



## A Step-by-Step guide to the Church Center Directory for St. Andrew's Presbyterian Church Kitchener

The directory is a private place for the congregation to share their contact information with each other.

Only people invited to the directory can see the directory or share their information.

The directory can be enabled on the web and in the Church Center mobile app.

# Step 1: Find the Email Invite

You will receive an email with an invitation to join the directory. The email will go to the email address we currently have on file for you.

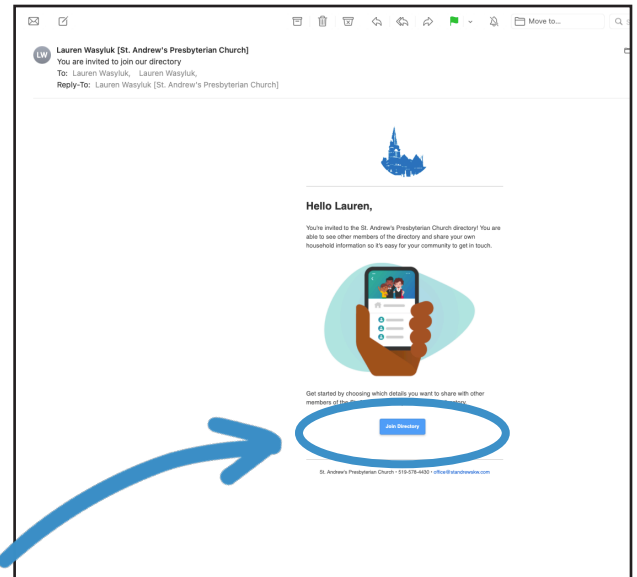
If you do not receive an invite, please email or call the church office:

- office.coordinator@standrewskw.com
- 519-578-4430

# Step 2: Click "Join Directory"

In your email, click the "Join Directory" button.

This button will open a web browser on your computer where you will be prompted to enter a code.



## About Codes:

Planning Center uses codes sent via email or text message to confirm your identity. These codes are an important aspect of the directory and protect your information.

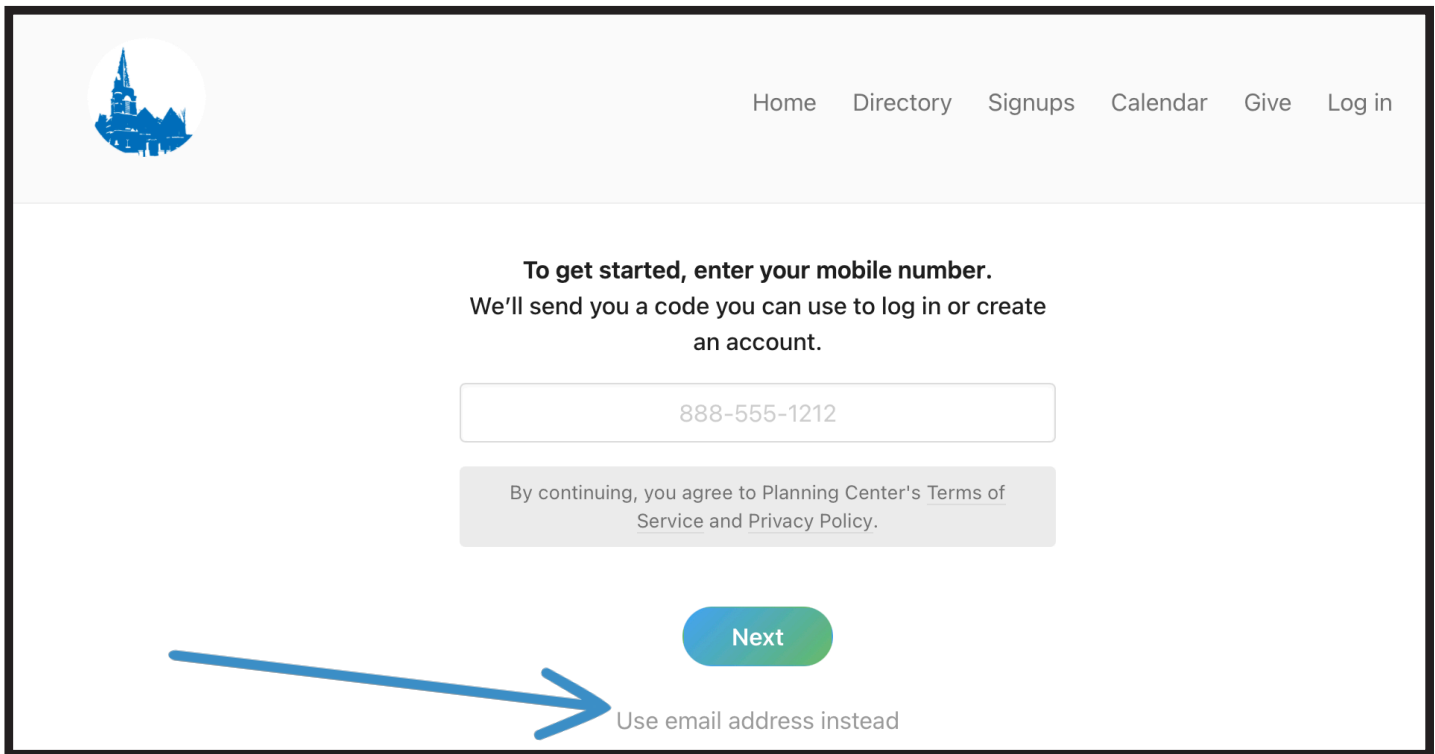
You have the option to either receive a code through a text message or your email address.

