

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 unless 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 <https://longschapel.churchcenter.com/home>

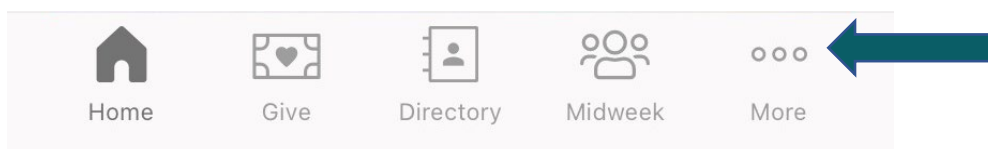
STEP 1: DOWNLOAD AND INSTALL THE CHURCH CENTER APP

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:

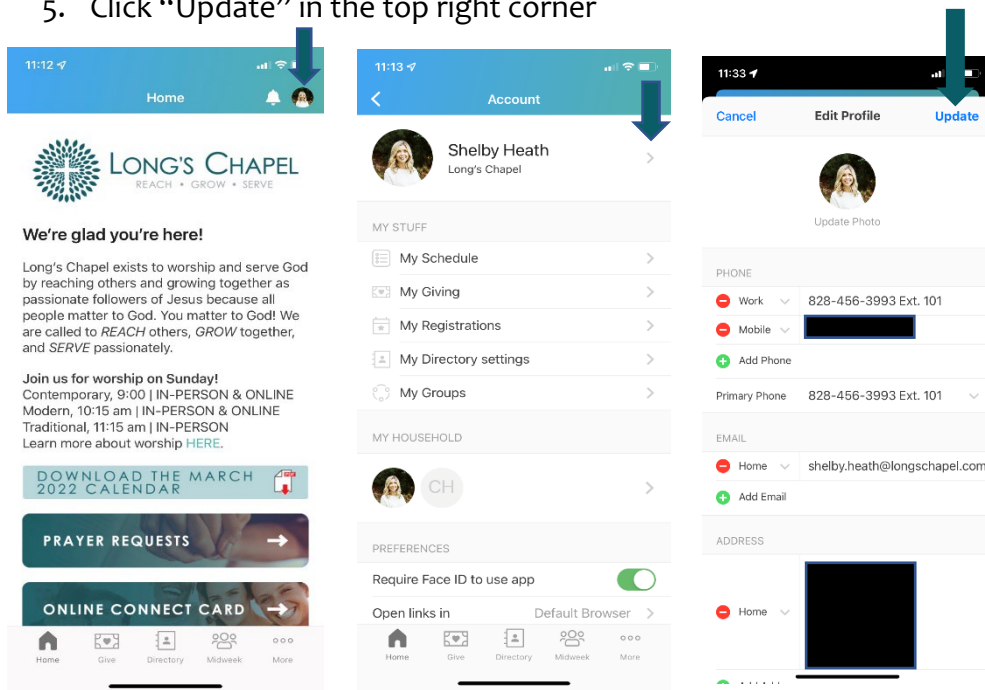


The “more” tab gives you access to other pages in the app including the calendar, groups, signups, and congregational care.

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! 😊

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



STEP 4: ACCESS THE DIRECTORY AND SHARE YOUR INFORMATION (IF YOU WISH)

The Church Directory is not public to everyone. You have to be invited to gain access. 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.

THIS IS A VERY IMPORTANT STEP! If you do not share your information, you can only view the directory and you will not be listed!

This is what the email invitation will look like to join the directory.

