

BRIDGES COMMUNITY CHURCH

InFellowship Congregational Portal

User Guide

10/18/2013

This document is for the general user of the InFellowship Congregational Portal web application.

Welcome

Welcome to the InFellowship application! InFellowship is a tool selected by your church to help you manage your profile and access features and functions from your church's management system. You can do any of the following (click on any of the items to see more information):

- [Create and manage your account](#)
- [Edit your profile](#)
- [Configure your privacy settings](#)
- [View the church directory](#)
- [View your group involvement](#)

If you cannot find help with any of these features, please click the **Contact us** link to send an email message to your church.

Creating an Account

You will need to create an account to access many parts of InFellowship. If you are a group leader or wish to join a group as a member, you will need to create an account to be part of the group.

Having an account also gives you the ability to access additional features like the church directory and the ability to update your family's information.

To create an account

1. Click the Register link in the upper-right corner of the screen. The new user registration form appears.
2. Complete the required form fields. Make a note of the email address you use for your login email. You will need this email address to sign in every time you access InFellowship in the future.
3. Click **Create an account**.
4. Open your email and look for an activation message.

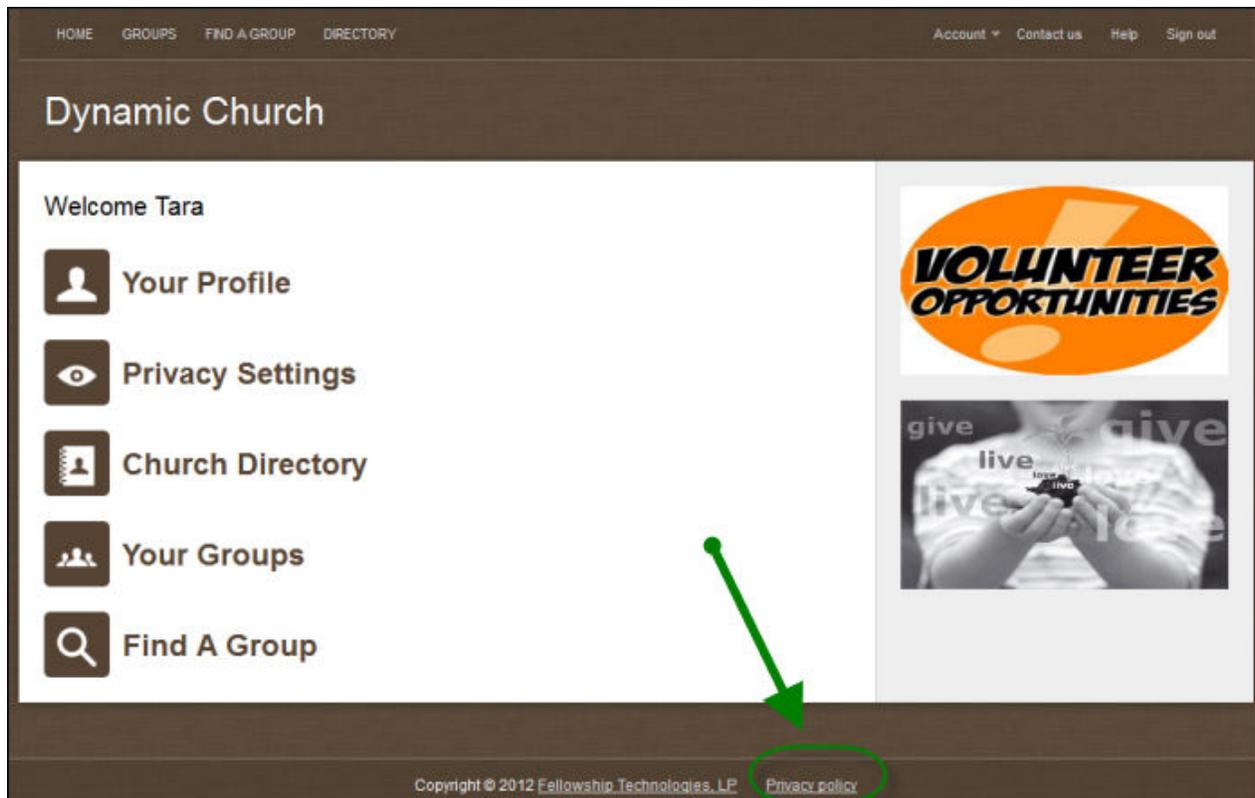
Activation Email Message

5. You may be required to complete additional profile fields. For example, date of birth is required to create an account. If this information is missing from your church's records.
6. Complete any required fields and click **Save and create account**.

