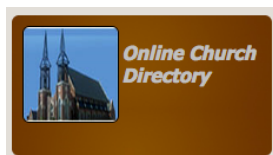


Wanting to connect with other members of your church family? There's an app for that!

#### Start on your computer:

##### Online directory directions:

Go to [www.madisonstreetumc.org](http://www.madisonstreetumc.org) and click on the church picture in the online directory box on the home page.



##### Setting up your account for the first time:

1. Click on "click here" where it says "Need a Login?"
2. Fill in your email address and first/last name, and then click "find me."

**NOTE:** We must already have your email address in our system for you to receive a login. If we do not have your information, please email it to Sherry Maynard at [sherry@madisonstreetumc.org](mailto:sherry@madisonstreetumc.org) so the system can be updated.

3. Check your email for a link to click to continue the sign in process. You will be directed to choose a password for your Online Directory account.

#### What can you do now that you have online access?

##### To look up another member's contact information:

Once you have logged in, click the home tab, then "my overview". Below the tabs on the right you will see a search box. Here you can type in their name then click search.

Search

Last Name:	First Name/Goes By Name:
<input type="text"/>	<input type="text"/>

Search

#### Connect with your group:

If you are a member of a Sunday School class, core group, ministry team, or administrative team, you can send emails, print mailing labels, or print a directory for those groups. In the "My Groups" box in the lower right corner, select your option from the action box.

My Groups

My Activities

Name	Action
Ministry Teams > Student Ministries Team	I want to... Go

#### To upload a personal/family photo or update contact information:

1. Click the home tab and then select "My Profile."
2. In the box where you see your name, click the pencil on the right. Here, you can edit your information. (A change request will be submitted for approval.)
3. In the same box, there are three tabs on the right. Click "personal photo." Now you can browse your computer files and upload a personal or family photo for the online directory. (A request for approval will be submitted.)

#### Ready to take it one step further? Go mobile!

The mobile app works on both iOS and Android operating systems. Visit the app store for your device and download the Church Life App. Simply login on your device using the email and password login information you set up on your computer!

Your online directory is now with you wherever you go!

