



church center

Members' Guide to Using Church Center

How to update your information:

1. Look for your profile photo in the top right corner of the app. Click the icon and open up your preferences. **This is your account page.**
2. Tap your name at the top of the screen.
3. Update your phone number, email address(es), and household address. Feel free to add any other information you'd like.
4. Tap "Update" on the top-right of the screen.
5. Tap "My Directory Settings." Make sure all your information is selected to display in the directory. Then scroll to your family directory settings.
 1. Please note: our staff will keep up-to-date household photos. Please do not edit this.
 2. You are free to edit your personal photo.
 3. If you are married, please ensure your spouse's information is selected.
 4. If you have children, please ensure their names are selected. You can leave other circles unselected.

We will launch the church directory feature at a later point once all members have downloaded the app. The digital church directory will only be visible to church members. New print copies will also be made available.

Register for Groups

All Community Groups and CLI classes are now listed in our Groups section. Groups allows you to see the group schedule, share files, and communicate through messages.

1. Tap the Groups icon on the bottom of the screen. You can view groups you're already involved in at the top of the new screen.
2. To find a new group, select the group type and scroll through the available groups.

Sign Up for Events

All church event registrations will now be processed through Church Center.

1. Tap the Signups icon at the bottom of the screen.
2. Scroll until you find the event you're searching for.
3. Tap the blue/green icon to register.

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Check the Church Calendar

All regular church events are now listed through the Church Center app.

1. Tap the Calendar icon at the bottom of the screen.
2. Scroll to discover upcoming church events, gatherings, and more.
3. You can register for events directly from the church calendar.

Pre-Check for CLK and Events

1. Tap the Check-In icon to pre-check for events that are active that day or time.
2. When you check in your family, the app will generate a barcode you can show at the check-in station when you arrive.

View Your Serve Schedule and Requests

You no longer need to open the Services app to find your serve schedule. Church Center links this in your profile to view it easily.

1. Click on your profile icon.
2. Select "My Services"
3. There, you will see serve requests and open signups, as well as your schedule for upcoming services.
4. Tap the "..." icon on the top right of the screen to set block-out dates or email your team leader.

Update Notification Settings

We will use push notifications to send important announcements to you, reminders about Members' Meetings, invitations to register for CLI, and more. Also, make sure that you have notifications turned on in the app to receive updates from the groups you are a part of and reminders about your serve schedule.

1. Select your account page (circle at the top right of the screen with your photo).
2. Scroll down to "preferences" and select "notifications."
3. Turn on all notifications for Team & Schedule and each of the Groups you are involved in.