Your account is now created! Save your email and password information to help you sign in again in the future.

Your Profile and Privacy Settings

Your church uses InFellowship to help you quickly connect to other people at the church and to manage some of the things you need to do to help with that. Many of the functions of InFellowship require you to create an account and sign in. When you create an account, you are creating a profile that is held in the strictest confidence and may only be seen and used by authorized church staff. Your church has a privacy policy that you can access by clicking the Privacy Policy link at the bottom of the InFellowship screen as shown below:



Update Your Profile

Now that you have access to InFellowship, you can update your profile. There are two ways you can get to your profile in order to update your information.

Update your profile from your home page

To update your profile from your home page, simply click on the **Your Profile** option and you will be taken to your profile overview where you can view your current information or update your profile, privacy settings or change your email and/or password. (See area #1 in the image below)

Remember, you have control over every item listed on your profile using your privacy settings. This is set by the individual and not by the church database.

All items with an asterisk are required fields and must have a value.

The progress bar feature will let you know whether or not your information is complete. In order to reach 100%, you must include the following information:

- Profile photo
- Date of birth
- Gender
- Phone (Mobile, Home and Work)
- Website URL
- Social Networks URL (Facebook, Twitter or Linked In).

Once you have entered your information, click **Save Changes**.

Update your profile from your Account drop-down box

You can also access the same account information by clicking on the **Account** option at the top of your screen at any time. This will take you to the same information and update options as the home page. (See area #2 in the image below)

HOME GROUPS FIND A GROUP Account * Contact us Help Sign out

2

 **Mayce Blackmon**
mblackmon@fellowshiptech.com

Household position: **Wife**

Date of birth: **12/20/1973**

Marital status: **Married**

Gender: **Female**

Household Address

Street: **6363 N State Hwy 161
Suite 200
Irving, TX 75038**

County:

Country: **US**

Your profile is 63% complete.

ACTIONS

[Update your profile](#)

[Privacy settings](#)