## Receive a Code through Text Message:

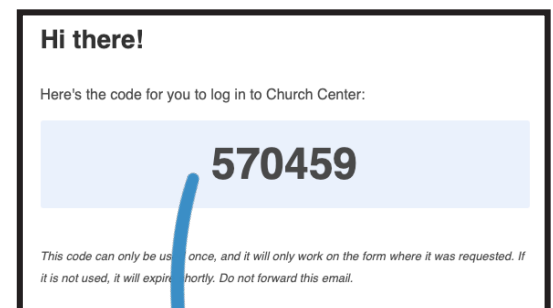
Type your mobile phone number into the box and click "next." You will receive a code on your phone.

## Receive a Code through Email:

Underneath the bluish-green “next” button you will see the words “[Use email address instead.](#)” Click this line of text, and the screen will change to allow you to type in your email address. Enter your email and click “next”. You will receive a code to your email inbox.

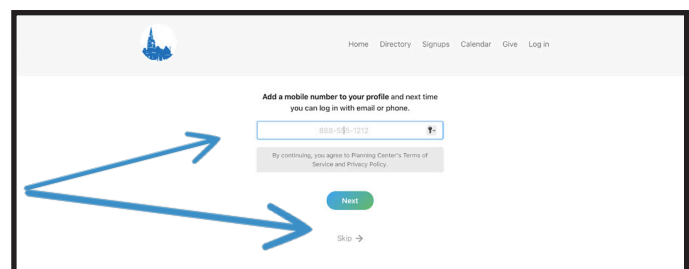
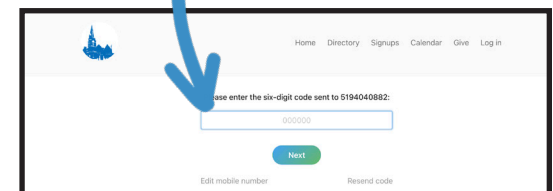


Once you receive the code through email or text, enter it into the text box and press “next”.



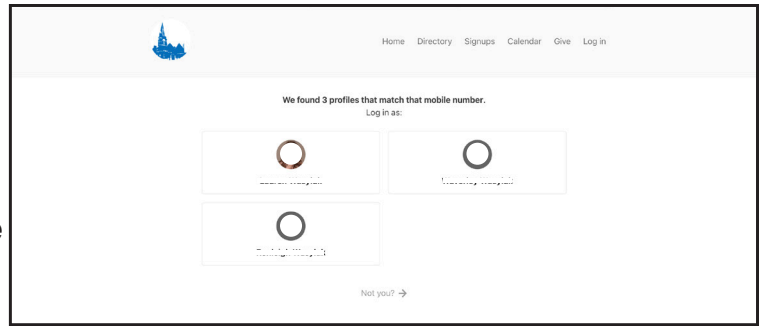
## Optional - Add a Mobile Phone Number

After pressing “next” you may be prompted to add a mobile phone number. You will only see this prompt if you do not have a mobile phone number associated with your profile in our database. You may choose to add a mobile number now, or you can click “skip” to move on. \*Please do not add a landline phone to this section.



