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## *Overview*

We are excited to offer an online management tool to our leaders and regular attendees at Westminster Presbyterian Church. Our goal is to provide our staff, lay leadership and church attendees the ability to self-manage their personal information in a secure environment. With this tool, you can also load a digital family or individual picture to your profile to assist us with building an online directory. You can add a new member to your family (as in the case of a newborn or adoption.)

We want to provide all of our regular attendees tools that will ease the collective administrative burden of keeping information up to date and useful tools to connect in the life of our congregation. This guide is designed to help you do that. Feel free to print it, save it to your hard drive or download it any time you need it for reference.

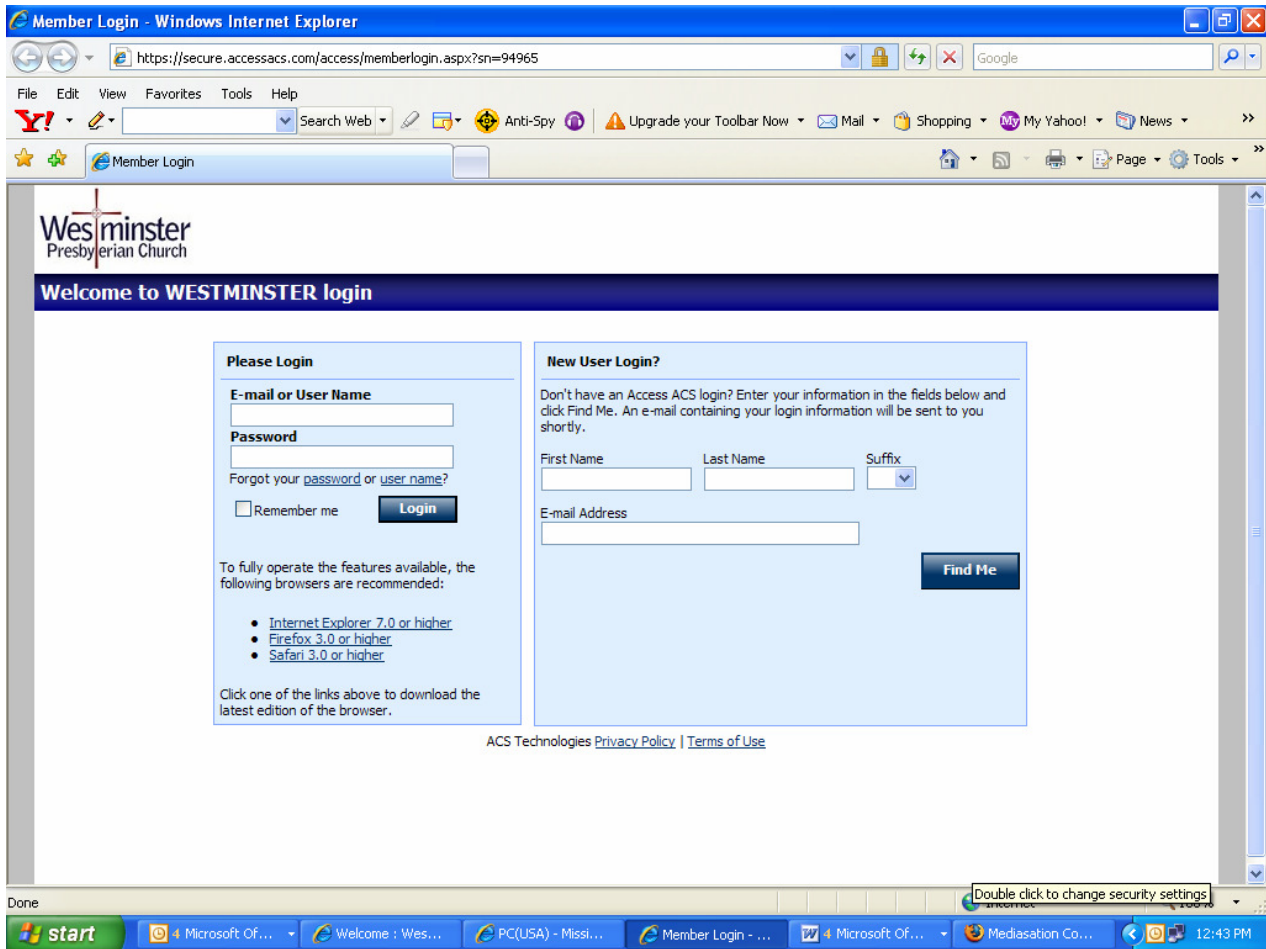
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## *How to Register/Login*

- Go to the church website at [www.wpc-online.org](http://www.wpc-online.org).