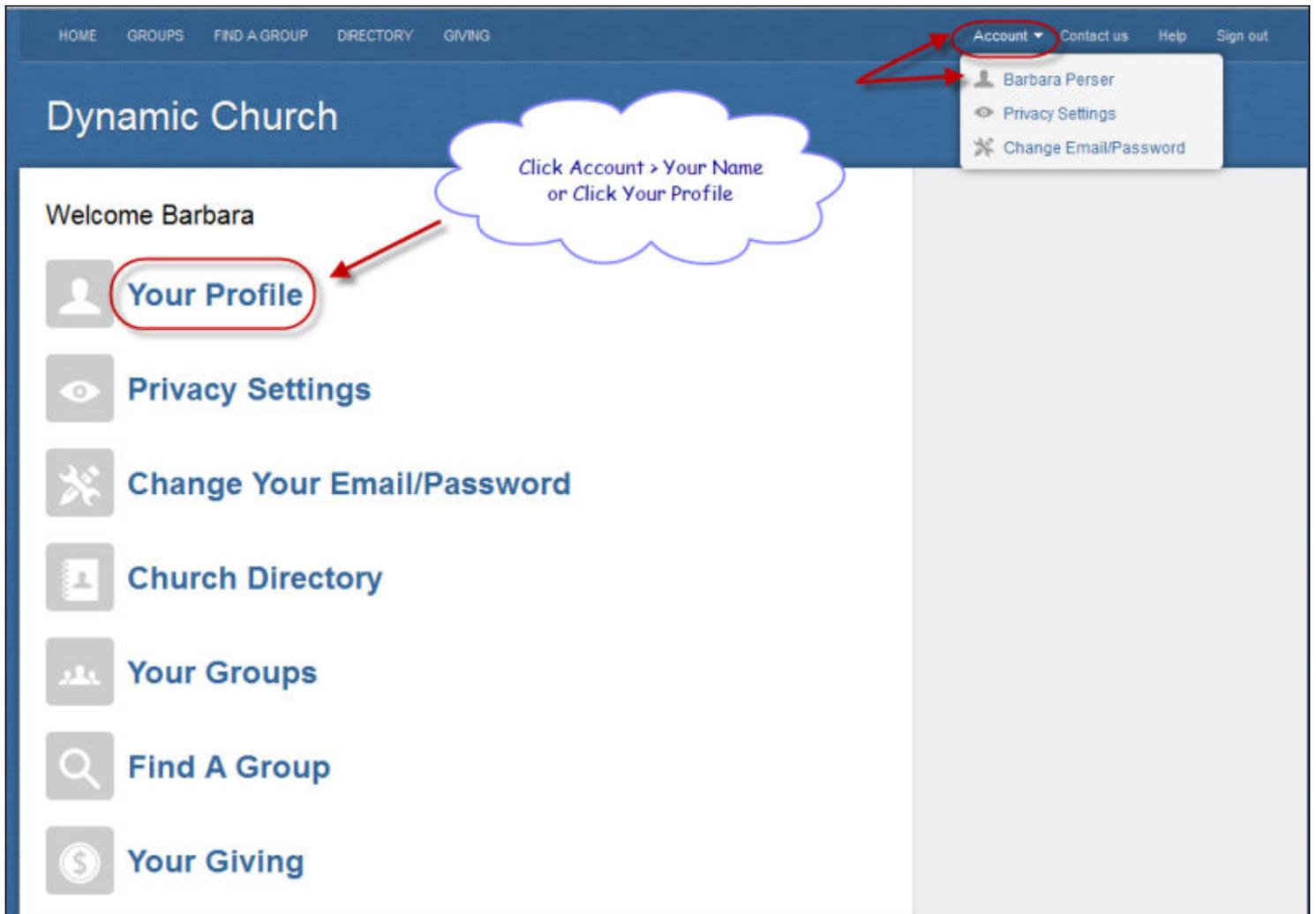
[Email / Password](#)

1

Note: Any changes you make to your Profile will affect the information that your Church has on file for you.

Profile Editor Phone Numbers and Email Addresses

As an InFellowship user, you have the ability to input phone numbers and email addresses, edit them and choose preferred methods of communication so the church knows the best way to contact you. After logging in, click **Your Profile** or **Account** at the top of the page to access the Profile Editor.



Phone Numbers

You can enter up to three phone numbers:

- Mobile
- Home
- Work

We suggest that you choose a preferred phone number. Select the radio button next to the number you want the church to use first when contacting you.

Phone

Type	Preferred
Mobile <input style="width: 90%;" type="text"/>	<input type="radio"/>
Work <input style="width: 90%;" type="text"/>	<input type="radio"/>
Home <input style="width: 90%;" type="text" value="214-999-1234"/> <small><i>This number is shared across the entire household</i></small>	<input checked="" type="radio"/>

Emergency Contact
If desired, you may specify an additional emergency contact from outside the household. Please also specify who that contact is, as well as their relation (if applicable).

Emergency Number

Comments/Relation
Maximum of 100 characters

Email

Type	Preferred
Login <input style="width: 90%;" type="text" value="bperser@fellowshiptech.com"/> Edit	<input checked="" type="radio"/>
Alternate <input style="width: 90%;" type="text" value="bperser@fellowshiptech.com"/>	<input type="radio"/>
Home <input style="width: 90%;" type="text"/> <small><i>This email is shared across the entire household</i></small>	<input type="radio"/>

You also have the ability to add an Emergency Contact. We suggest this person be someone outside your household (for example, a neighbor or a relative). We ask that you please specify who that contact is, as well as their relation (if applicable).

Note: inFellowship Group Leaders CANNOT view or edit the Emergency Contact information for a Group Member.

