

In Fellowship How-To

Thanks for your interest in learning In Fellowship. This is a great tool to help you stay connected to the church. This instruction manual will help you log in for the first time and become familiar with the features of In Fellowship. If you have questions, please feel free to call the church office at 214.368.0779.

Access the database at: gracebc.infellowship.com

Step One: Click the blue Sign Up! link

FIND A GROUP Register

Grace Bible Church

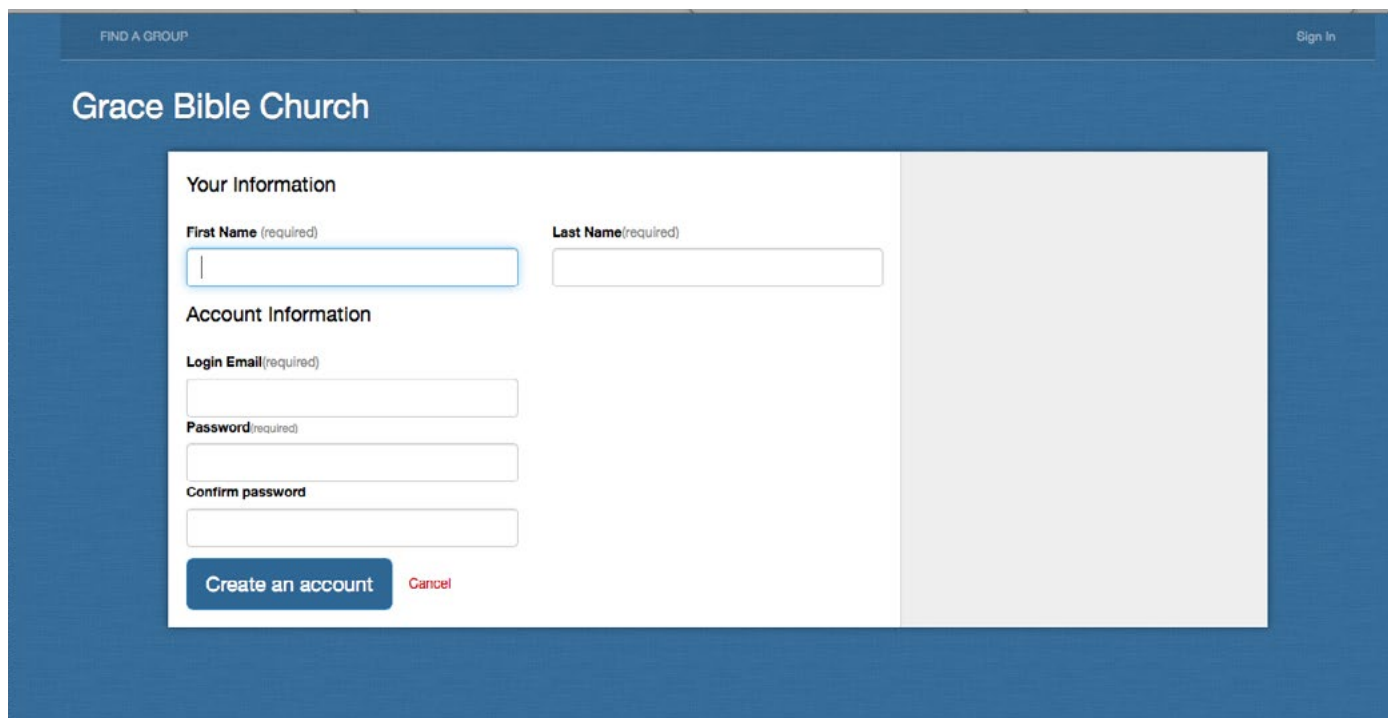
Email or Mobile Number
email@email.com or 123-456-7890

Password - forgot?
[Empty Password Field]

Sign in Don't have an account? [Sign up!](#)

Church Privacy Policy Your Privacy Rights Updated 12/12/19 Security Copyright © 2014 The ACTIVE Network, Inc

