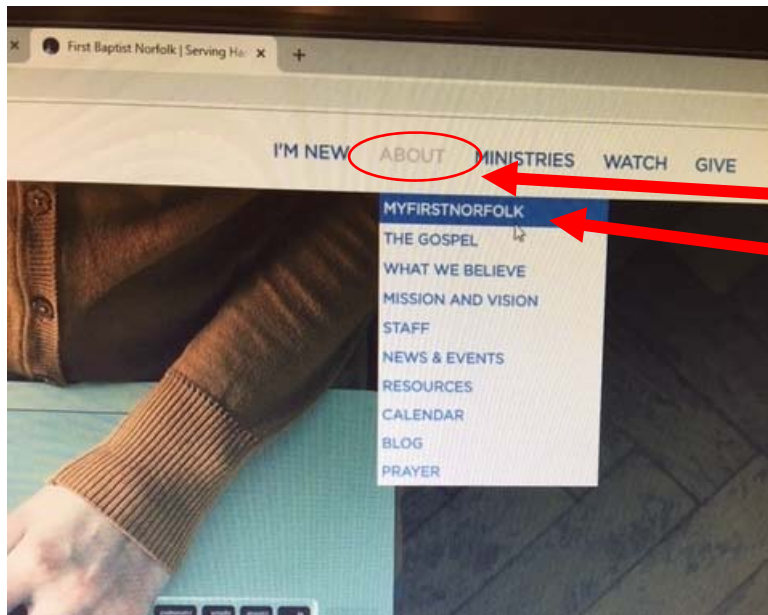


MyFirstNorfolk

Congregation User Guide

Welcome to MyFirstNorfolk! MyFirstNorfolk is an online tool that brings much of First Norfolk to one place so you can stay up-to-date with all that is happening, receive targeted communication that is relevant to you, and stay connected with other people who call First Norfolk home. With MyFirstNorfolk you can:

- See a photo directory of our community and control your own privacy settings
- Add your own profile picture and family picture
- View personalized calendars based on your ministries and interests
- Access your volunteer schedules to stay on top of your ministry commitments
- Discover new ministries, groups, and ways to serve
- Determine your own settings so you can control who can see your information & what communication you receive from First Norfolk



If you do not have a log-in, it's very easy to get one. Go to the church website

www.firstnorfolk.org

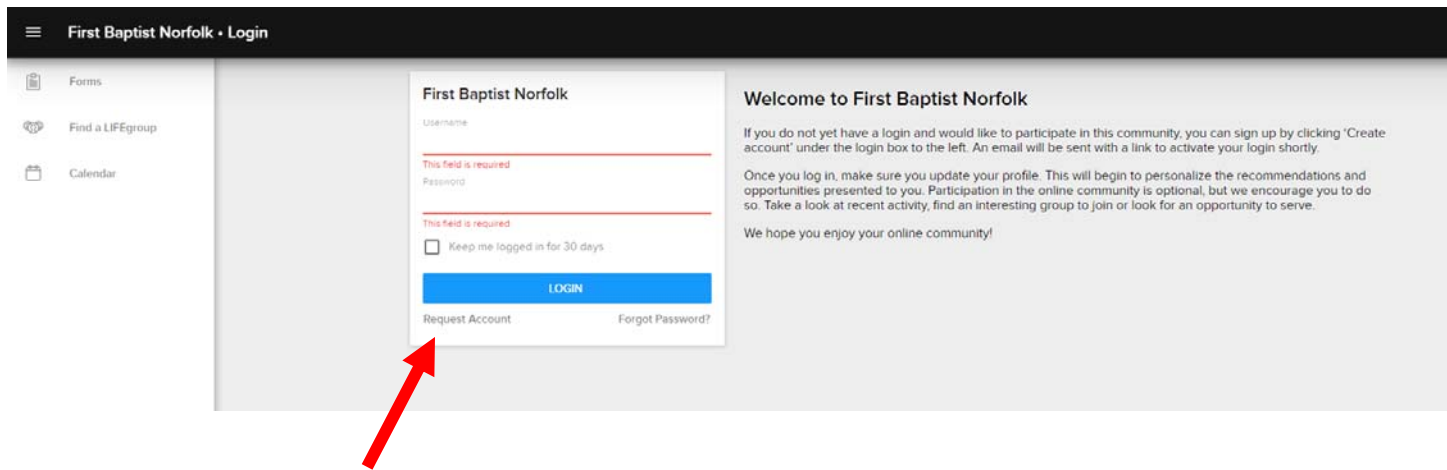
Click on the "ABOUT" tab at top right of the page

Then click on MYFIRSTNORFOLK

Then follow the instructions

OR

Simply visit www.myfirstnorfolk.org and follow the instructions to log in.



