



ShelbyNext Church Database Online Directory

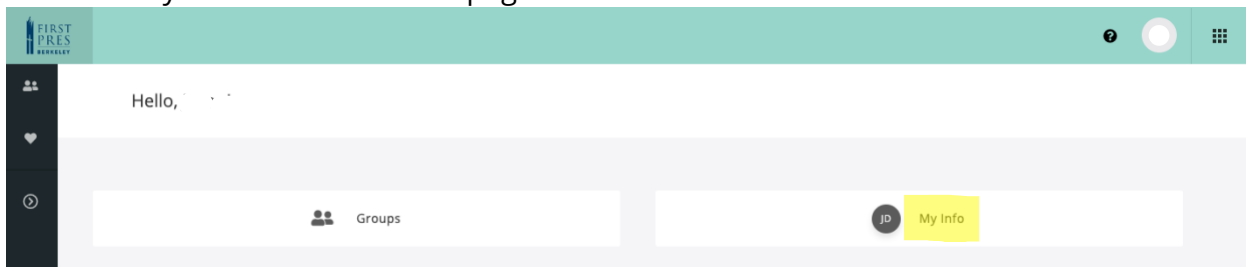
To join the First Pres Berkeley Church Online Directory, after your ShelbyNext account and password have been set up, there are a few remaining important steps for you to take. Our Directory can include: name, a profile photo, home phone, cell phone, email, address

The instructions here will help you:

- Update your profile information as needed
- Add/upload a picture to your profile
- Select your Profile Visibility—Use this feature to determine which of your personal information will be visible to others in the Directory.
- Request to join the Directory—Click on the link at the end of this document.

Update Your Profile Information

1. [CLICK HERE \(https://fpcberkeley.shelbynextchms.com\)](https://fpcberkeley.shelbynextchms.com) to log on to ShelbyNext using your username and password.
2. Click on <My Info> from the main page

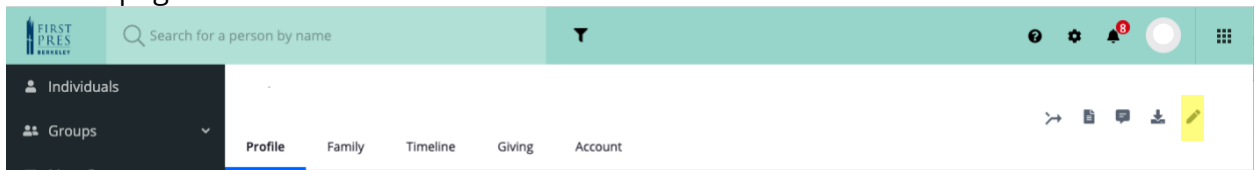


OR

Click on the circle with your initials in the upper right corner of any page and select <View Profile>.



3. On your profile page click on the <pencil icon> in the upper right hand corner to get to the Edit page.





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4. Update profile as needed by clicking on the information you want to add or change and typing in the new information.

A screenshot of the online directory profile update page. The page has a teal header with the First Pres Berkeley logo and a search bar. A dark sidebar on the left contains a list of names, with one name highlighted. The main content area is titled "Personal" and contains several input fields: "First Name", "Preferred Name", "Last Name", and "Formal Full Name". To the right of these fields is a "Picture" section with a circular profile picture, a "Crop" button, and a "Drop file here or browse" button. Below the "Personal" section is the "Contact Info" section, which includes "Home Phone", "Cell Phone", "Primary Email", and "Secondary Email" fields. A yellow "Save" button is located at the bottom left of the form area.

5. Click <save> to save information.



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Add/Upload a Picture

To do this you will need to have a photo of yourself on the device you are using.