Email Addresses

You have the ability to input email addresses, edit them and choose a preferred email address so the church knows the best way to contact you via email. Once you have accessed **Your Profile**, you can enter two types of email addresses:

- Alternate Email
- Home Email

Note: The Home email address is shared among the rest of your household members. Using this type of email may result in receiving more than one of the same email messages from your church. This happens if more than one family member has requested information from the same ministry (for example, the children's ministry newsletter or the church's monthly email message).

We suggest that you choose a preferred email address. Select the radio button next to the email address you want the church to use first.

Editing a Preferred Email Address

From time to time, you may find it necessary to delete the Home email address in your profile. You can do that, however, if that email address is marked preferred by someone else in your household, you will not be able to edit or delete it. We recommend that you check with the other members of your household - ask them to choose a different email address as their preferred email so you can change or delete your home email address.

Note: If a person in your household has the household position of Child and has an inFellowship log in, you, as a person with a household position of Head or Spouse can view that child's Login Email, but cannot edit it. The child must sign in and edit it for you.

User Privacy Settings

As an InFellowship user, you have control over the information group leaders and members can view in your profile. There are a couple of ways to get to your privacy settings as shown in the image below:



To access Profile **Privacy Settings** do one of the following:

- Click **Account**, then choose **Privacy Settings**.

or

- Click **Home** and then choose **Privacy Settings**.
1. Make modifications to your privacy settings by dragging the green slider bars in each field to the left or right to select the user groups you want to have access to your private information. For example, in the *Address* field with the slider at Everyone, both Group Leaders and Group Members can see your full address.
 2. Monitor the boxes at the bottom of the page to see exactly what each type of user will see based on your selections. It is an interactive page, so when you change a setting, the page automatically refreshes to show your changes.
 3. Once you have finished editing your profile, click **Save privacy settings**.

Note: If you are a member of a small group, Group Leaders may view your information; however, your information will be hidden from the public and other group members if you restrict your privacy settings.

Dynamic Church

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.

	Church Staff	Group Leaders	Group Members	Everyone
Address				
Date of birth				
Email				
Phone				
Websites				
Social networks				

Church Staff sees...

Barbara Perser
 6363 N. State Highway 161
 Irving, TX 75038/
 Birthdate: September 4, 1962
 bperser@fellowshiptech.com
 469-000-0000
<http://bpersertakesjuiceplu...>

Group Leaders sees...

Barbara Perser
 6363 N. State Highway 161
 Irving, TX 75038/
 Birthdate: September 4
 bperser@fellowshiptech.com
 469-000-0000
<http://bpersertakesjuiceplu...>

Group Members sees...

Barbara Perser
 6363 N. State Highway 161
 Irving, TX 75038/
 Birthdate: September 4
 bperser@fellowshiptech.com
 469-000-0000
<http://bpersertakesjuiceplu...>

Everyone sees...

Barbara Perser
 6363 N. State Highway 161
 Irving, TX 75038/
 Birthdate: September 4
 bperser@fellowshiptech.com
 469-000-0000
<http://bpersertakesjuiceplu...>

Note: Leaders can view personal information if the church allows them to edit your profile.

Save privacy settings

[Cancel](#)