This screen will come up. You must have an active/correct email in our system to get logged in. You will also need to choose which location (Kempsville Road or Volvo Parkway) you regularly attend.

Request Account

To request a login to our online community, please answer a few simple questions to help us know you better.

Campus

Select Campus

First Norfolk on Kempsville ▼

Enter Your Information

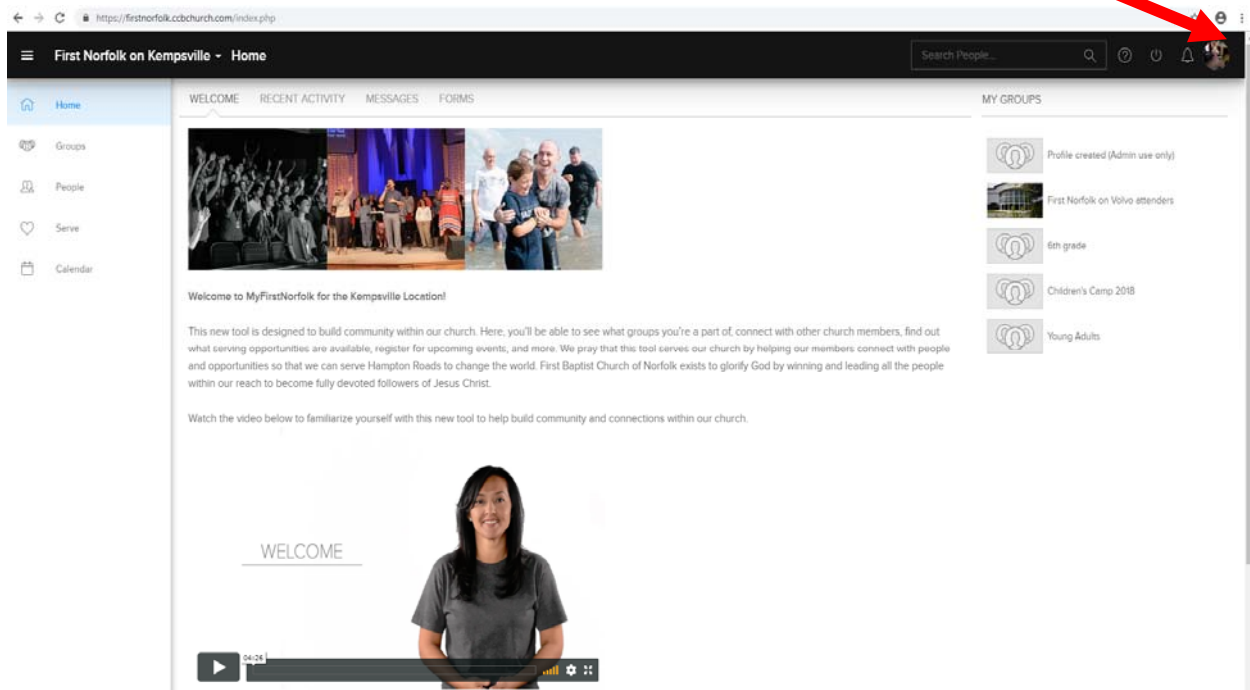
First Name	Last Name
<input type="text"/>	<input type="text"/>
Email	
<input type="text"/>	
Mobile Number	Select Carrier
<input type="text"/>	Choose... ▼

