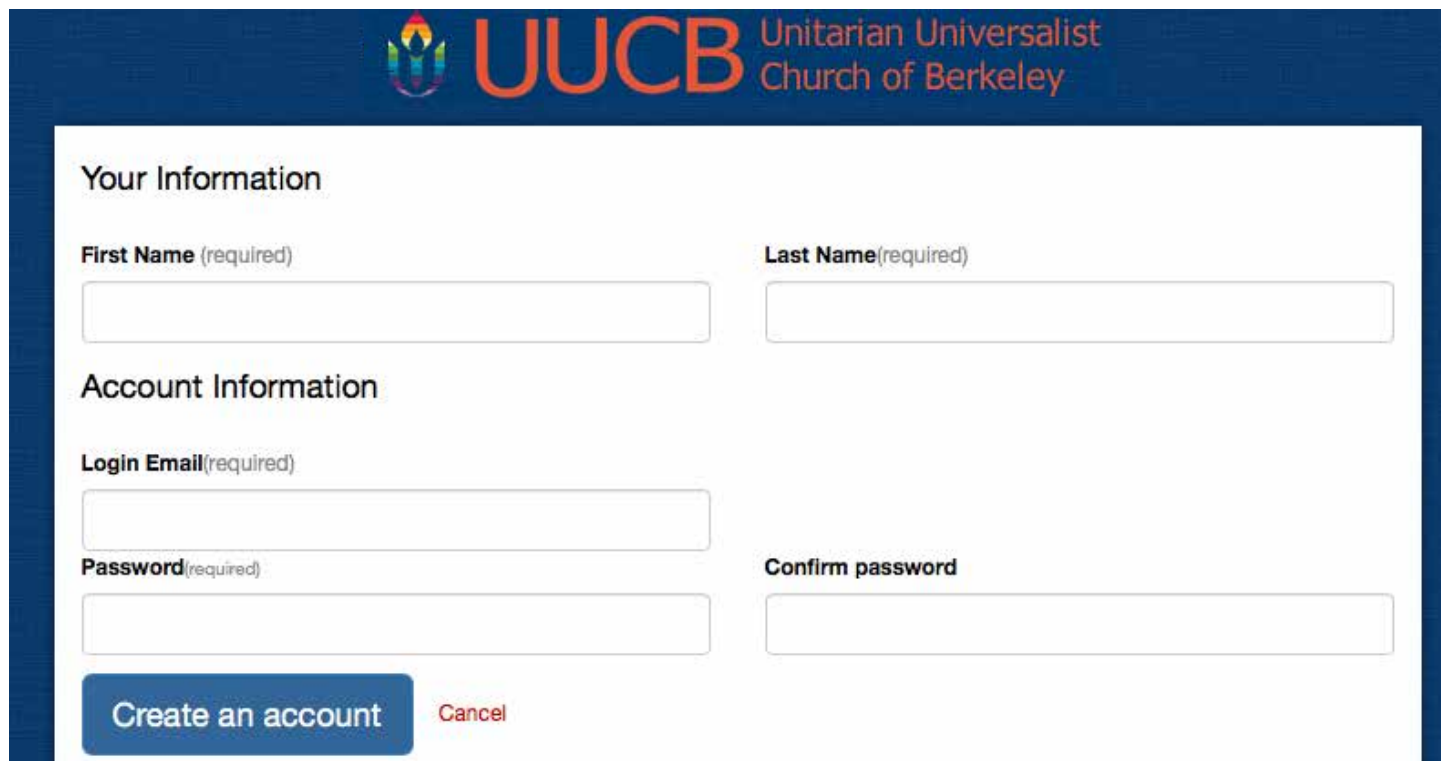


How to Create your Profile in the New UUCB Church Directory

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/) (https://uucb.infellowship.com/userlogin/new/)



The screenshot shows the registration page for the UUCB Church of Berkeley. At the top, there is a logo for UUCB (Unitarian Universalist Church of Berkeley) with a stylized flame icon. Below the logo, the page is titled "Your Information". There are two input fields for "First Name (required)" and "Last Name (required)". Below these is the "Account Information" section, which includes a "Login Email (required)" field, a "Password (required)" field, and a "Confirm password" field. At the bottom of the form, there is a blue button labeled "Create an account" and a red "Cancel" link.