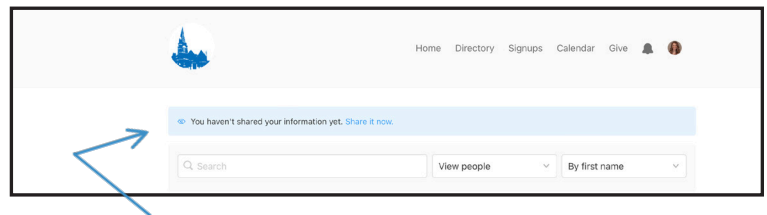
## Step 2: Select Your Profile

A significant amount of data is already entered into our Planning Center database/directory. When you log in for the first time, you will see your name and other family members with the same primary email address as you.



These members could include a spouse, children, dependent adults or children. If you see members of your household that do not belong, please take note and let us know, and we will make adjustments and corrections accordingly. Please note that other members of your household with their own primary email addresses will not show up at this stage of the login process.

Once you've clicked your name, you will see the Directory Page with others who have already consented to share their information to the Directory. You will also see a blue bar toward the top of the page that says, "You haven't shared your information yet. Share it now."



### **Consent to Share Information to the Directory**

You can choose what information is shared to the Directory; to do this, click "Share it now."

### **Do not Consent to Share Information to the Directory:**

If you choose not to share your information to the Directory, you can ignore all further steps. You will still have access to the Directory and what information others choose to share, but your contact information, birthday, etc. will not be shared. You can change your mind anytime and share your info in the future. Please note that choosing not to share your details to the Directory does not impact our internal database - the church office and staff will still have internal access to your database profile. It just won't be shared with the rest of the congregation.

## Step 3: Choose the Information You'd Like to Share

Once you click "Share it now" you will see a screen that allows you to choose what information you would like to share to the Directory for each household member. This information will be published to the Directory and will be viewable by others who have also been invited to the directory. This includes members, adherents and staff of St. Andrew's Presbyterian Church Kitchener.

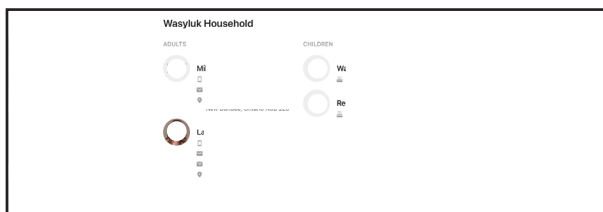
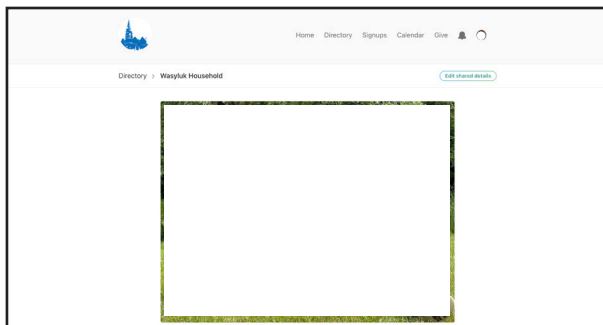
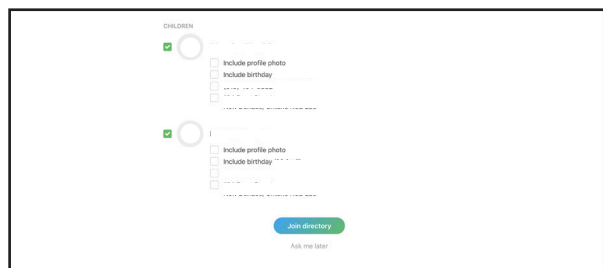
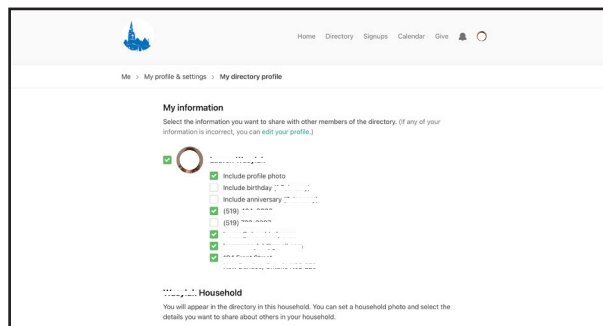
Select each household member individually to include them in the Directory, then select each piece of information you'd like to share. You may want to include your names without contact or personal information, or you may want to share all of your details.