- Click on the “mywpc” logo in the bottom left of your computer screen.
- You will see this login screen next:

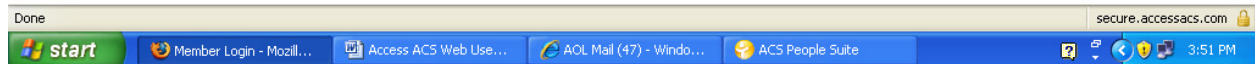
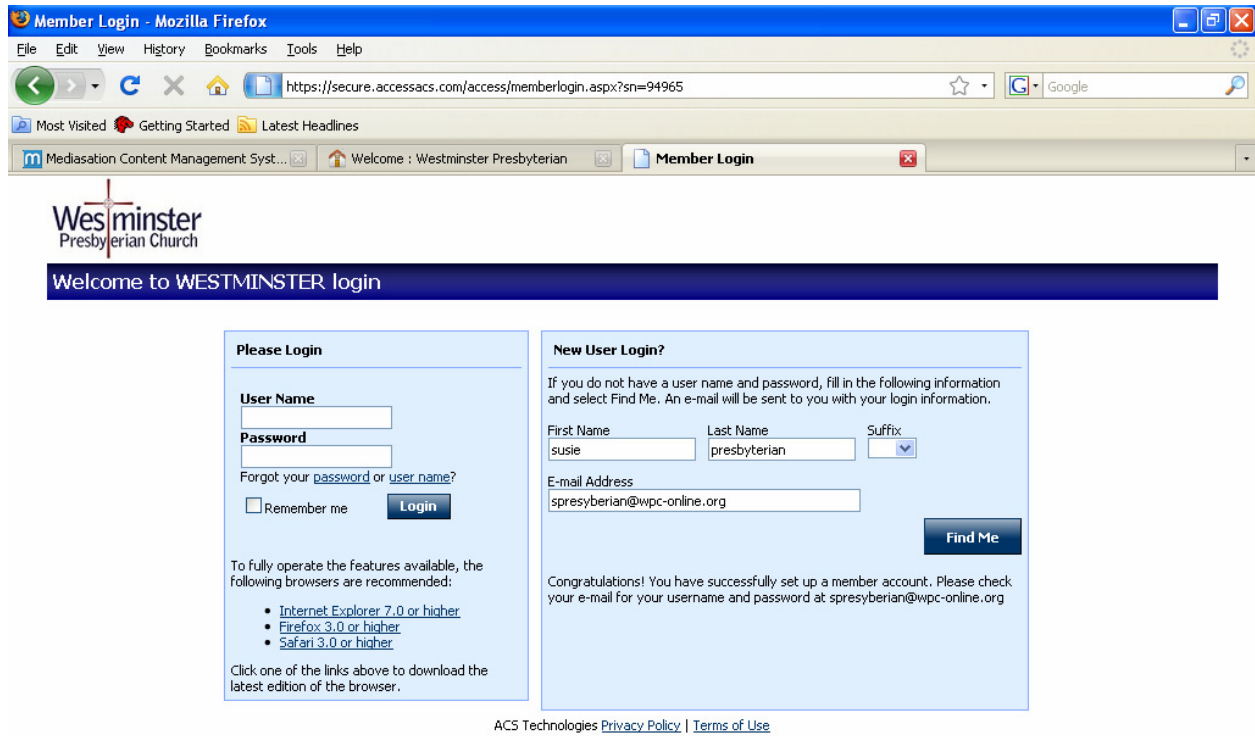


- Enter your username or email address and password. Click “Login” and you will be taken to your user profile *overview* screen. If you do not yet have a username and password, choose the option “New User Login?” on the right side of the screen.
- **Remember me** option works with the new e-mail login enhancement. To store your information, login using your e-mail address, then select **Remember me**.
- If you are creating a “New User Login” enter your first, last, and suffix if applicable. Then enter the email address you receive emails on from the church. If you enter an email address that does not match the church records you will get the following message:

We were unable to locate a record matching the information you provided. Please verify that the information you entered is correct and resubmit.

