

PROVIDENCECHARLESTON.ORG
ONLINE DIRECTORY USER GUIDE

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Step 1: Registering your email as username

“OPT-IN” by providing us with an email address. This **ONE EMAIL ADDRESS PER FAMILY** will serve as your family’s **Username**. Send your request to: sandi@providencecharleston.org

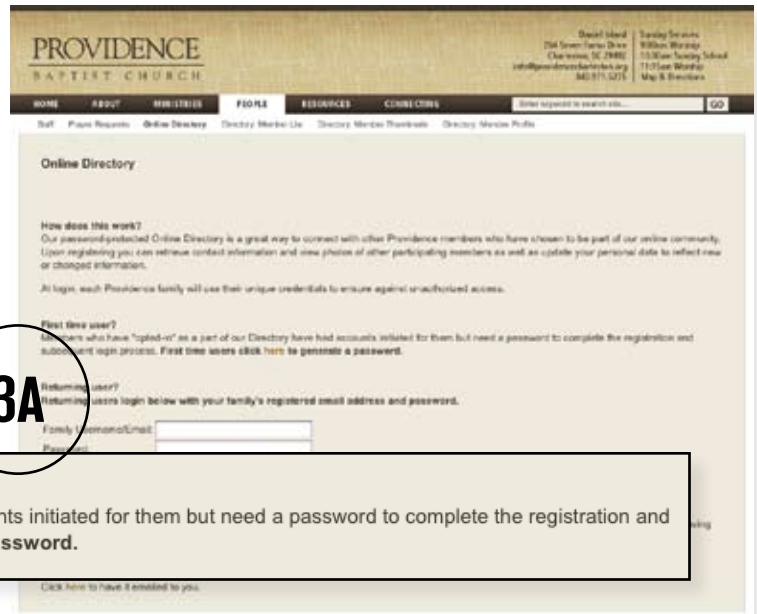
Step 2: Confirming you’re authorized

You’ll receive a confirmation email that you are an “authorized user” with **important additional instructions** to follow for your first visit to the Online Directory.

Step 3A: Generating your password

For security purposes and to complete your registration and login, you must have a password. Visit <http://providencecharleston.org/402292.ihml> and click the link in the **First time user?** area of the Online Directory login page which will prompt you through a 2-step process to get your password.

Directory login page



First time user?
Members who have "opted-in" as a part of our Directory have had accounts initiated for them but need a password to complete the registration and subsequent login process. **First time users click here** to generate a password.

Step 3B: Generating your password (cont'd)

When following the password-generation prompts, you will be asked for the email address you provided the church; enter that email address and click **Send my password**.



Each Providence family has registered an email address with the church office to serve as the family’s user name upon Directory login. Enter that email address below.

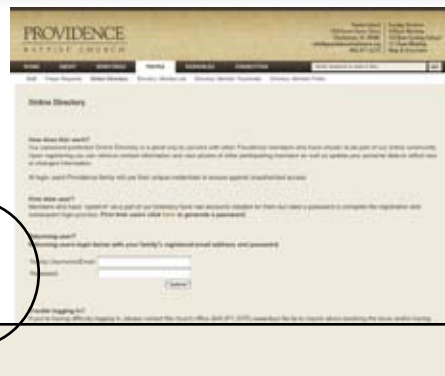
Email Address:

[Send my password](#)

Your password will be sent to the email address you registered with the church and come from no-reply@providencecharleston.org

Step 4: Login

With your password and Family Username/Email, you can login in the **Returning user?** area of the Online Directory login page. **NOTE: Passwords ARE case sensitive.**



Returning user?
Returning users login below with your family’s registered email address and password.