A screenshot of the ShelbyNext Church Database Online Directory profile page. The page has a teal header with the First Pres Berkeley logo and navigation icons. A dark sidebar on the left contains menu items: "Groups", "My Giving", and "COLLAPSE". The main content area is titled "Personal" and contains three text input fields: "First Name", "Preferred Name", and "Last Name". To the right of these fields is a "Picture" upload area with a yellow background and a dashed border. The text in the yellow area reads: "Picture" and "File must be smaller than 5MB and either PNG or JPG/JPEG." Below this text is a button that says "Drop file here or browse".

- Option 1: Drag and drop (use this if you have a Mac)
 - Open your photo app to the photo you want to use, which will enable you to drag and drop the photo into Shelby OR you can drag and drop your selected photo from your photo file or desktop.
- Option 2: Browse and upload
 - Click on Browse to search your device for the photo you want to use; Select the photo and click on upload.

After selecting the photo, you can use the Crop feature to size or realign the picture to the specified size. Click <save> to save the photo to your profile.

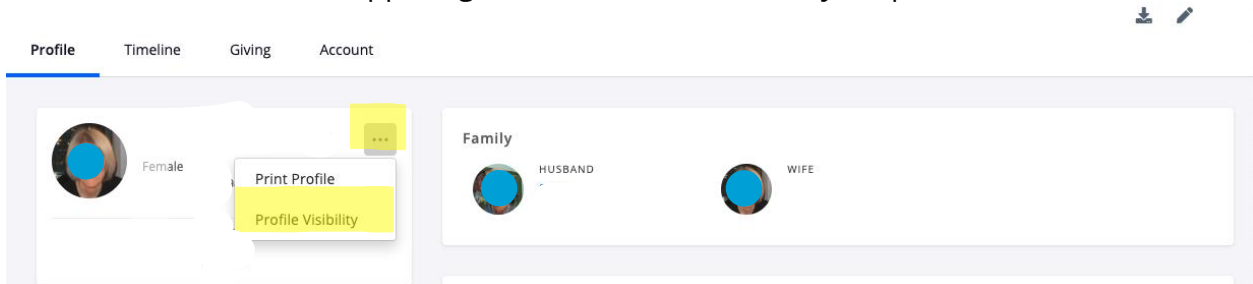
A screenshot of the crop feature interface. It shows a circular image with a blue center and a brown border. To the right of the image is a yellow button labeled "Crop". Below the image and button is a dashed border containing the text "Drop file here or browse" with an upward arrow icon. Above the image is the text "Picture" and "File must be smaller than 5MB and either PNG or JPG/JPEG.".



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Selecting Your Profile Visibility

1. Return to your profile page by clicking on <Back> at the top left of the Edit page.
2. Click on the 3 dots in the upper right corner of the box with your picture and name.



3. Select Profile Visibility.
4. Limit visibility of information by clicking on the open circle and moving a blue bar all the way to the left.

If the Blue bar is all the way to the right - the information is visible to anyone in the directory.

If the Blue bar is all the way to the left - the information is not visible to anyone except church staff.

5. When finished selecting your visibility options, be sure to Click <save> to save information and exit the screen.

6. FINAL STEP: Request to Join the Directory! [CLICK HERE](#) to make your Directory request.

The 'VISIBILITY SETTINGS' dialog box allows users to configure who can view their information. It includes a table of fields and their visibility settings for Group Leaders, Group Members, and Directory.

Field	Group Leaders	Group Members	Directory
Personal Information	Visible	Visible	Visible
Address 1 San Francisco, CA, 94158	Visible	Visible	Visible
Address 2	Visible	Visible	Visible
Home Phone	Visible	Visible	Visible
Cell Phone (303) 589-6017	Visible	Visible	Visible
Work Phone	Not Visible	Not Visible	Not Visible
Primary Email linda@shawk.com	Visible	Visible	Visible
Other Email	Not Visible	Not Visible	Not Visible
1949-06-17	Not Visible	Not Visible	Not Visible
Age 73 yrs	Not Visible	Not Visible	Not Visible

Buttons: Cancel, Save

Congratulations! Upon completing this form, you will be included in the directory and others in the directory will be able to see your picture and the information that you determined you want to be viewable by others.