Accessing the Church Directory

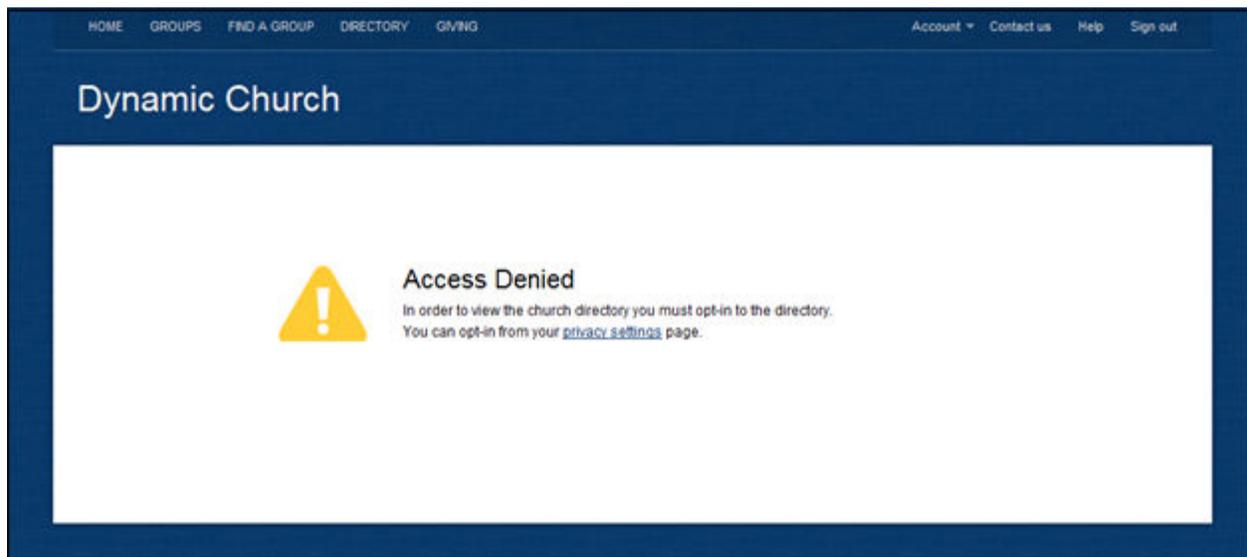
Users can view the **Directory** by clicking the link at the top of their InFellowship web page or by clicking the **Church Directory** link on the home menu item.



Note: Individuals must be at least 18 years of age to opt in or view the Church Directory.

Opting in to Church Directory

If you decide to opt in, the church directory will become available and allow you to see and communicate with the people who attend your church. If you have not configured your [privacy settings](#) or have not visited the church directory before, you will be directed to opt-in first (as shown in the following image):



Note: Each church attendee must opt in to the Church Directory. Click Account and then Privacy Settings. Locate the "Include me in the church directory" option and save your settings. When visiting the directory, you will only see other people who have opted in.

Additionally, your name may not immediately appear in the directory. In some instances, your church may need to manually approve your account before you may access the church directory.

When you opt-in to the directory, your name, city, state, and postal code will be included in the directory by default. Additional information is included based upon how you have set your [privacy settings](#). The *Everyone* option applies to the church directory specifically.

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	Slider	Slider	Slider	Slider (highlighted)
Date of birth	Slider	Slider	Slider	Slider
Email	Slider	Slider	Slider	Slider
Phone	Slider	Slider	Slider	Slider
Websites	Slider	Slider	Slider	Slider
Social networks	Slider	Slider	Slider	Slider

Church Staff sees...
Tara Coulson
6363 N. State Hwy 161
Suite 200
Irving, TX 75038
Birthdate: April 10, 1972
tcoulson@fellowshiptech.com

Group Leaders see...
Tara Coulson
6363 N. State Hwy 161
Suite 200
Irving, TX 75038
Birthdate: April 10
tcoulson@fellowshiptech.com

Group Members see...
Tara Coulson
6363 N. State Hwy 161
Suite 200
Irving, TX 75038
Birthdate: April 10
tcoulson@fellowshiptech.com

Everyone sees...
Church Directory

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, zip, and info marked *Everyone*.

Save privacy settings Cancel

If you are not granted immediate access to the church directory after opting in, please use the *Contact* uslink at the top of the screen to advise your church.

Accessing the Church Directory

Users can view the **Directory** by clicking the link at the top of their InFellowship web page or by clicking the **Church Directory** link on the home menu item.



Note: Individuals must be at least 18 years of age to opt in or view the Church Directory.

Viewing the Church Directory

Upon first viewing the directory, all names appear as shown in the image below.

Person	Email	Address	Phone	Social
 Todd Blackmon	john.blackmon62@y...	Irving, TX 75038	4694420060	f t in
 Mayce Blackmon	-	Irving, TX 75038	-	f t in
 Tara Coulson	tcoulson@fellowsh...	Irving, TX 75038	-	f t in
 Justine Kelly	-	Glendale, TX 77777	214-555-6789	f t in
 Barbara Perser	bperser@gmail.com	Irving, TX 75038	469-988-9090	f t in

The **Directory** lists people in alphabetical order. To find a specific person, type his or her name in the search field at the top of the list and press the **Enter** key on your keyboard.

