

Fourth Presbyterian Church On-Line Directory User Guide

From Fourth Church's On-Line Directory webpage you will be able to:

- 🔒 access the church pictorial directory of members and friends
- 🔒 update your demographic data anytime it changes

1. Getting to the On-line Directory.

- 🔒 Open your web browser (Internet Explorer, Firefox, Safari, etc.) and go to <http://www.4thpres.org>
- 🔒 On the website, in the menu on the top right, you will see an **Online Directory** link. When you put your mouse over it you will see a sub-link entitled "**How to Guide**" When you click on this link you will be taken to the On-line Directory instruction page.

On-line Directory

The official directory for Fourth Presbyterian Church is located on a secure server and requires a user id and password.

The online directory system allows our regular attenders to update demographic data and view a listing of other attendees. **A login and password are required.**

I already have a login and password...



Click the link below to launch the directory. A new window will be opened and you will be taken to a secure Web site. When you are done, *just close the window to return to this site.*

» [Launch Online Directory](#)

I do not have a login and password...

Fill out the [Directory Update Form](#) and send it to [Sandy Long](#) at the church. Once this is processed, a login will be sent to you. The form is available in the church office, at the hospitality desk in the Welcome Center, or you can download the form below and drop it off in the church office during weekend services or weekday office hours.

I need help...

Before asking for assistance, please download the User Guide. If you still have a question, contact [Sandy Long](#) by email or at  301-320-3434  x209.

» [User Guide](#)

» [Directory Update Form](#)

This page provides links to:

- 🔒 Open the On-line directory login page

» [Launch Online Directory](#)

- 🔒 A downloadable .pdf document which details step-by-step how to access our On-line Directory.

» [User Guide](#)

- 🔒 A downloadable .pdf Directory Update Form to submit initial information about you to the database administrator at Fourth Church.

» [Directory Update Form](#)

2. Member/Friends who do NOT have a User ID

- 🔒 Click on the link for the downloadable .pdf Directory Update Form to submit initial information about you to the database administrator at Fourth Church.

» [Directory Update Form](#)

- 🔒 Complete the form
- 🔒 Return to Sandy Long
- 🔒 You will receive an email with your information

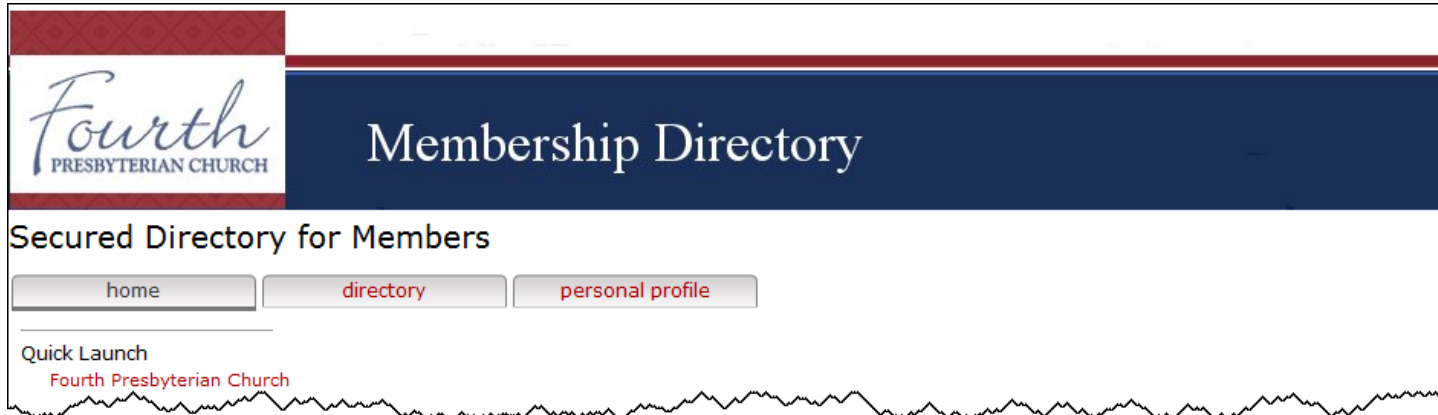
3. Member/Friends who have already received a letter with User ID and separate e-mail from Shelby Systems with password

- 🔒 Enter your information on the login form and press Enter

The screenshot shows the login interface for the Fourth Presbyterian Church Membership Directory. At the top left is the church logo with the text "Fourth PRESBYTERIAN CHURCH". To the right, the title "Membership Directory" is displayed in a large serif font. Below this is the heading "Secured Directory for Members". Underneath, there is a "Member Login" section with two input fields: "Number" and "Password:". A blue "Login" button is positioned below the password field. At the bottom left of the login area, there is a link that says "Forget your password? Have it e-mailed to you."

