

Church Directory – Instructions

For GBC Members Only

Step 1: Go to our website www.gracebiblelorton.com and click on the member's login at the very bottom of the page.



Step 2: If you already have an InFellowship account (because you've registered for a GBC event online or online giving), sign in here and then skip to Step 7.

Grace Bible Church

Register

Complete the boxes and click "Sign in"

Email or Mobile Number
email@email.com or 123-456-7890

Password – forgot?
[Empty password field]

Sign In

Don't have an account? Sign Up

The login page features a blue header with the church name and a 'Register' link. Below is a form with two input fields and a 'Sign In' button. A red box highlights the form fields, and a red arrow points to the 'Sign In' button. A 'Sign Up' link is also present.

Step 3: If you don't have an InFellowship account, click "Register" on the top of the page, or "Sign Up" on the bottom. See Step 4 Fill out the form and click "Create an account."

Grace Bible Church

Register

Email or Mobile Number
email@email.com or 123-456-7890

Password – forgot?
[Empty password field]

Sign In

Don't have an account? Sign Up

Create an account by clicking "Register" or "Sign Up"

The login page is identical to the previous screenshot. Two red arrows point to the 'Register' link in the top right corner and the 'Sign Up' link at the bottom right. A red box highlights these two links with the text 'Create an account by clicking "Register" or "Sign Up"'. The 'Sign In' button is also visible.

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Step 4: Create an account by filling in “Your Information.” Please use the same email address at which you already receive GBC emails. You will be sent an email to activate your account.

Grace Bible Church

Your Information

Complete all boxes and click “Create an account”

First Name (required)

Last Name (required)

Account Information

Login Email (required)

Password (required)

Confirm password

[Create an account](#) [Cancel](#)

Step 5: This window will inform you an email was sent to you. Go to your email to activate your account.

Grace Bible Church

Activate your account...

We've sent a verification email to minnie@disney.com. This email contains a link that you'll need to click to activate your account. If you don't immediately receive your email, wait a few minutes or check your junk email folder.

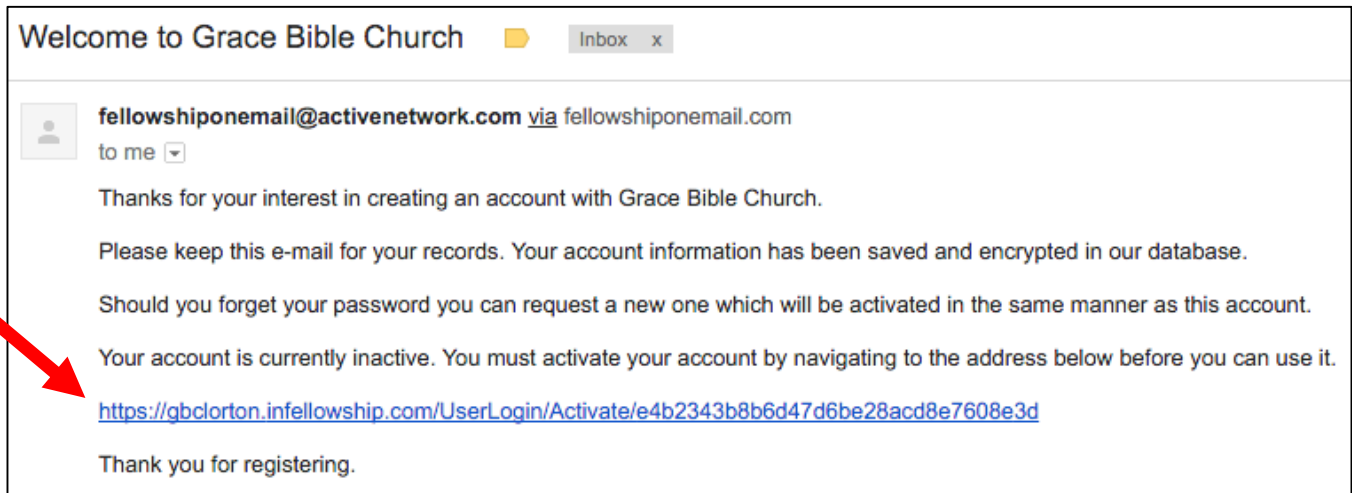
If you didn't receive your verification email, you can re-send verification.