Click on the person's name to see more information. You can also click on a person's **email address** or **social network** links (if listed). The social networks that are not links are not in use by the individual. Notice that there are other pieces of information missing - email address and home address. These people may have decided to hide personal information in their **Privacy Settings**.

Note: Individuals must be at least 18 years of age to opt in or view the Church Directory. Additionally, your church may need to authorize you before you can access the directory.

Groups

Some churches use Fellowship One InFellowship's Congregational Portal to join people together in Small Groups for fellowship and study. We designed it so that it is easy to use for group members as well as group leaders.

Finding a Group

The InFellowship Group Search application is an easy way for people to search online for a group to join. You can find this application by visiting the groups page on your church website.

How it works

You can search by Postal Code, Campus or by Category. You also can search for groups that provide childcare or groups that meet online.

After searching, the results appear with the listing of the groups found that match the search criteria. Search filters appear at the top of the list to allow you to further refine the search results.

Note: If your church does not have multiple campuses, the **Campus** field will not display.

As shown in the image below, you can display the results as a list, or choose the map option to display groups on a map to help you choose the best location.

FIND A GROUP Sign In Register

Dynamic Church

Postal Code: Campus: -- any -- Category: -- any -- Weekday: -- any -- Start time: -- any -- Children: are welcome meets online

20 Groups found

Group	Location	Campus	Meets	Children	Start	End
Photography Freaks for photography	Irving, TX 75038 0 miles away	Dallas			-	-
Chris Risen - Married Small Groups This is a sample small group that is used to demonstrate ...	Irving, TX 75038 2 miles away	Irving	M every week		8:00 AM	-
Joseph Moore's Dynamic Church Small Group This is a sample small group that is used to demonstrate ...	Irving, TX 75038 2 miles away	Irving	M every 2 weeks	✓	7:00 PM	-
Burke Married Group This is a sample small group that is used to demonstrate ...	Irving, TX 75038 2 miles away	Dallas	Tu every 2 weeks		7:00 PM	-

Once you find a group that you are interested in, click on the name of the group to see more details. Details can include the group description, the targeted gender, marital status and age range; the group's meeting schedule, and an approximate location as shown below:

Women's Hobby Group

Next meeting: **Wed. March 09, 2011 • 09:00:00**

Description This is a sample small group that is used to demonstrate the functionality of Fellowship Technologies' InFellowship groups tool. If this were a real group, the description might be something like: Tara Coulson is the Manger of the Education Services department at Fellowship Technologies and Mayce Blackmon is an instructor. The primary focus of these ladies is to help churches use Fellowship One features!

Gender: Female

Marital status: Married or Single

Meets on: Wednesday every 2 weeks effective 8/23/2010 9:00 AM

Time zone: (GMT-06:00) Central Time (US & Canada)

Location: 8330 East Mockingbird Lane
Dallas, TX 75214
[View large map](#)

Leader	Profile
	Mayce Blackmon — f in t
	Tara Coulson f in t I am the Manager of the Education Services department at Fellowship Technologies. We are dedicated to helping you learn all about the cool features Fellowship One has to offer - including this great Groups tool! Contact us at education@fellowshiptech.com .



Interested in the group?

Have an account? [Login](#) or [Create one](#)

Your name (required)

First Last

Email (required)

Phone number

Message

If you are interested in joining the group, the interest form on the right side of the page can be completed. Once submitted, an email notification is sent to the leader(s) of the group indicating your interest.