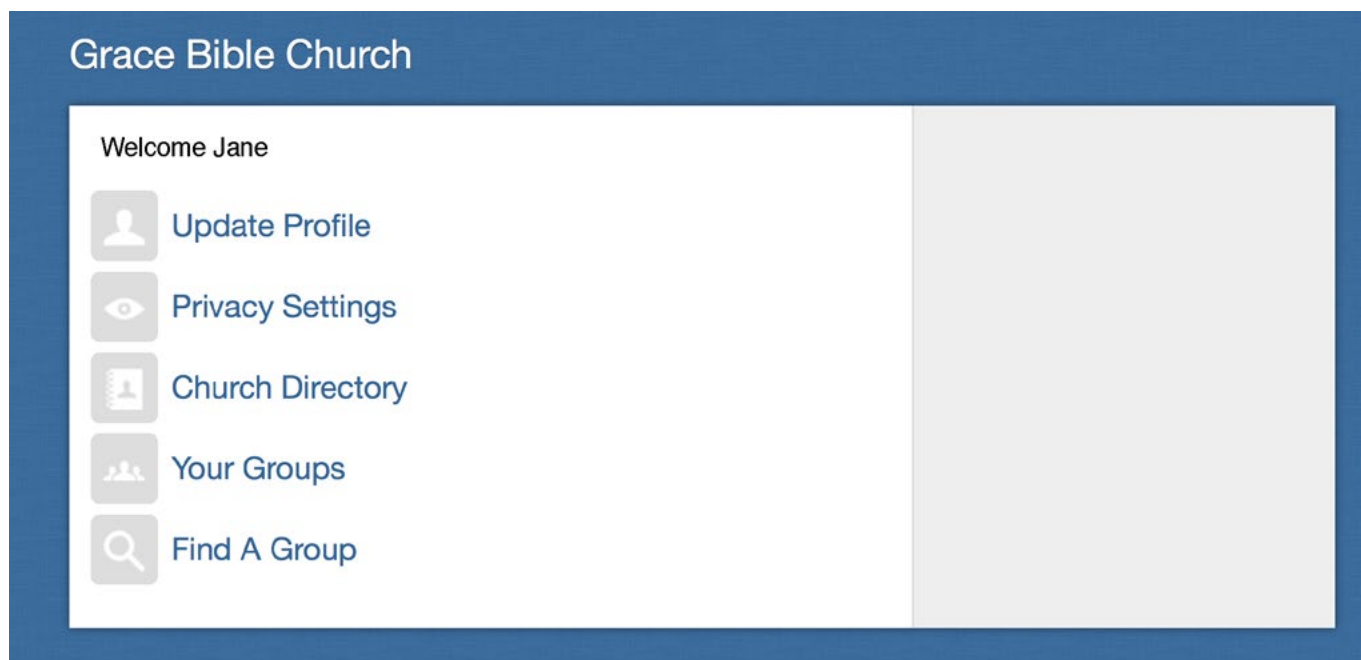
Step Two: Fill out first and last name and email address and create a password.



The screenshot shows a registration form for Grace Bible Church. At the top left, there is a link for "FIND A GROUP" and at the top right, a "Sign In" link. The main heading is "Grace Bible Church". The form is titled "Your Information" and contains two columns of input fields. The left column has "First Name (required)" and "Login Email (required)". The right column has "Last Name (required)". Below these are three rows for "Account Information": "Password (required)", "Confirm password", and a "Create an account" button (highlighted in blue) next to a "Cancel" link. A large grey rectangular area is visible on the right side of the form.

Step Three: Click Create an account and the system will send you a confirmation email. Click on the link in the email, and it will log you in.

Step Four: Welcome to In Fellowship! The homescreen displays all your options. From here, you can update your profile and privacy settings, opt into the church directory and access your groups.



The screenshot shows the user dashboard for Grace Bible Church. The heading is "Grace Bible Church". Below the heading, it says "Welcome Jane". There is a list of five menu items, each with a grey icon and blue text: "Update Profile" (person icon), "Privacy Settings" (eye icon), "Church Directory" (church icon), "Your Groups" (group of people icon), and "Find A Group" (magnifying glass icon). A large grey rectangular area is visible on the right side of the dashboard.

In Fellowship Features

Groups & Directory

To access the church directory, you need to opt in. Click on Privacy Settings from the home screen and click the check box at the bottom. This is where you can also control your privacy settings and what contact information other church members see. Please look over your Privacy Settings and approve the information that will be shared. Your information is not shared outside Grace's In Fellowship portal.

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				
Date of birth				
Email				
Phone				
Websites				
Social networks				

Church Staff sees...

Group Leaders see...

Group Members see...

Everyone sees...

