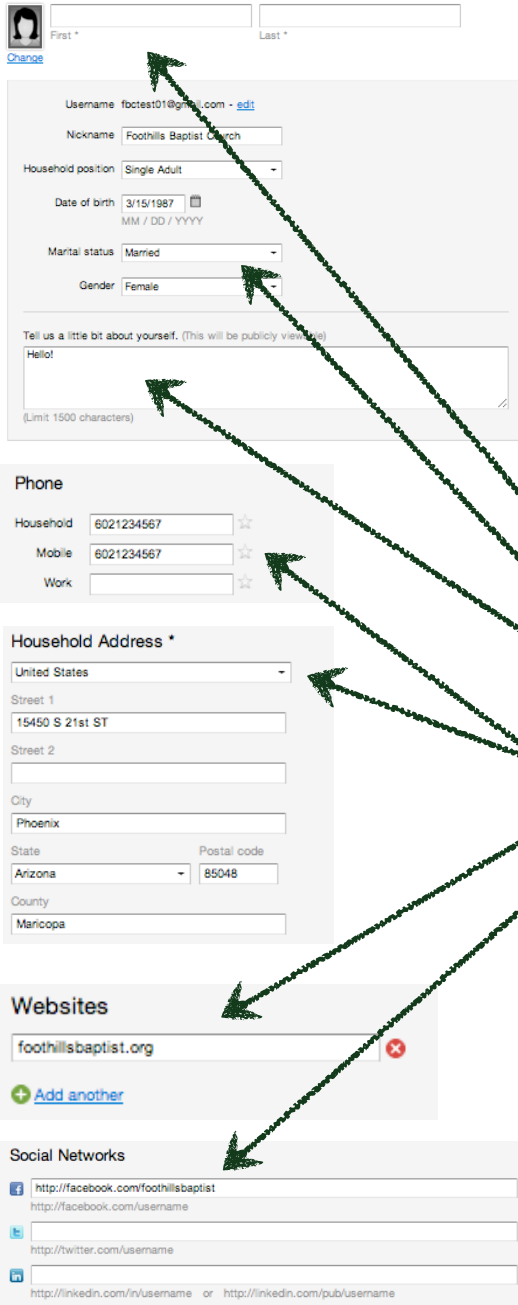




church directory



The screenshot shows a profile creation form with several sections:

- Personal Info:** Username, Nickname, Household position, Date of birth, Marital status, Gender.
- Self-Description:** A text box for "Tell us a little bit about yourself." with a 1500 character limit.
- Phone:** Fields for Household, Mobile, and Work phone numbers.
- Household Address:** Fields for Country, Street 1, Street 2, City, State, Postal code, and County.
- Websites:** A field for a personal website.
- Social Networks:** Fields for Facebook, Twitter, and LinkedIn profiles.

foothillsbaptist.org/directory

Navigate your Web browser to foothillsbaptist.org/directory or find a link to the Online Directory under Resources in the top navigation menu on our Home page.

InFellowship Portal

If this is your first visit to the InFellowship Portal, create an account by following the instructions at the top right of the screen. If you've already created an account, enter your e-mail address and password to sign in.

E-mail address verification

- Before you can complete set-up of your profile, an address verification link will be e-mailed to you.
- Follow the link back to the InFellowship Portal to complete your profile.

Update your profile

- Add a photo of yourself.
- Enter some basic personal info (e.g. date of birth, marital status, gender, etc.).
- Tell us a little bit about yourself. What should your Foothills family know about you and your family? What's your occupation? What are your interests and hobbies?
- Add contact information including phone numbers and your home address.
- Do you have a personal Web site that you'd like to share? Add it here.
- Connect with your Foothills family on the most popular social networking sites.

Privacy Control / Directory Inclusion

One of the most important pages in the directory is the Privacy Settings page.

- Manage the visibility of each component of your own profile for Foothills staff, group leaders, group members, and the rest of the Foothills family.
- Be sure to mark the check-box next to "Include me in the church directory" located at the bottom of the Privacy Settings page to enable directory participation. If un-checked, no one will be able to see your profile and neither will you be able to view anyone else's profile.

Enjoy using your new church directory!

- Enter the directory by clicking the Directory link in the top menu.
- Find your friends' contact information.
- Update your profile whenever necessary.

love God. love others.

gather.

grow.

go.