



## Instructions for Installing Church Center

Go to the App Store of your phone (either Google Play Store or Apple App Store).



Search for **Church Center**.

Select **Church Center App** from the list and install it.

Once installation is complete, open the app. Click on Get Started.

There are two options to find your church - Use my location and Search Manually. You may use either one.

1. Use my location will show churches near your location. Pick when you want to allow Church Center to use your phone's location information.

Several local churches will come up. Pick **Lake of the Woods Church**.

2. Search Manually lets you type in the name and address of the church. Click on the word Search at the top of the screen. Click on Lake of the Woods Church.

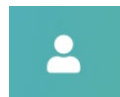
Click on This is My church.

## Updating your Directory Information

To log into Church Center, you can enter using either your mobile phone number or your email address.

- If you use your mobile phone number a code will be texted to your phone. If you use an email address, the code will be sent to your email. Enter that code in the app.
- If Church Center recognizes your information from the church database, it will start the Login process. If more than one person has that email in the church database, it will show you the names of all those listed with that email (they will most likely be others in your household).

A screen comes up with various pieces of information about the church.



In the upper right corner is the small person icon. Click on that.

Scroll down the screen until you see "My Household". Click the right arrow next to the initials shown.

This brings up a list of the individuals in the household.

Click on your name and you may edit your home address, phone numbers, and email addresses.



Check that all the information is correct and complete and add any missing information you wish to add. The church would like to have all phone numbers and email addresses.

Click Update even if you didn't change anything. This will let the church know you have reviewed your data. If you need to change your name or birthdate please contact the office at 540-972-9060.

Once you complete your verification of your information, the app returns you back to the list of names in the household. Click on the other names in your household and update them.

Once your updates are completed, click on the back arrow at the top of screen to return to your account and tap the arrow again to return to the main Church Center screen.

That's it! You have updated your information in our database. You may keep this up to date by using the Church Center app anytime you need to update your household information.

### **Other Functions**

At any time you can use the icons at the bottom of the screen to do the following:

Check-In – show that you are present for a scheduled church event/service – we will be using this for attendance in the future.

Signups – sign up for a future event or program at the church

Calendar – see the calendar of events at the church

Directory – not currently active, but in the future will give you access to the church directory