Sharable details include name, profile photo (if you upload one), birthday, anniversary, phone number(s), email address(es), mailing address(es)

**Upload Images:** At this stage, you may also choose to upload individual profile images for you and your household members. You may also upload a household image (a group photo of your family). You can upload or change these images at any time.

**Double Check your Information:** We have made every effort to ensure the accuracy of the information already in the database, but there is a chance some details could be incorrect (we've had some challenges with some birth and anniversary dates being transposed as data was imported). If you find incorrect information, take note and follow the next set of instructions to make necessary corrections.

**Click Join Directory:** When you are satisfied with the information shared, click the "Join Directory" button, and your information will be automatically added to the shared Directory. The screen will reload to view your household directory listing. If

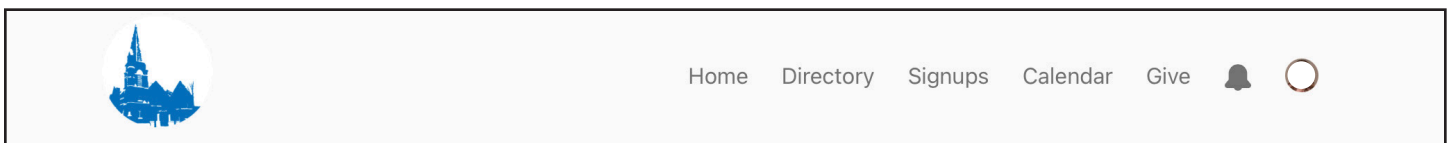


you upload photos, they will be displayed in their appropriate sections. You can always modify the information shared by clicking the “Edit Shared details” button at the top right side.

## Step 4: Get to Know Church Center for St. Andrew’s Presbyterian Church

### The Navigation Bar

The Navigation Bar includes buttons for home, directory, signups, calendar, give, notifications (the bell), and a link to your profile (your photo or initials). The navigation bar is visible on every page of Church Center and can quickly take you to where you need to go.



### Home

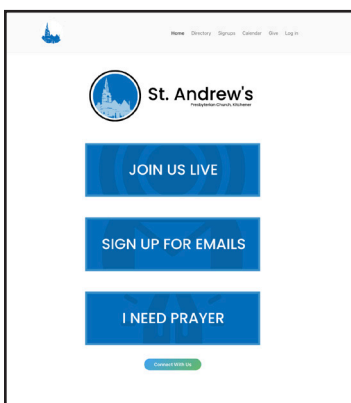
The Home button brings you to the home screen. This is likely not a screen you will need often, but it serves as the landing page for anyone visiting via the mobile app.

### Directory

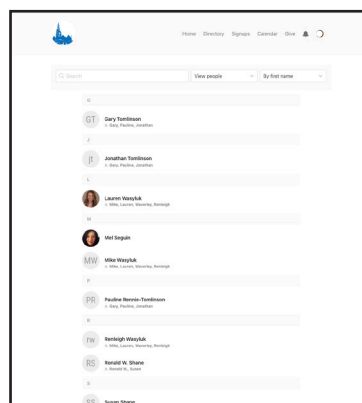
The Directory button brings you to the Directory, where you can find contact details for everyone in the congregation who has consented to include themselves in the Directory.

### Signups

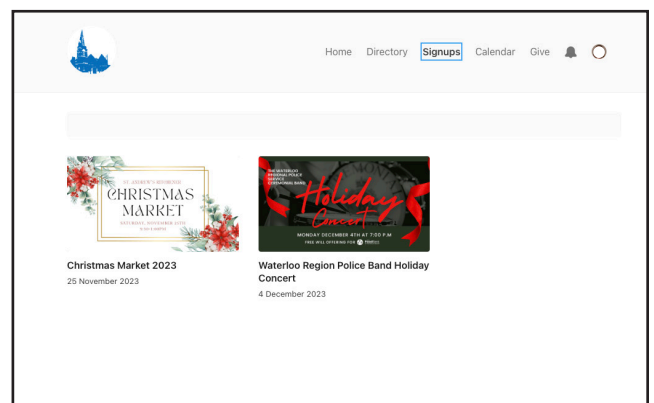
The Signup button brings you to a list of **current events** that require registration. These could include special meals, fundraiser events, and conferences like the Camp K BBQ, Adnes Stock Weekend, Candy Jam, etc. Occasionally, you may also see events not requiring registration but are listed for extra promotion (for example, the Christmas Market or special Musical events).