Family Username/Email:

Password:

[Submit](#)

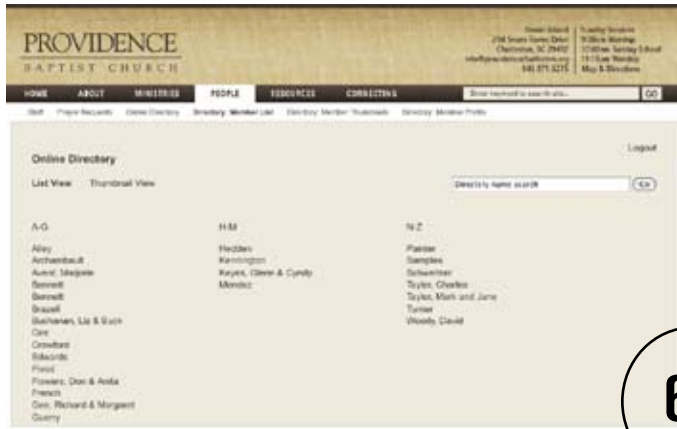
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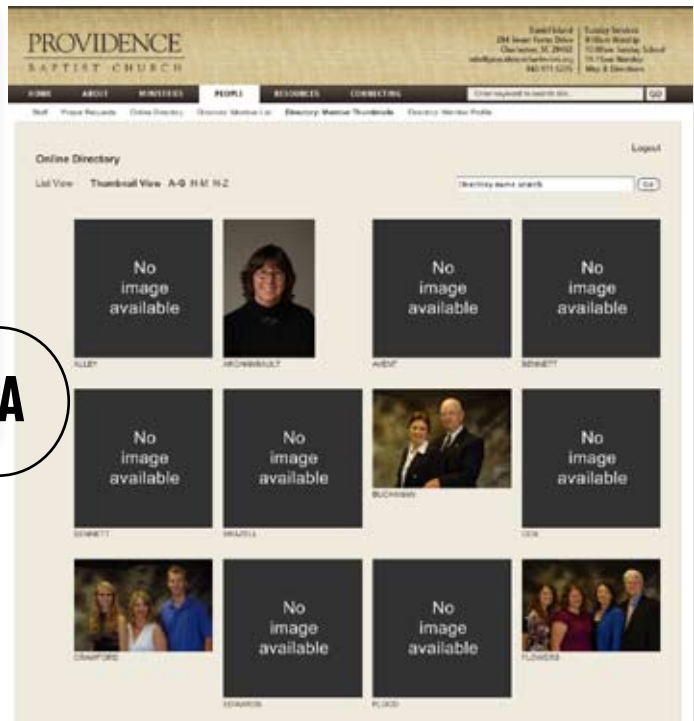
Step 5: View/search functions

Once you've successfully logged in, you can search the Directory 3 ways: **List View**, **Thumbnail View** or **Search** field.