[Return to login](#)

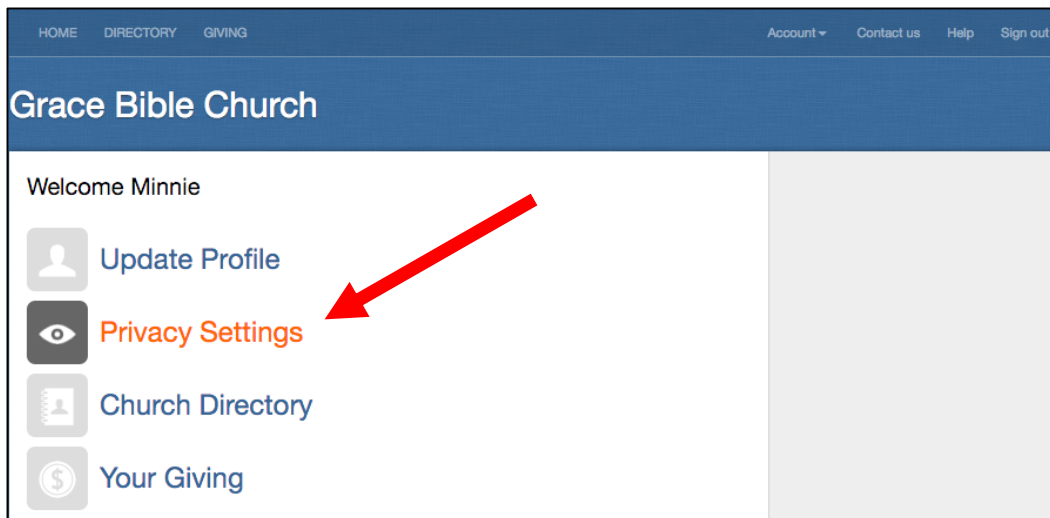
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Step 6: Click on the link provided in the email (your email might look different) and follow the instructions to activate your account.



Step 7: Once your account is activated, sign in (directions in Step 2).
After signed in, click “Privacy Settings.”



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Step 8: Adjust your privacy settings as desired by dragging the tabs (click on the tab and hold down the mouse button) at the end of the green line to the left to limit access to various pieces of your information. The yellow boxes at the bottom will show you what information each group of people will be able to see, based on your settings. For our purposes, “Everyone” refers to Grace Bible Members who have also opted into the directory; the “Group Members” category does not apply; and “Group Leaders” potentially means Home Group Leaders.

Grace Bible 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 online.

Church Staff Group Leaders Group Members **Everyone**

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

Church Staff sees...

Group Leaders sees...

Group Members sees...

Everyone sees...

Click here to opt-in!

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

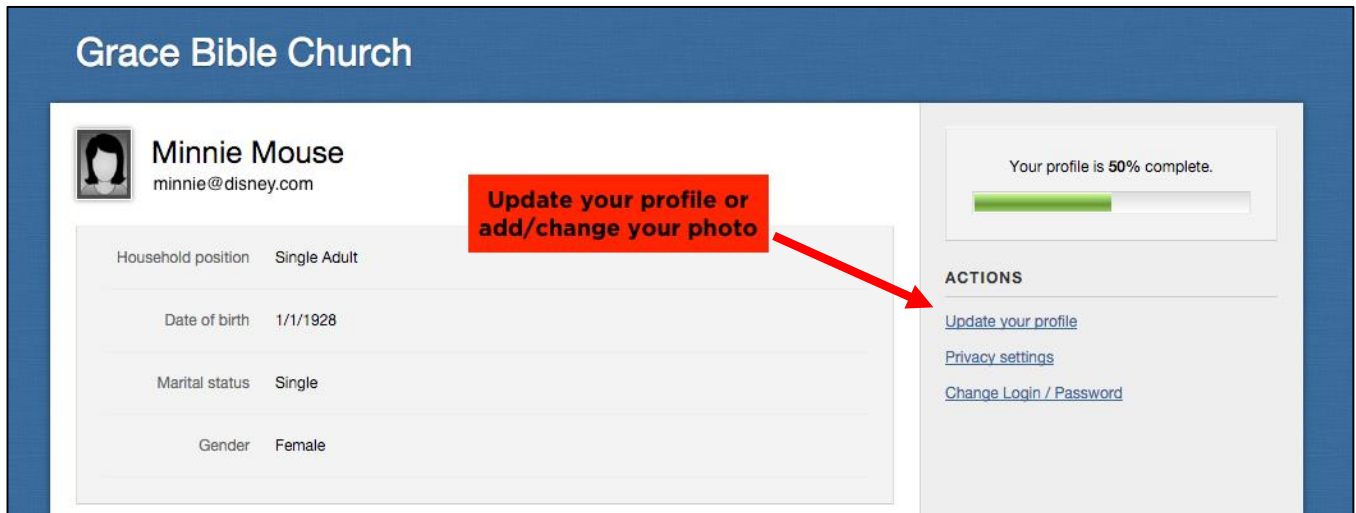
Include me in the church directory – This includes your name, city, state, and info marked *Everyone*.