CANCEL REQUEST

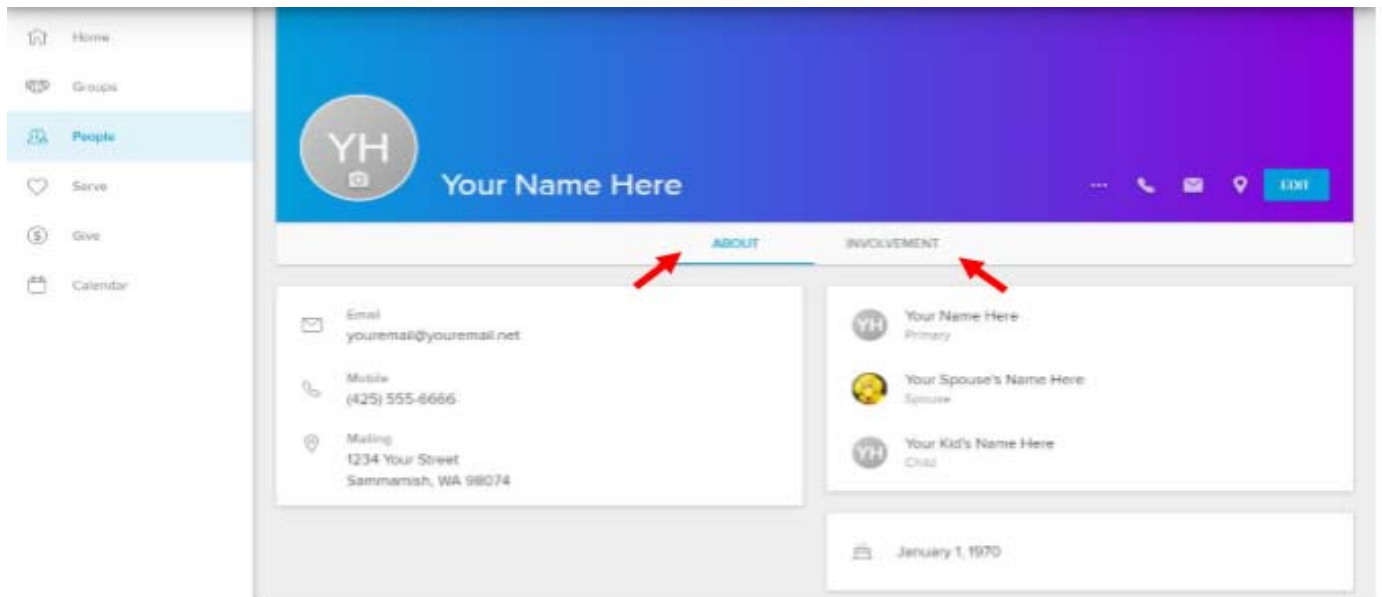
Accessing and Managing Your Profile

Once you log in, this is what your home page will look like. Every individual in the database has a unique profile that includes important personal and contact information, as well as information about their involvement at First Norfolk.

To access your profile, click your initials at the top right of the page (if you have a photo uploaded to your profile, your photo will display here instead of your initials):



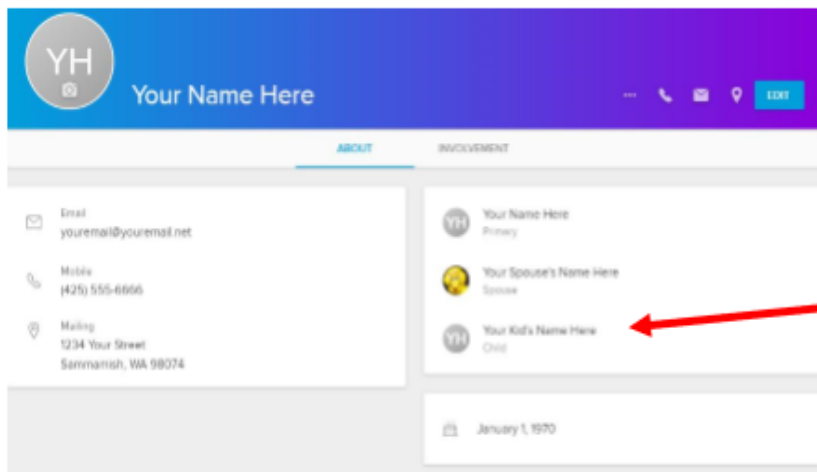
Your Profile page looks like this:



Navigating Your Profile

Profiles are divided into two main sections: “About” and “Involvement.” The “About” section shows personal and family information, including: contact information, family members, birthday, My Fit information (interests, abilities, and spiritual gifts), and more.