If you are unable to register, contact us at 864-232-2424 or [smclarty@wpc-online.org](mailto:smclarty@wpc-online.org).

- A successful New User Login displays this screen:



- After successfully setting up a member account you will receive an email with your username and initial password. The following message will be in the email:

**Thank you for registering with us.**

We are happy to provide you with your user name and password so that you may login into your personal record at any time.

Click here to login.

Your user name is: Susie Presbyterian

Your password is: 8J)t5nv88UJ"

You will be required to change your password the first time you log in. Please keep your user name and password confidential.

Sincerely,

WESTMINSTER

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### ***What Can You Do When You Login?***

You can manage your personal information, such as your address, phone numbers and email addresses. There are other fields that the administrative staff has given attendees the option to update as needed. Fields that cannot be updated are “grayed out” and can only be viewed on your overview screen.

When you add or edit information on your personal record, you create a “Change Request” in the system. Those changes are not directly applied to your record until a staff administrator has accepted the change request in the system. After the request is approved, the information will be updated on the website.

### **Update Your Information**

You can manage your personal information, such as your address, phone numbers and email addresses. There are also some other fields that you have the ability to change on your personal profile. Fields that are “grayed out” can be viewed, but not changed.

When you are adding or updating information on your personal profile, you create a “Change Request” that is submitted to our system administrator. After the request is approved, the information will be updated on the website.

- To view or update your information, click the “My Profile” tab in the top navigation bar.
- Your complete profile contains your primary family address, other family members, phone numbers, email addresses, and personal information.
- To update your personal information, click the “Edit” link on the top right of the page on the bar containing your name. If you have previously made a change to your information that is waiting for acceptance, this link will be called “Review Changes”. Enter changes to your personal information directly on this form and click the “Submit” button on the top right corner of the page.
- When in the edit mode, you can click on an existing address to change it. This will open a form with the address information. After you enter the corrected address, click the “Submit” button in the lower right corner. To add an additional address, click on the link “Add Address” and enter all required information in the form. Click the “Submit” button when you are finished with new address information.

- There are various other sections in the Edit mode which you can change as desired. To make changes to your attributes, you can click the pencil icon beside the attribute category you wish to change.
- Remember to click the “Submit” button at the top right corner of the personal profile page. This ensures that the additions or changes you made to your profile information are sent through the system to the administrator for updating in the database.

### **Set Your Personal Privacy Preferences**

You can choose to not have your information displayed in the online directory. To do so, click on the “My Overview” tab in the top navigation bar and select the link “My Complete Profile” from the “I Want to View” box in the top left corner. Once you are on your complete profile page, select the link “My Personal Preferences” from the left navigation column. Remove the check in the box by clicking the statement or box (see screen shot below) if you do not want that particular information available to other users in our church. Click the “Save” button in the lower right corner when you are finished.

To change your password, navigate to the “My Profile” tab and click on the link “My Password” in the left navigation column. Enter your current password, and your new password in the two spaces provided. Click the “Save” button on the left corner below the form.

### **Upload Your Family and Individual Pictures for Our Directory**

You can upload your individual and family pictures through the website. After you clicked the “Edit” link on the “My Complete Profile” tab (or “Review Changes” link if you have already made changes to you information), click on the “Picture” link to add an individual or on the “Family” link to add a family picture. In both cases, click the “Browse” button to select the picture you would like to upload from your computer. Once you have located the picture on your computer, click “Open” followed by the “Save” button. Depending on the size of the picture, it may take a moment for the process to complete.