At the bottom of the page, check “Include me in the church directory” in order to opt-in. After you click to check the box and then click “Save privacy settings”, you will have access to the church directory. NOTE: if you are a GBC member and don’t see this option, please contact the church office at info@gracebiblelorton.com with “No opt-in checkbox” in the subject line. We will fix the problem and get back to you so that you can proceed to opt-in. Be sure you save your privacy settings by clicking the “Save privacy settings” box at the bottom of the page.

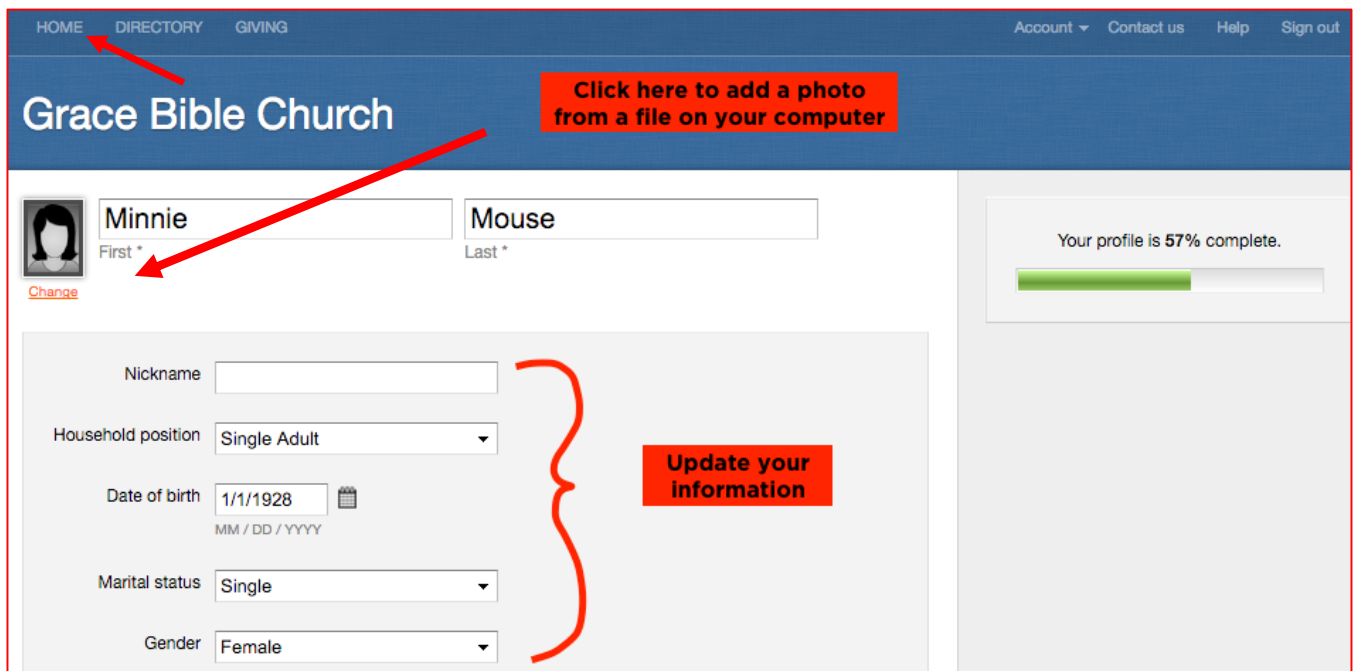
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Step 9: Once you save your privacy settings, the next screen that appears will show how much of your profile is complete. Please take a look at this and see if there is any additional information you would like to provide. If you would like to update your profile, please click “Update your profile” on the right hand of the screen.



