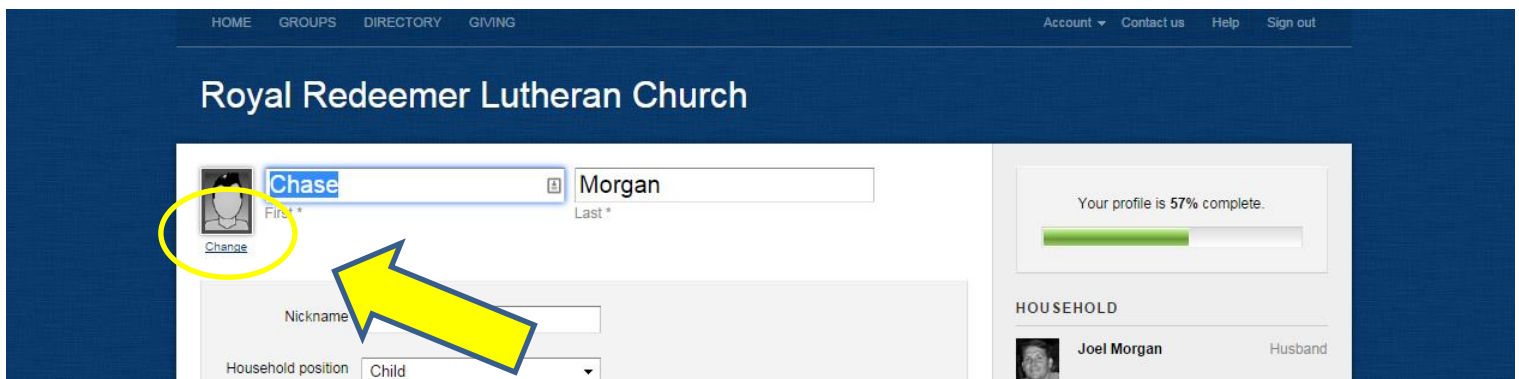


# Royal Redeemer Lutheran Church

## Navigating Your InFellowship Account

### Updating your Profile

1. To update your profile from your home page, simply click on the **Your Profile** option and you will be taken to your profile overview where you can view your current information or update your profile, privacy settings or change your email and/or password.
2. Remember, you have control over every item listed on your profile using your privacy settings. This is set by the individual and not by the church database.
3. All items with an asterisk (\*) are required fields and must have a value.
4. To add a Profile Picture, click on **Change** under image. You can then upload an image of yourself. If you are doing this from your Smartphone or Tablet then you will be prompted to choose a picture from your picture library or to take a new photo.



5. Make sure to click on the star next to your preferred email and phone contacts (one each).
6. When you are finished updating your profile, click on **Save Changes** at the bottom of the page.

### Privacy Settings

InFellowship allows you to control the information others see. A **Privacy Settings** link is available on your home page.

1. On the Privacy Settings page, click on the box at the right end of each green slider to control who is able to see that information. Note that only church staff are able to see your birth year – important information as we develop ministries for all ages and stages of life.

2. Click on the box to the right of **Include me in the church directory** line at the bottom of the page. This will include only the information you have chosen to include with the “Everyone” slider, and allows us to build an online electronic directory available to you and all our active members and friends.

HOME GROUPS DIRECTORY GIVING Account Contact us Help Sign out

## Royal Redeemer Lutheran Church

### Privacy Settings

Drag the sliders to select what info people will see. The further you move each slider, the more people will be able to see that info online.

	Church Staff	Group Leaders	Group Members	Everyone
Address	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Date of birth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Websites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Social networks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Church Staff sees...**

**Chase Morgan**  
5757 McCarthy Ct  
West Chester , OH 45069-1063  
Birthdate: April 8, 1995  
chasejmorgan@gmail.com  
513-607-8738

**Group Leaders see...**

**Chase Morgan**  
5757 McCarthy Ct  
West Chester , OH 45069-1063  
Birthdate: April 8  
chasejmorgan@gmail.com  
513-607-8738

**Group Members see...**

**Chase Morgan**  
5757 McCarthy Ct  
West Chester , OH 45069-1063  
Birthdate: April 8  
chasejmorgan@gmail.com  
513-607-8738

**Everyone sees...**

**Chase Morgan**  
5757 McCarthy Ct  
West Chester , OH 45069-1063  
Birthdate: April 8  
chasejmorgan@gmail.com  
513-607-8738

Note: Leaders can view personal information if the church allows them to edit your profile.

Include me in the church directory – This includes name, city, state, and info marked Everyone.

Save privacy settings Cancel