🔒 If you forgot your password you may have it emailed to the email account on record. If you do not have an email account on record, you must contact Sandy Long at 301-320-3434x209

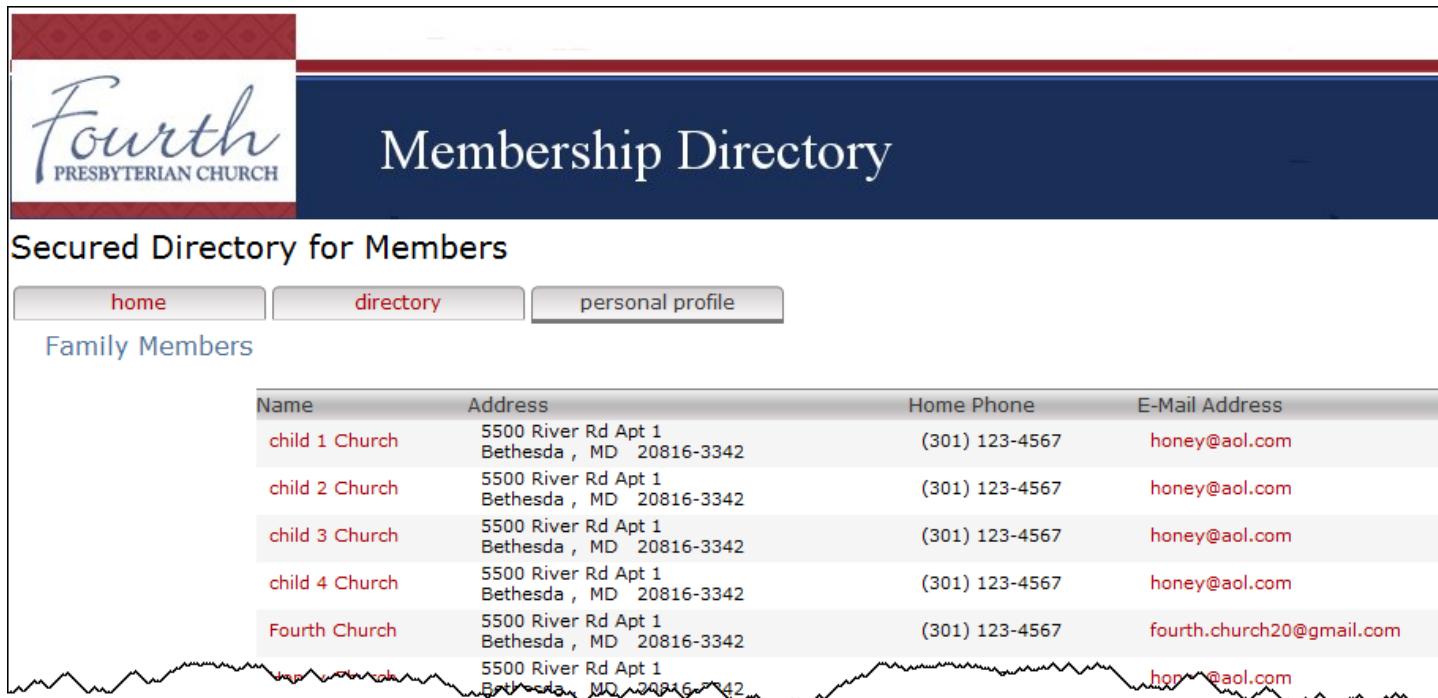
🔒 You should now be on the **secured On-line directory Home page**



🔒 When you are ready to exit Fourth’s On-Line Directory page, simply click the “logoff” button in the upper right hand corner to return to Fourth’s home page.

4. CHECK OR UPDATE YOUR PERSONAL INFORMATION (personal profile tab)

🔒 From the “Personal Profile” tab you can verify that the demographic information we have for you and your family is correct and make necessary changes at any time.

