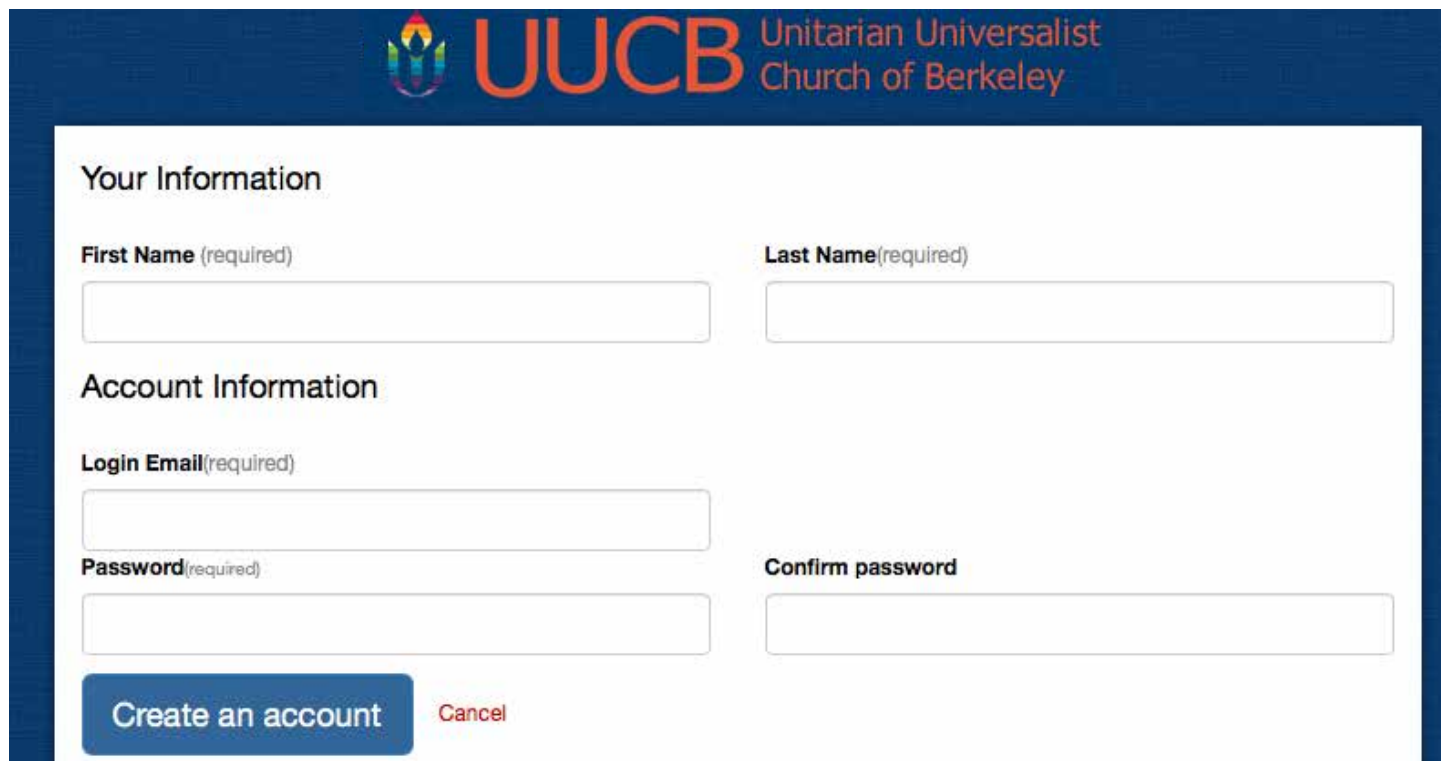# How to Create your Profile in the New UUCB Church Directory

1 Locate the InFellowship website

The new directory is housed in UUCB's church connection system, InFellowship.

- Select here to open InFellowship (https://uucb.infellowship.com/userlogin/new/)

2 Enter Your Information

The registration page asks for:

1. First name
2. Last name
3. Email address

   NOTE: to transfer your contact information from our older church system to the new system, use the email address currently in the church directory.

   If you do not remember the address that is in the current UUCB directory:

   - Enter the address you wish to use for the InFellowship system.
   - Let Alisa in the church office (administrator@uucb.org) know that you have created a profile with a new email.

4. Enter a password (twice)
   - Use an existing password, or think up a new one that you can remember.

When finished, select the **Create an Account** button.

3 Activate your account (from email)

The next step takes place outside InFellowship: in the program you use for email.
- Look for an email titled "Welcome to UUC Berkeley" from Fellowship One.
  - It may take some time for the email to arrive.
- Open the email and select the link it contains.