Lily Zuo
xian taibai
xian , 710000
Birthdate: March 10, 1988
153557381@qq.com
818-89-9988

Lily Zuo
xian taibai
xian , 710000
Birthdate: March 10
153557381@qq.com
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Lily Zuo
xian taibai
xian , 710000
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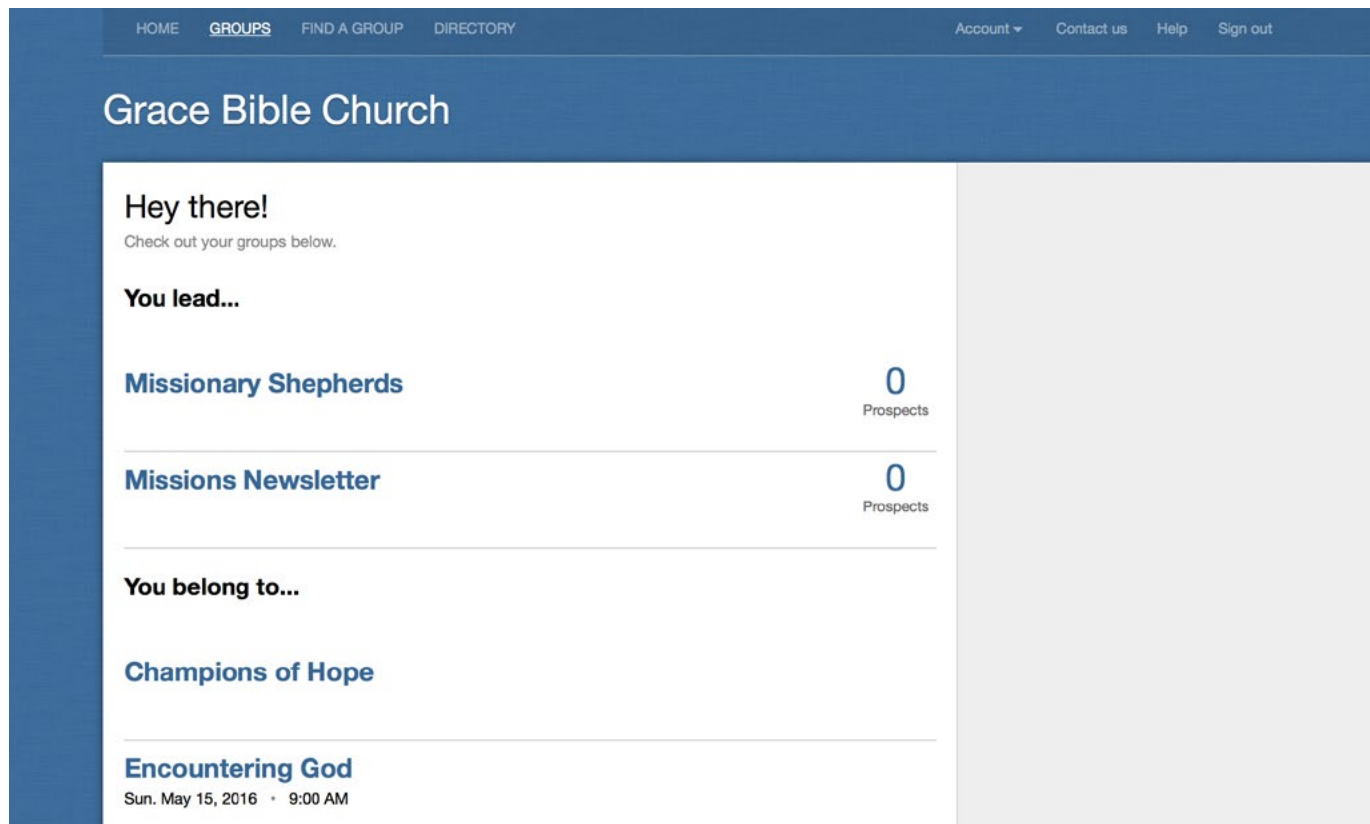
Note: Leaders can view personal information if the church allows them to edit your profile.

Include me in the church directory – This includes your name, city, state, and info marked *Everyone*.

