Slider at Church Staff	Slider at Church Staff	Slider at Church Staff

**Church Staff sees...**

Test Desktop  
Test St  
Test , OH 45150  
Birthdate: February 8,  
@gmail.com  
4515045150

**Group Leaders see...**

Test Desktop  
Test , OH  
Birthdate: February 8  
@gmail.com  
4515045150

**Group Members see...**

Test Desktop  
Test , OH  
Birthdate: February 8  
@gmail.com  
4515045150

**Everyone sees...**

Test Desktop  
Test , OH  
Birthdate: February 8  
@gmail.com

Note: Leaders can view personal information if the church allows them to edit your profile.

**Save privacy settings** Cancel

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](mailto:rbroadhurst@faithchurch.net)).

Your preferred 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 preferred numbers.