From fellowshiponemail@activenetwork.com☆

Subject **Welcome to UUC Berkeley**

Reply to no-reply@infellowship.com☆

 To Jim Gasperini★

Thanks for your interest in creating an account with UUC Berkeley.

Please keep this e-mail for your records. Your account information has been saved and encrypted in our database.

Should you forget your password you can request a new one which will be activated in the same manner as this account.

Your account is currently inactive. You must activate your account by navigating to the address below before you can use it.

https://uucb.infellowship.com/UserLogin/Activate/1cc76049ea624477b8239803f37a1b2e

Thank you for registering.

Selecting this link activates your UUCB InFellowship account. You will see a page telling you at the top that your Account has been successfully activated.

Now, whenever you visit UUCB Infellowship (https://uucb.infellowship.com) you can log in using your email address and the password you created in step 2.

GIVE NOW   Register

UUCB Unitarian Universalist Church of Berkeley

Email or Mobile Number

championa_testperson@gmail.com

Password – forgot?

••••••••••••••

Don't have an account? **Sign Up**

Sign In

4 Review your Profile information
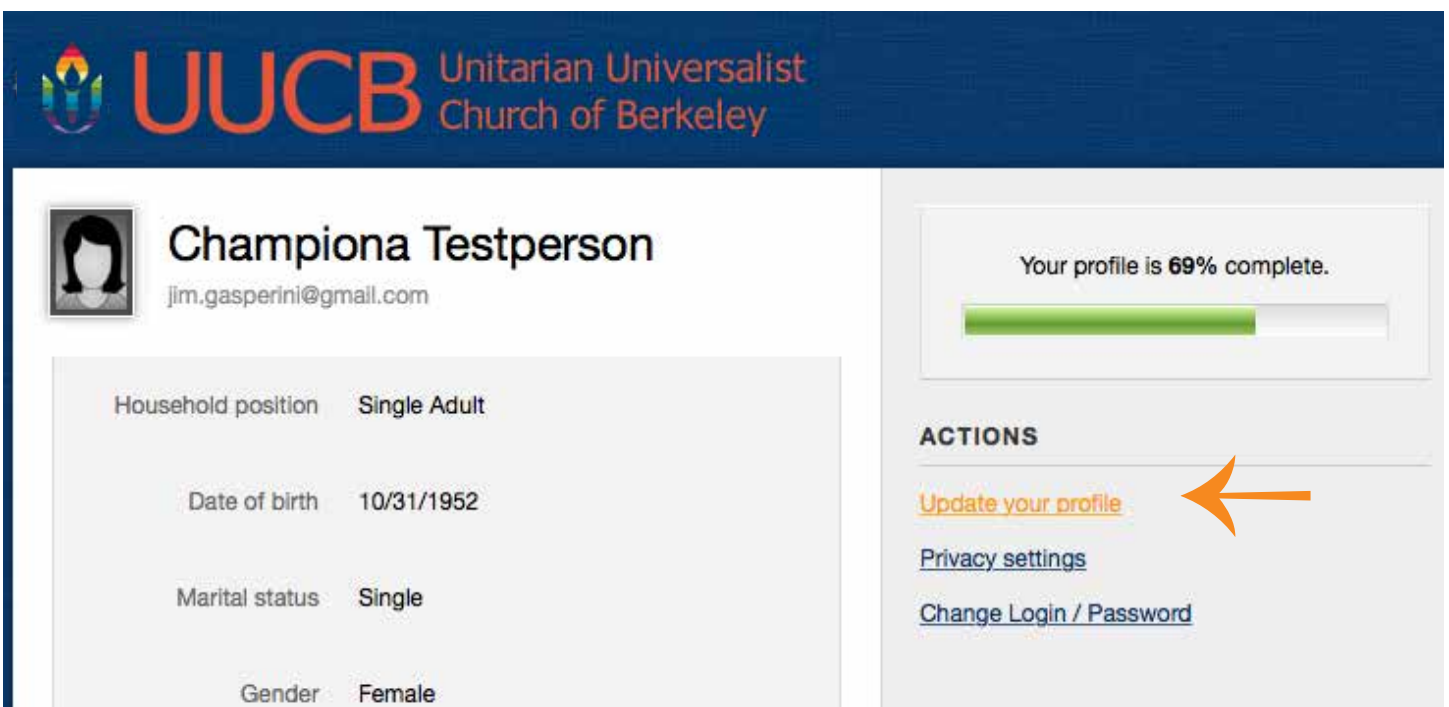
Once you have logged in, select the **Update Profile** button.

The screen that opens displays most (though not all) of your profile information.
- Review the information.
- To make changes, select the **Update your profile** link under Actions on the right.