Save privacy settings

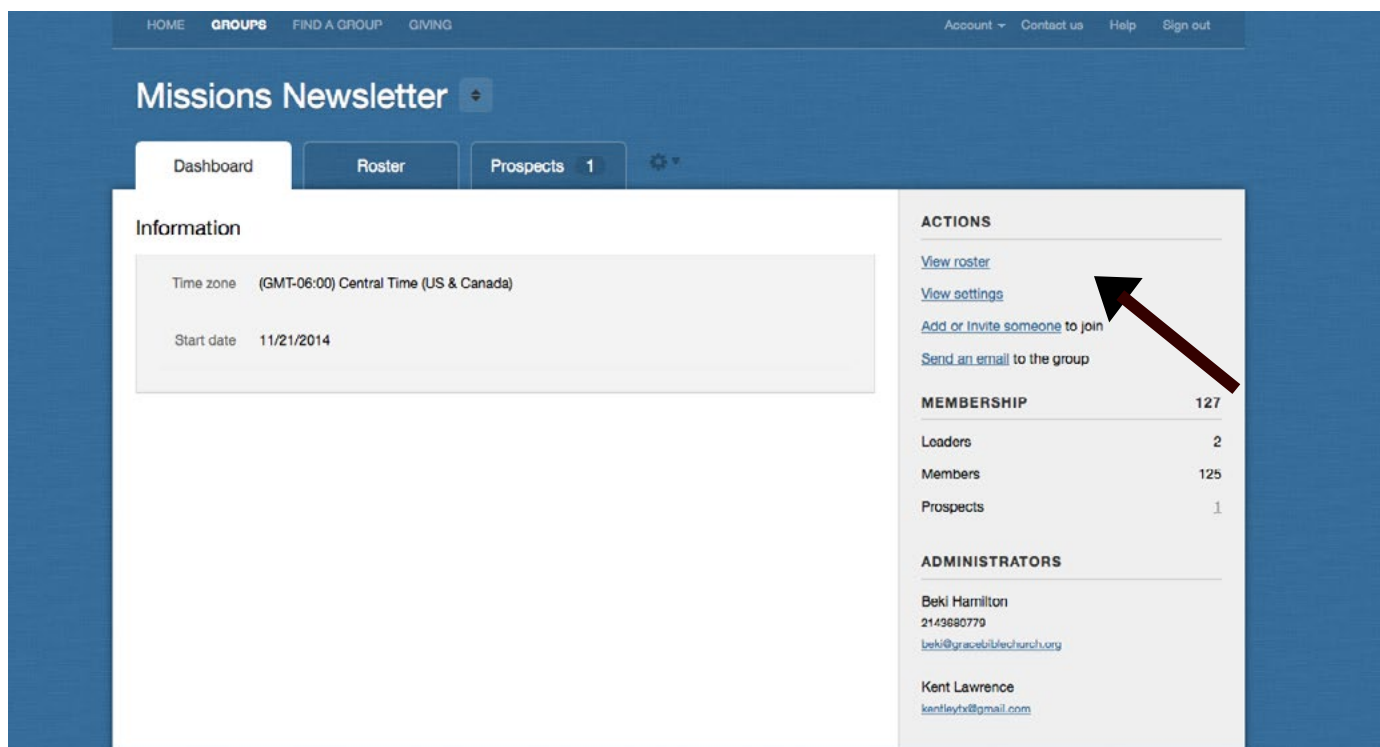
Cancel

If you click on Your Groups from the homescreen or on the top left, you can view groups you are a part of and see a roster of the group.



The screenshot shows the Grace Bible Church homepage. At the top, there is a navigation bar with links for HOME, GROUPS, FIND A GROUP, and DIRECTORY. On the right side of the navigation bar, there are links for Account, Contact us, Help, and Sign out. The main heading is "Grace Bible Church". Below this, there is a section titled "Hey there!" with the subtext "Check out your groups below." Underneath, there are two sections: "You lead..." and "You belong to...". The "You lead..." section lists two groups: "Missionary Shepherds" with 0 Prospects and "Missions Newsletter" with 0 Prospects. The "You belong to..." section lists one group: "Champions of Hope". At the bottom, there is a section for "Encountering God" with the date and time "Sun. May 15, 2016 · 9:00 AM".