List View: 3 vertical alphabetical columns on a single page

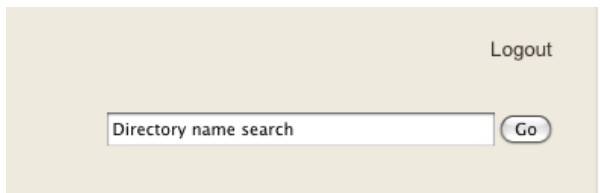


Thumbnail View: 3 pages via alphabetical divisions: A-G, H-M, N-Z



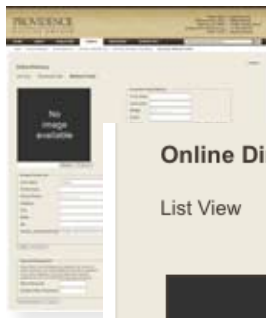
6A

Search bar



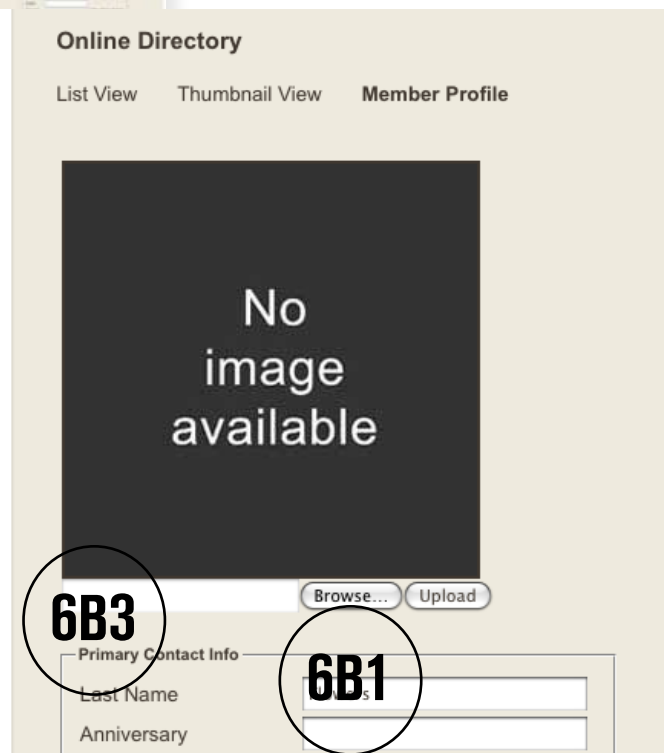
Step 6A: Editing your Member Profile

Click your name in either the **List View** or **Thumbnail View** screens to activate the **EDIT** window and complete your **Member Profile** (also see additional instructions/helpful hints in Step 6C, page 3).



Step 6B: Adding your photo

1. To upload a picture, click the **Browse** button under the black **No Image Available** visual.
2. Open the folder on your computer where you keep your photos; most likely the **My Pictures** folder. Review your pictures and select one.
3. **Select/Open/Double Click** the picture. The file name will appear in the box next to the **Browse** button. Click **Upload**.
4. A window will appear that reads: **This will immediately upload your picture.** Click **Ok**.
5. Your picture will appear and a thumbnail version will be automatically added to the **Thumbnail View** page.



6B3

6B1

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Step 6C: Family member(s)

1. In addition to uploading a photo, you can input your **Primary Contact Info** in the fields directly below your photo.
2. Below that is an area to **reset (change) your password** if you wish. You may retrieve your forgotten password via a link on the Directory login page at anytime.
3. Each family member and their personal information can be added via **Insert New Family Member** in the data fields to the right of the **Photo** and **Primary Contact Info** fields with these helpful hints in mind:
 - Complete only the fields you desire ... any incomplete fields are automatically set to be unviewable by users outside of your family;
 - List order of family members is determined by several parameters: BIRTHDAY, ADULT checkbox and MEMBER checkbox, etc: so oldest adult member will be listed first;
 - Children (even if adult children) pictured and displaying should NOT have their ADULT checkbox selected.
4. To save your work, it's **very important to remember** to select the **Update OR Insert** buttons before moving from area to area.

Step 7: Logout

When you're finished using the Directory, click **Logout** in the top right corner; for security purposes, the system will "timeout" after 20 minutes of inactivity requiring you to login again.

The screenshot displays the Providence Baptist Church Online Directory interface. At the top, the church's name and contact information are visible. The navigation menu includes 'HOME', 'ABOUT', 'MINISTRIES', 'PEOPLE', 'RESOURCES', and 'CONNECTING'. A search bar is located in the top right corner. The main content area is titled 'Online Directory' and features a 'Member Profile' section. On the left, there is a placeholder for a photo with the text 'No image available' and 'Browse...' and 'Upload' buttons. To the right of the photo is the 'Insert New Family Member' form, which contains fields for First name, Last name, Mobile, Email, Birthday, Occupation, Employer, and Interests. There are also checkboxes for 'Adult' and 'Member', and a 'Gender' dropdown menu. Below the form are 'Insert' and 'Clear' buttons. At the bottom of the page, there is a 'Password Management' section with a text box for 'New Password' and a 'Confirm New Password' field, along with 'Reset Password' and 'Cancel' buttons. Several callout boxes with numbers 6C1, 6C2, 6C3, 6C4, and 7 are overlaid on the form fields to indicate specific instructions.