5 Update your Profile

On the screen that displays next, you may add or update profile information.

- Some information (such as your birth year) is only seen by church staff.
- You will later be able to set Privacy Settings to choose who can see which parts of your information.

Gender: The software currently only offers two choices for gender. Not very UU, but you may later choose "unspecified." See the FAQ section on the uucb.org.

Household: The church database groups related people into Households.

If a child is recorded as being part of your Household, you may also edit the Profile for that child. Select ***Edit*** under his or her name.

- If a child in your household does not display here, see the FAQ section of the uucb.org Church Directory page for instructions about how to create a record.

If there is another adult in your Household, however, you will not be able to edit that person's Profile while logged in as yourself.

- The terminology the system uses for adult Household members may not seem very UU. See the FAQ section of the uucb.org Church Directory page.
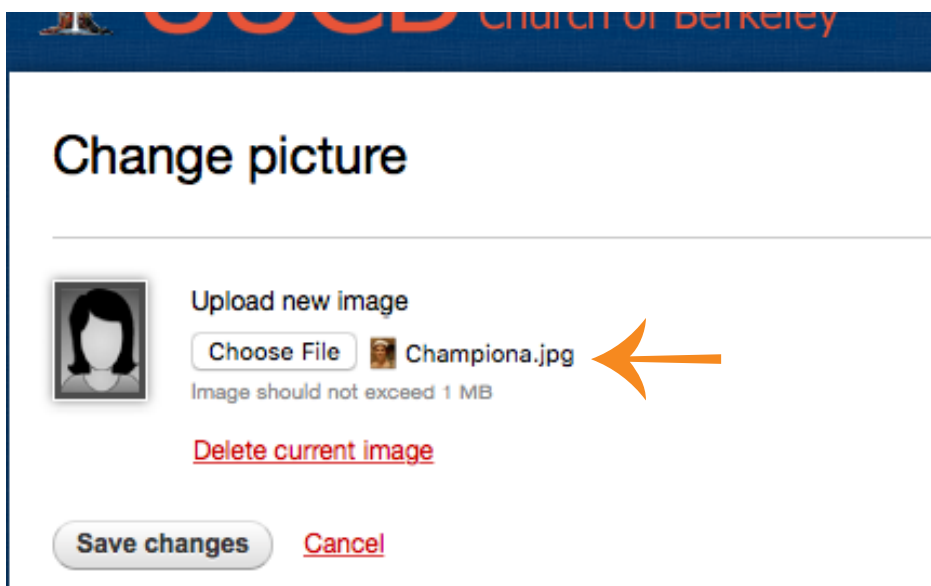
Important: you must select the ***Save Changes*** button at the bottom of the page for any changes to be recorded.

6 Add your picture

If you are not on the Update Profile screen, select **Update Your Profile** again.

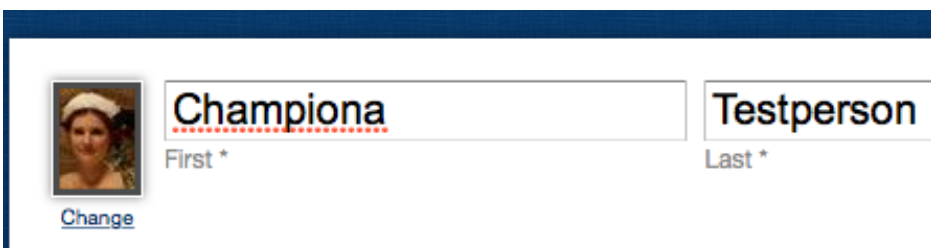Select **Change** underneath the placeholder picture top left.

On the "Change picture" screen, select the **Choose File** (or **Browse**) button.

Browse to find a good headshot picture of you, and upload it.
- Headshots are best - the images are too small for groups, or full-body shots.
- It can be any file under 1 MB, but should be in a 3x4 format (taller than wide)
- You will need to prepare the image elsewhere, and download it if it is online.
- If you need help cropping or sizing an image, contact us at support@uucb.org

Select the **Save Changes** button, and check your work.

7 Choose Privacy Settings and Include your Profile in the Directory

Now that you've updated your Profile information, there is one more step: "opt in" to share it with the rest of the membership, through the Directory.

On the InFellowship screen, select **Account** on the top of the screen, then **Privacy Settings** from the menu that opens.

Make any other privacy settings you would like by dragging the sliders.
- Only church staff sees your birth year. Others see only your birthday.
- Note: the InFellowship feature "Groups" has not yet been set up.

Select the checkbox bottom left, "Include me in the Church Directory."

Select the **Save Privacy Settings** button, and you're done!