**Important Note: The IDEAL picture size is only about 180x150 pixels. Please resize your picture using a picture editor to the suggested dimensions. This prevents your picture from distorting when you upload the picture to the website.**

### **Instructions for Resizing Your Digital Pictures for Windows XP Users**

Follow these steps if you are using Windows XP™ and also have Office 2003™ installed. There are a number of photo editing solutions available free online to choose from as well.

**Note: These directions will vary depending on the photo editing software you use and the type of personal computer you have (Windows XP, iMac, etc.)**

- Browse to find the photo on your hard drive that you wish to resize for uploading to the website.
- Right click on the name of the photo and select Edit (see below).

- The picture will open in the picture manager. Select RESIZE from the option bar.
- Key in the new size of 180 (width) x 150 (height) and click OK.
- Save this file and upload it into your personal profile using the instructions above.

### **Adding a New Family Member**

You can add a new member to your family through our church website. To add a new family member, click the “My Profile” tab. Click the “Add Family Member” link located on the top right of the screen. Enter the information for the new family member on the form provided (see below).

When you have completed entering the required information, click the “Submit” button or you may choose to submit and add another family member. Once you submit the addition to your family, a “Change Request” is sent to the system administrator. Once the system administrator approves the change request, the addition will be reflected on your profile.

### **What is coming after Phase 1?**

Small groups, ministry opportunities, and event registration will be coming in different phases. Please watch the e-newsletter and Harbinger to learn more about these tools.

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## ***Frequently Asked Questions***

### **What is my username and password?**

- Your username is your first name plus your last name, with NO spaces. For example, a typical username would be **johnsmith**, not **John Smith**. The username is not case sensitive.
- Your password is emailed to you directly when you register online. The next time you login after receiving your password, the system will require you to change it to a new password. Your new password must be at least five (5) characters in length and may contain letters, numbers or any combination of the two.

### **How secure is my personal data?**

- The confidentiality of your data is our utmost priority. Only the data that we print in our existing church directory is available online. Furthermore, you can still “opt out” of the online system by setting your personal profile, or by notifying Susan McLarty at 232-2424 ext. 120 or by email at [smclarty@wpc-online.org](mailto:smclarty@wpc-online.org).
- Our software provider is ACS Technologies, the largest developer of church management software in the industry. They have a secured website that we access which is housed in a secured data center and is subject to periodic security audits to ensure safety and privacy of your data.

### **Can anyone else view my contributor information?**

- No. Your contributor information can only be viewed by you and the Financial Secretary – Sherri Owens online. The security options are set in our system in such a way that even other church staff cannot view individual contributor records.

### **What is a change request?**

- A “Change Request” is simply the system’s method of ensuring data integrity. Whenever an individual makes a change to any part of their record, a change request is generated for our system administrator. The change requests are reviewed "Enter Frequency" and approved changes are accepted, updated and then appear on the website. Individuals who make a change request that is not approved receive an email from "Enter System Administrator Name" with an explanation and a request to contact the church office for further assistance.

### **What type of picture should I use for the online directory?**

- Pictures for the online directory should be in good taste. You can use any type of digital photograph, provided it is resized to the specifications listed above. Pictures can be professional sittings, or they may be casual. Please help us present a great directory by ensuring that clothing and backgrounds in the picture do not contain images or wording of an offensive nature (i.e. alcohol ads, cigarette ads, vulgar language, nudity, etc.)

### **How do I get help if I need it?**

- You can get help or answers to many questions using several of the features in the software. Click the “Help” link for instructional pages and hints. Click the “Knowledge Base” link to search for answers to common questions. Click the “Report a Problem” link if you encounter a program error or bug. Reporting a problem sends a notice to our software provider, not to our church office. The software provider will investigate the problem and work toward a solution. When all else fails, call the church office and speak with Susan McLarty our Volunteer Coordinator.

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### ***Thank You***

We appreciate your effort in setting up your website login! It is our hope that our church members will use all of the great features of this web tool. Please feel free to contact Susan McLarty at 232-2424 ext. 120 if you have any questions regarding your member profile information or the use of a feature in the system. You can also email for help at [smclarty@wpc-online.org](mailto:smclarty@wpc-online.org).