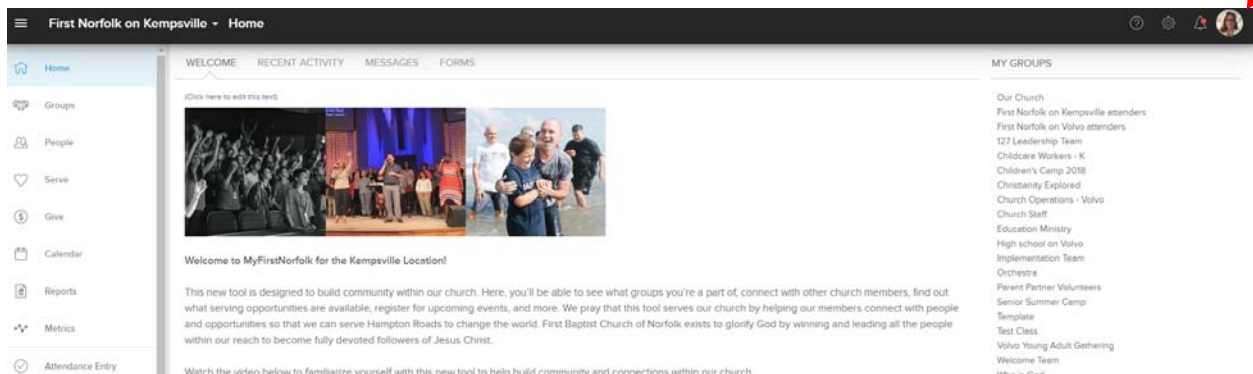
The “Involvement” section shows all the various ways in which you are involved at First Norfolk, including: a timeline of your involvement at First Norfolk and actions in MyFirstNorfolk, groups you are a member or leader of, and more.



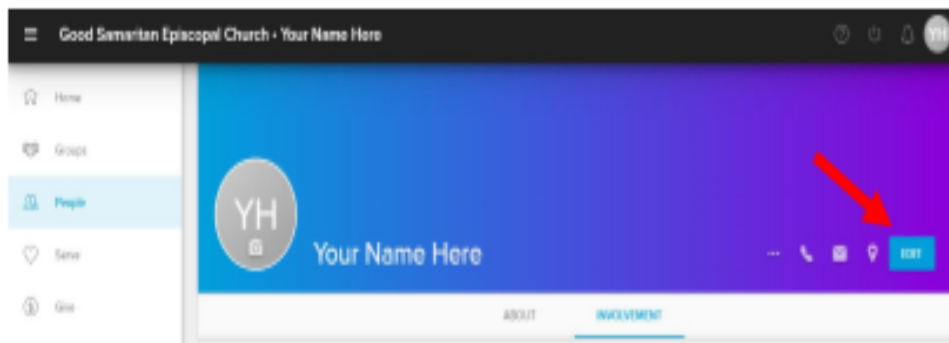
To view a family member's profile, simply click on their name.

Editing Your Profile

Every church member is able to edit, change, or remove information in their profile. This is particularly helpful when you move, change your email addresses, etc. To edit your profile, click your initials at the top right of the page (if you have a photo uploaded to your profile, your photo will display here instead of your initials).



On your profile page, click “Edit” next to your name.



This will bring up a window where you can edit, add, or remove information. Be sure to scroll all the way down to add as much information about yourself as you are comfortable. Once you have edited or added that desired profile information, click “Save” at the bottom right of the window (shown on the next page).

Edit Profile



First Name

Test3

Last Name

Hannas



Email

|

Home Phone

 (757) 555-5555



Mailing Street

931 Willis St

State

Chesapeake

VA

23323-5918

Country



Gender

Female

Birthday

10/31/2002



October 31, 2002

School

Grade

CANCEL

SAVE



first baptist
NORFOLK