Home Screen



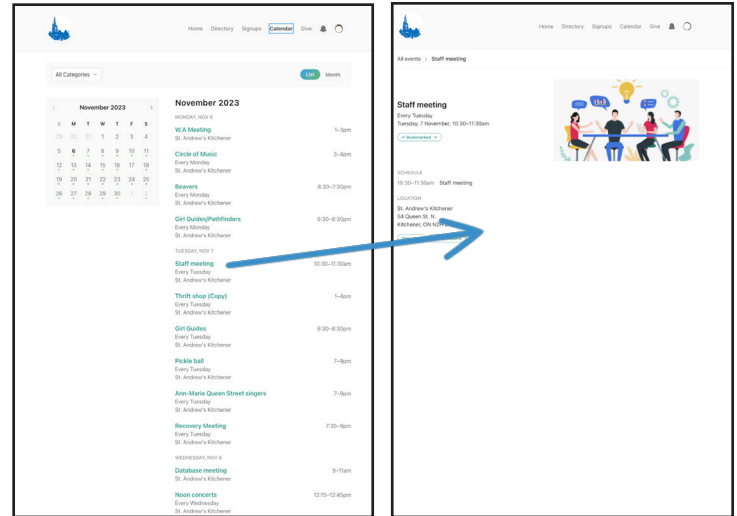
Directory Screen



Signups Screen

## Calendar

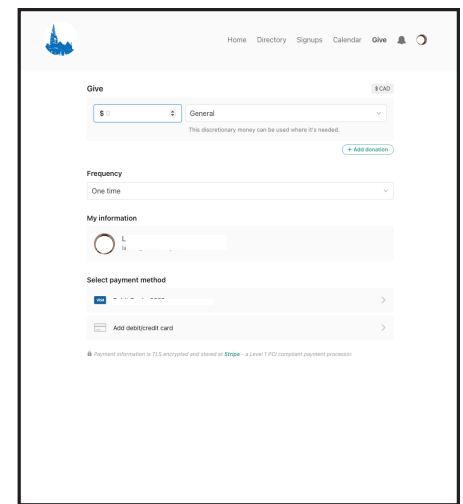
The Calendar button brings you to a calendar of all the internal and external events and goings on at St. Andrew's. This calendar is linked to the internal one we use in the office each day, so you can be confident that the details are current. If you have questions about an upcoming event or meeting, you can always visit this calendar and click on the event you are interested in. When viewing an event, you can click the "Add bookmark" button to add it to your schedule.



## Give

The Give button takes you to the online giving page where you can set up a one-time or on going donation via Debit or Credit Card. This giving option does not replace cheques, envelope numbers, e-transfer or PAR givings; it simply adds another way to give electronically.

To give via debit or credit card, type the amount you'd like to donate, choose from a drop-down menu of funds you can donate to, and add a payment card. You can then choose to give a one-time gift or make it a weekly, biweekly, or monthly gift and choose the day it will come out.

