Church Center App Instructions – Long's Chapel

Church Center is the online or smart phone portal for our church family!

Church Center is based on each individual, not each family. Your personal information IS NOT shared or available to anyone other than church staff <u>unless</u> you choose to participate in the directory or a GROW group.

If you do not have a smartphone or do not want to use Church Center from your phone you can still access all the features by accessing our website at <u>https://longschapel.churchcenter.com/home</u>

STEP 1: DOWNLOAD AND INSTALL THE CHURCH CENTER APP

- 1. Search your app store for "Church Center"
- 2. Download and install the app
- 3. Run the app and click on "Get Started"
- 4. Allow Church Center to find our church. To do so, either:
 - a. Allow it to access your location & click "Long's Chapel"
 - b. OR
 - c. Search for our church by entering "Long's Chapel" and use the zip code "28786"
- 5. Click on the Long's Chapel church logo and select "This is my church"
- 6. Enter your phone number. Use the phone number you have provided us for the church directory, and one that allows text messaging.
- 7. Church Center will text you a login code. Enter the login code in the app to continue to set up your password.
- 8. Click on your user profile to log in. You may optionally set up fingerprint scanning or face ID on apple to login faster.
- 9. That's it! You are all set up. From this point on, you should be logged in and you won't need to perform these steps again.

STEP 2: USING THE CHURCH CENTER APP

We have set up multiple features for Long's Chapel within Church Center, and more are to come. Most features are found using the bottom navigation menu bar that looks something like this: The "more" tab gives you acc



The "more" tab gives you access to other pages in the app including the calendar, groups, signups, and congregational care.

NOTE: if the icons at the bottom your home screen may look different than the image above (for example, you will only see the Directory icon if you have been granted access from a church staff member). Please make sure your app is also up to date! ③



STEP 3: REVIEW YOUR CONTACT INFO AND UPDATE YOUR PHOTO

- 1. Open the Church Center app and find the "Home" screen in the bottom left corner
- 2. Click on the silhouette icon in the top right corner (see the blue arrow below)
- 3. Then click on your name and the ">" (see the blue arrow below)
- 4. Review email, phone number, mailing address, and add a photo
- 5. Click "Update" in the top right corner

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ong's Chapel exists to worship and serve God y reaching others and growing together as assionate followers of Jesus because all eople matter to God. You matter to God. We re called to <i>REACH</i> others, <i>GROW</i> together, nd <i>SERVE</i> passionately.	My Schedule	>	PHONE		
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STEP 4: ACCESS THE DIRECTORY AND SHARE YOUR INFORMATION (IF YOU WISH)

The Church Directory is not public to everyone. <u>You have to be invited to gain access</u>. This part can be tricky and confusing for folks, we're here to help. If you want personal assistance with this, please contact Joey or Shelby in the church office. If you have received the email invitation to join, follow these steps.

- 1. Click "Join Directory" from the email notification you received from Long's Chapel or visit your app after you've been invited and click on the Directory menu item.
- 2. From the Church Center App OR your internet browser look for "You haven't shared your information yet SHARE NOW". Click the "SHARE NOW" button or link.
- 3. Select the information you wish to be public on the Long's Chapel Church Center directory i.e., your profile picture, phone number, email address, mailing

address, and household members such as children. 4 🚯 My Directory Profile Cancel THIS IS A VERY IMPORTANT STEP! If you do not share 12 2 2 My ormation your information, you can only view the directory and information you want to share with Α mbers of the directory you will not be You're invited to the Long's Chapel directory! You are able to see other members of the directory and share your own household information so it's easy for your community to get in touch. Abby Westmoreland aw 📀 戫 Shelby Heath listed! Addison Sutton as Include profile photo Aleia Sutton Include birthday (July 10) as Include anniversary (November 7) 828-456-3993 AE Ann Ensley Ashton Sutton as shelby.heath@longschapel.com This is what the email R invitation will look like BJ Becky Jarrell to join the directory. RS Bronwen Sheffield Get started by choosing which details vo to share with other Heath Household members of the Long's Chapel directory. You will appear in the directory in this household. You can set a household photo and select the 🖼 () 🕗 Join Directory ... details you want to share about others in your household.