NOTE: The “Update your profile” section is also where you can upload your picture, but it is not required. Click on “Change” just below the picture icon at the top left of the screen in that section. When finished, go to the home screen (link in the top menu bar on the left).



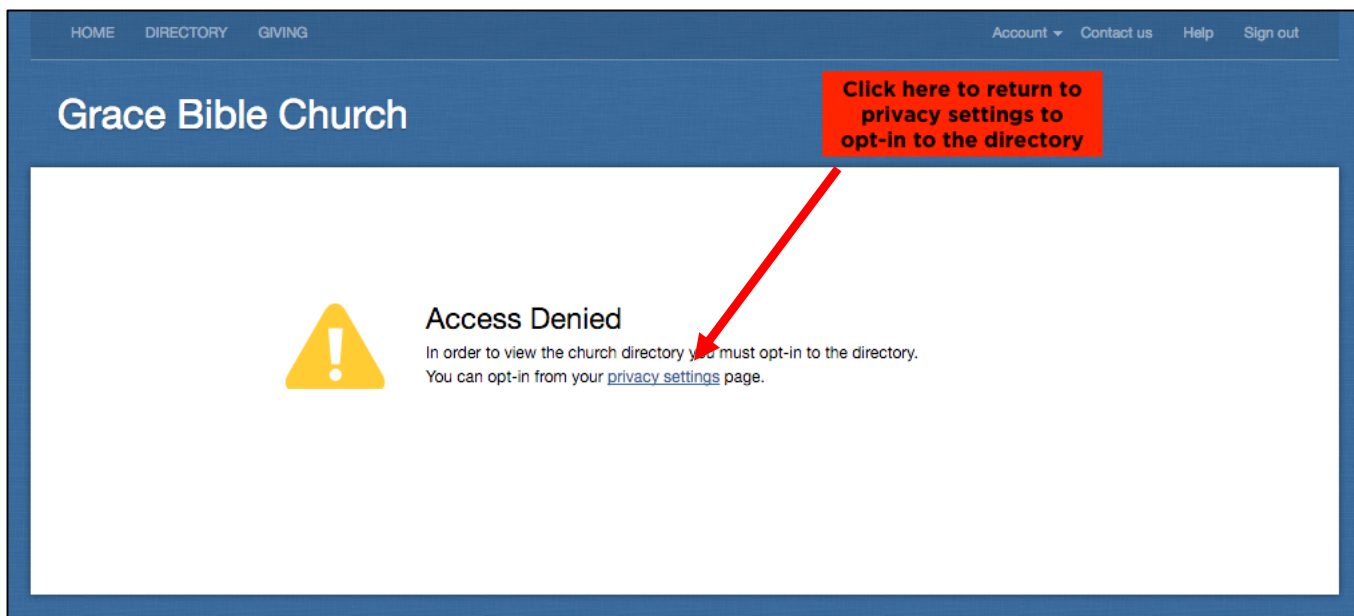
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Step 10: From the home screen, click “Church Directory.” You will be able to view all members who have opted into the directory to date. For security reasons, children’s names will not be included in the directory. The directory is set up so that it lists members individually. If you have a spouse, he/she will need to opt in and create their own profile.



NOTE: If it says “Access Denied” you are not opted into the directory. Repeat the previous steps by clicking on the privacy settings link. If you continue to have problems, contact the church office for assistance.



You are finished! Access the directory anytime by entering the member’s login at www.gracebiblelorton.com as you did in Step 1. You will always need your email and password to access the Directory and only GBC members can access it. **If you have difficulties or need help, please come by the church office Tue-Fri 9am-5pm or email: info@gracebiblelorton.com.**