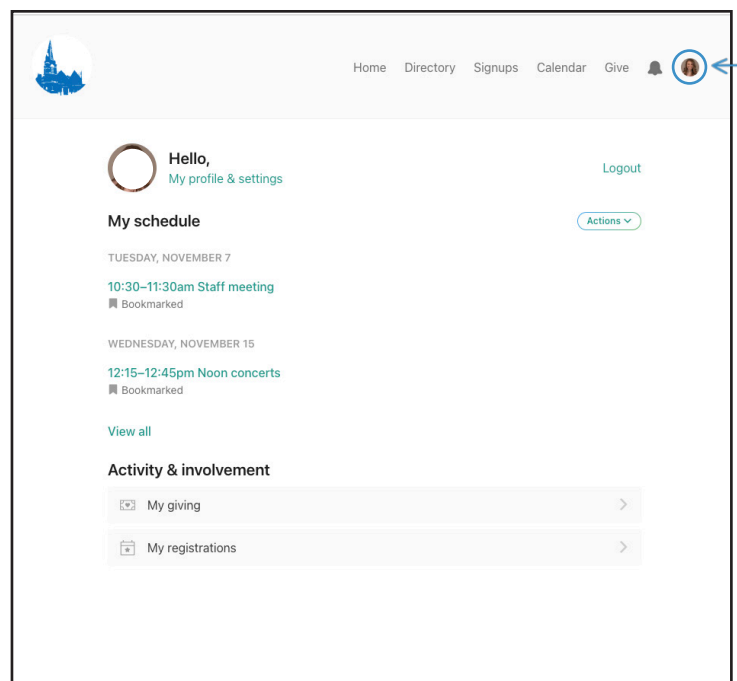


## Notifications

The small bell icon is for notifications sent out through the office. We are unlikely to use this function.

## Profile Image or Initials

Clicking your profile image or initials in the right-hand corner will bring you to your profile. From here, you can edit your profile information and settings, view your schedule of events (anything you'd added a bookmark for), view your donations and registrations or log out. Click around and get to know the space.



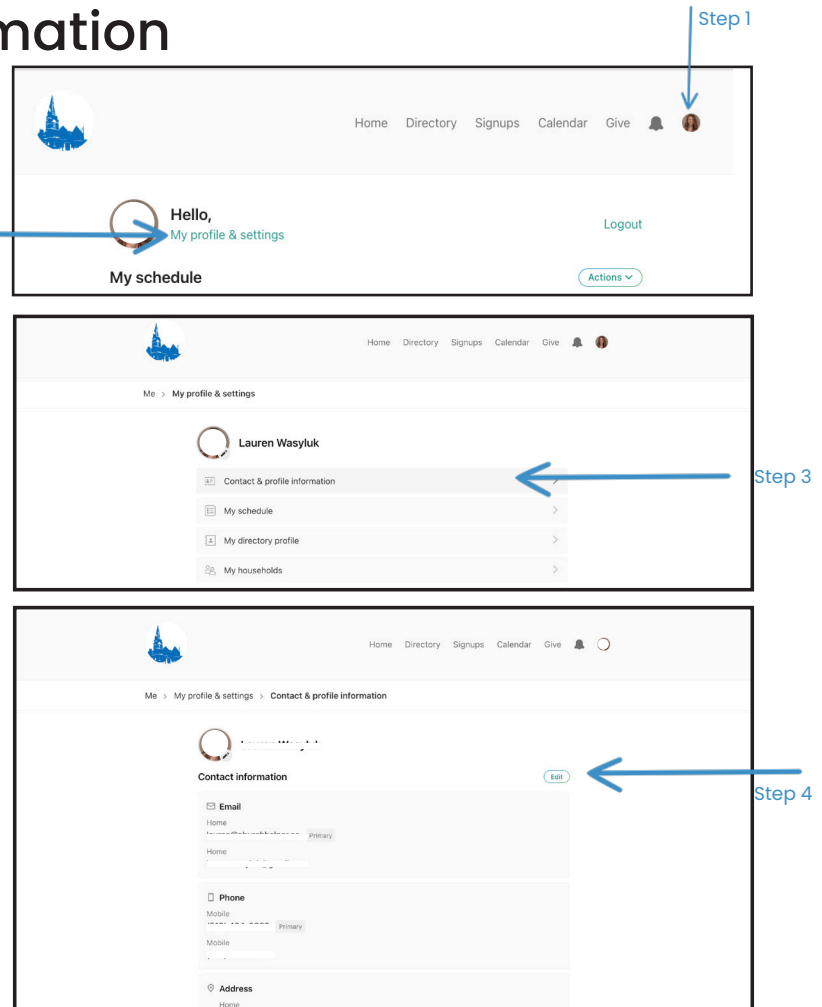
# Step 5: Update your information

## Update Basic Information

To update information related to your birthday, anniversary, name, phone numbers, email addresses and mailing address, follow these steps.

Follow these steps:

1. Click Your profile icon in the top right-hand corner of the navigation
2. Click "My profile & settings"
3. Click "Contact & profile information"
4. Click "edit" button



## For Everything Else

If you want to learn more about how the database and directory work, about how Church Centre works, or where to find the information you are looking for, visit:

[standrewskw.com/directory-launch-2023](http://standrewskw.com/directory-launch-2023)