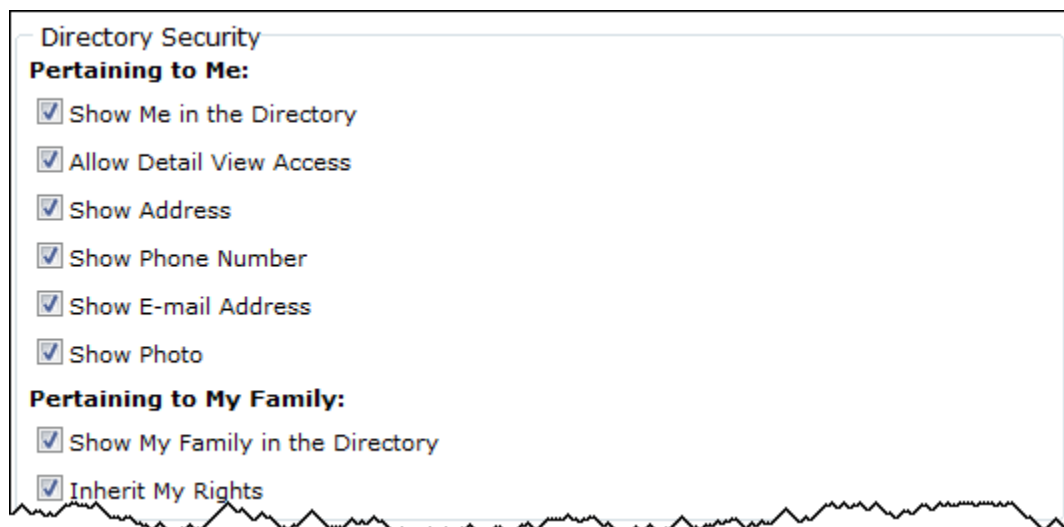


🔒 Click on the name you want to edit.

- 🔒 If you are **NOT** the Head of Household, only your personal record will display allowing you to edit information that is incorrect or missing. You may also fill in blank fields, such as employer and occupation, if desired. It would also be helpful if in the “comments” field you entered what ministries you are participating in at Fourth.
- 🔒 You may also change your password on this page.
- 🔒 Be sure to click “update” at the bottom of the screen to save any changes you have made.
- 🔒 As **Head of Household**, the members of your family are displayed on this page so that you may edit information for anyone in your family.

PLEASE NOTE THAT YOU WILL BE ABLE TO SPECIFY HOW MUCH, IF ANY, INFORMATION YOU WISH TO DISPLAY ABOUT YOUR FAMILY IN THE ONLINE DIRECTORY.

- 🔒 At the bottom you can specify how much data about you and your family you wish to display to others.



- 🔒 If you choose to display yourself in the directory, you can then choose to display (the default) or hide the following sub-options:
 - Detailed information
(i.e. photo, birth day (no year), employer, work phone, cell phone)
 - Home address
 - Home phone
 - E-mail address(es)
 - Specifically state to show or not show photos

- 🔒 You can duplicate your settings for everyone at once by checking the box “Show My Family in the On-line Directory” (by default unchecked) and then “Inherit My Rights”. Remember, only Fourth Church members and friends will have access to this online directory!
- 🔒 As Head of Household, you will see the box “Enable Login?” on each of your family’s records whereby you can control whether that person can log onto Fourth’s On-Line Directory on their own.
- 🔒 You can also change your password (1-20 characters) here if desired.
- 🔒 Each family member can have their own password.

Update

Cancel

NOTE: Changes will not be visible in the Directory until approved by your administrator

NOTE: Changes will not be visible in the Directory until approved by your administrator. It may take 24 hours before your requested changes appear in the online directory.

5. A WORD ABOUT PICTURES




- 🔒 A wonderful component to this WEBVIEW On-line Directory is that it is also a pictorial directory. You have the option to not display pictures of you or your family (*the default is that all available photos that were taken are displayed within your record.*)
- 🔒 Should you not see a photo on the Head of Household record, you have the ability to show a family picture and/or individual picture for each member of your family. Simply send a good quality digital photo to slong@4thpres.org and we will do the rest. No need to make an appointment.
- 🔒 Please note that should you choose not to include your picture(s) in the On-line Directory, we would still like you to send us a current picture so that we can have it in our internal database **for staff use only.**

**All photographs are displayed on the On-line Directory
which is a SECURED webpage
unless specifically requested NOT to be displayed.**

6. USING THE DIRECTORY TAB

- 🔒 From the “Directory” tab you will be able to access the Name, Address, Home Phone and E-mail address of Fourth Church members and friends who have chosen to make this information available.
- 🔒 There are three ways to search for records to display on this screen.
 - *Last Name:* Click a letter to display all records that begin with that letter
 - *Drop Down List:* choose a criteria field (i.e., last name, city, etc.) from the drop down List and enter any alphanumeric characters into the Search box and click on the search button.

- *Search Field:* enter the Last Name into the search field. You will then get a screen with all entries having that specific last name.

- ~  From this screen, you may click on any address to open a new window that will access an internet mapping program showing that address mapped.
- ~  If you click on an e-mail address, it should open your e-mail program and put this e-mail address in the “To:” box.
- ~  If you click on any of the names it will allow you to view more detail for that person if that person has checked the “Allow Detail View Access” box on their Personal Profile tab.