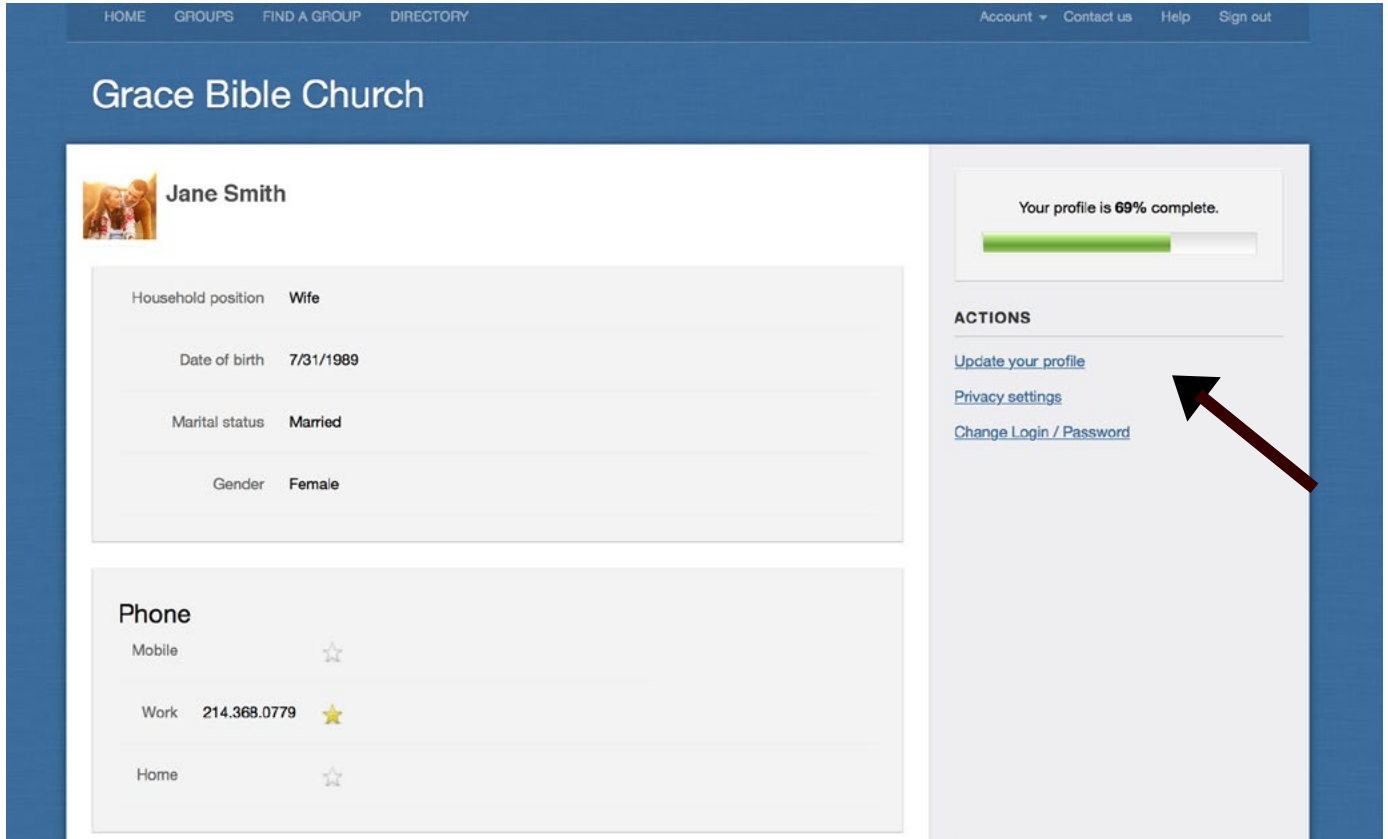
If you are a leader of a group and want to update your group or send an email, go to Your Groups on the home screen and click on the group. You will see options on the right to view the group, add participants, or send an email.



The screenshot shows the "Missions Newsletter" group page. At the top, there is a navigation bar with links for HOME, GROUPS, FIND A GROUP, and GIVING. On the right side of the navigation bar, there are links for Account, Contact us, Help, and Sign out. The main heading is "Missions Newsletter". Below this, there are three tabs: "Dashboard", "Roster", and "Prospects 1". The "Prospects 1" tab is selected. On the left side, there is an "Information" section with the following details: Time zone (GMT-06:00) Central Time (US & Canada) and Start date 11/21/2014. On the right side, there is an "ACTIONS" section with the following options: View roster, View settings, Add or Invite someone to join, and Send an email to the group. A red arrow points to the "View settings" option. Below the "ACTIONS" section, there is a "MEMBERSHIP" section with the following data: Leaders 2, Members 125, and Prospects 1. At the bottom, there is an "ADMINISTRATORS" section with the following information: Beki Hamilton (2143680770, beki@gracebiblechurch.org) and Kent Lawrence (kentlawtx@gmail.com).

Profile

On the home screen, click on Your Profile, and you will be directed to a page with your information. Click Update your profile to add a picture or edit any contact information that may have changed. On this page, you can also update your privacy settings and change your username or password.



The screenshot shows a user profile page for Jane Smith. The page has a blue header with navigation links: HOME, GROUPS, FIND A GROUP, DIRECTORY, Account, Contact us, Help, and Sign out. The main content area is divided into two columns. The left column displays the user's name, a profile picture, and personal information: Household position (Wife), Date of birth (7/31/1989), Marital status (Married), and Gender (Female). Below this is a 'Phone' section with three entries: Mobile (with a star icon), Work (214.368.0779 with a gold star icon), and Home (with a star icon). The right column shows a progress bar indicating 'Your profile is 69% complete.' Below the progress bar is an 'ACTIONS' section with three links: 'Update your profile', 'Privacy settings', and 'Change Login / Password'. A red arrow points to the 'Privacy settings' link.

Thanks for logging on and opting in! If you have any questions, feel free to contact the church office at grace@gracebiblechurch.org or 214.368.0779.