Inviting Friends to Join Your Group

Want to invite your friends to join your small group? We've made that easy to do! Follow these simple steps:

1. Sign into the InFellowship application, the list of groups that you belong to or lead will appear.

[View "My Groups" Screenshot](#)

2. Click the **name of the group** and you'll be taken to the group home page. Click on the **Action Gear**

[View Action Gear Location](#)

3. Choose **Tell a friend**. Enter the required information and click **Send**.

The screenshot shows the 'Tell a friend' form for the group 'Barbara's Men of Valor'. The form is titled 'Tell a friend' and includes a sub-header 'Let a friend know about this group.' The form fields are:

- Public group url** — will be sent to your friend: https://dc.infellowship.com/GroupTypes/2576/barbaras_men_of_valor
- Your friend's name (required)**: Two input fields for 'First' and 'Last' names.
- Your friend's email (required)**: A single input field for the email address. Below it is a note: 'Your friend's email is safe with us. We do not spam, share, or sell email addresses.'
- Write a personal note**: A large text area for a personal message.

A 'Send' button is located at the bottom left of the form. To the right of the form is a preview of the email that will be sent, titled 'Here's the email that will be sent'. The preview shows:

- From:** Barbara Perser <barbara.perser@activenetwork.com>
- Subject:** Barbara Perser has suggested a group
- Message body:** Hello [NAME],
Barbara Perser has suggested this group:
[GROUP NAME]
From this church:
[CHURCH NAME]
Visit this url to learn more:
[PUBLIC GROUP URL]
--
[YOUR PERSONAL NOTE]

How does the Invitation Work?

Your friend will receive an email with your personal message along with a link to view information about the group (location, leader, meeting times etc). Once the

link is clicked, your friend has the ability to contact the group leader to express their interest in the group.

[View Sample Email](#)

[View Interest Screen](#)

Once they've expressed an interest in the group, the Group Leader will contact them and proceed accordingly.

Email the group

There is an integrated email tool in the InFellowship application. It is available for each of the groups that you lead and for each of the groups you belong to.

The email tool is an easy tool that is used send simple messages to your group members. It does not support any kind of special formatting. Additionally, there is no ability to see previously sent email.

Tip! Leaders receive a copy of email sent using the following procedure.

Note: Recipients can unsubscribe from emails from the InFellowship application. If a group member has unsubscribed, they will not receive your email. They do have the option to opt back in to email using their InFellowship account - *Profile settings* > **Update your profile.** > **Email** uncheck the Unsubscribe box.

To send an email:

1. Click **Home** and **Your Groups** and then click the name of the group to manage. The group roster appears.
2. Click **Send an email** to the group in the *Actions* list on the right side of the page.

The screenshot shows a web interface for a group named "Women's Hobby Group". At the top, there are navigation links: HOME, GROUPS, FIND A GROUP, Account, Contact us, Help, and Sign out. Below the group name, there are tabs for Dashboard, Roster, and Prospects. The main content area displays "28 people in this group" and a search bar. Below the search bar is a table of members with columns for Members (26), Email, Phone, and Social. The table lists three members: Alicia Austin, Alicia Holt, and Alison Howell. To the right of the roster is an "ACTIONS" menu with options: View prospects, Invite someone to join, Send an email to the group (highlighted with a red box and a red arrow), Download CSV, and Download PDF. Below the actions menu is a "LEADERS" section with two leaders: Marce Blackmon and Tara Coulson.

Members (26)	Email	Phone	Social
Alicia Austin	Alicia@mail.com	214-555-1047	
Alicia Holt	-	972-555-9009	
Alison Howell	alhowell@snail.net	469-555-8931	

LEADERS	2
Marce Blackmon mblackmon@fellowshstech.com 555-555-5555	
Tara Coulson (You) tcoulson@fellowshstech.com	

3. Select the recipients by choosing one of the following options:

- Send an email to everyone in the group — this option will include all group members. A copy of the email is sent to leaders of the group by default.

or

- Let me choose which people to email—this option displays the roster and allows you to select the check box beside individuals to email.

Compose and send email

Select recipients

Send an email to everyone in the group
(2 of 7 people have an email address)

Let me choose which people to email

Subject (required)

Message plain text, no HTML

[Attach a file...](#)

Note: Please be sure to proof-read your message before sending.

[Cancel](#)

4. Type a **Subject**.
5. Type a **Message**.
6. Optionally, click **Attach a file** to upload an attachment. You may upload one attachment which cannot exceed 1MB in file size.
7. Click **Send email now**.