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 fellowshipone@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) (<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?

Sign In Don't have an account? Sign Up

4 Review your Profile information

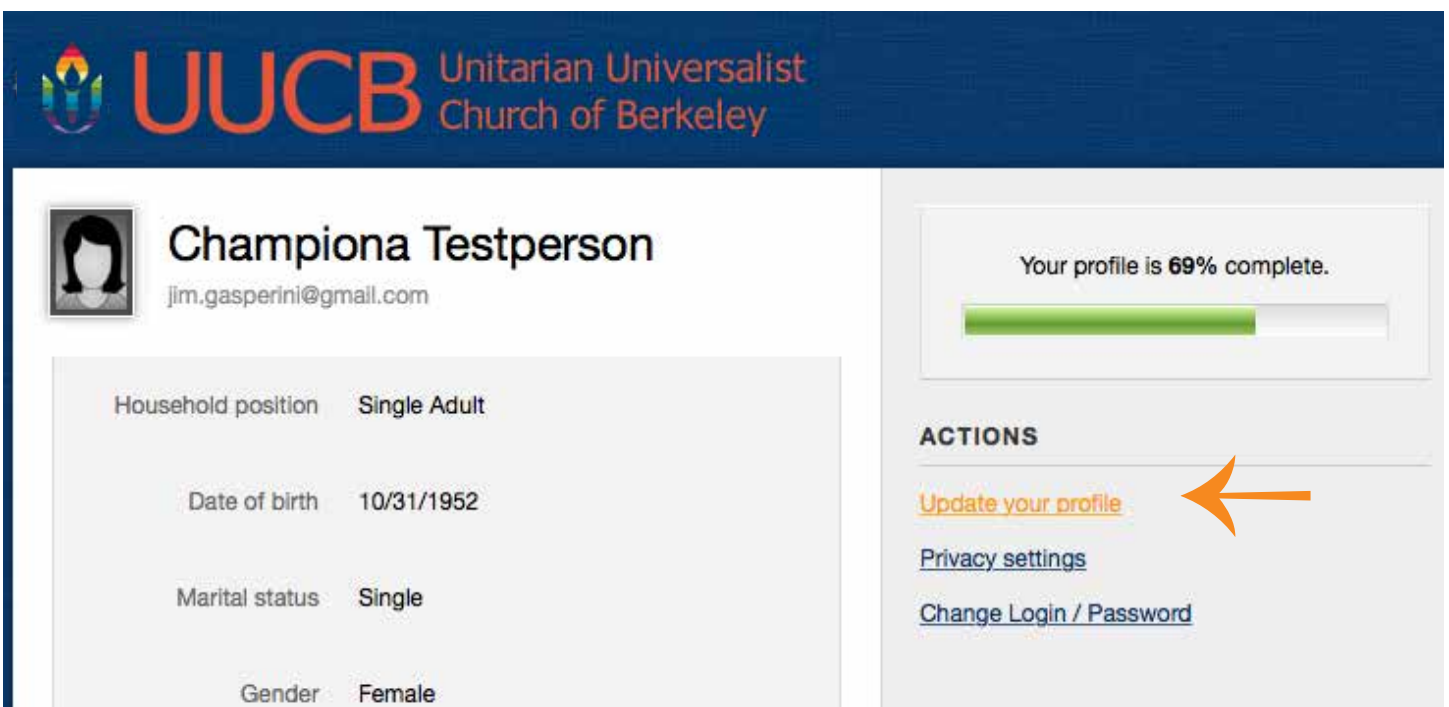
Once you have logged in, select the **Update Profile** button.



The screenshot shows the top navigation bar of the UUCB website with the logo and name 'Unitarian Universalist Church of Berkeley'. Below the header, a user is greeted with 'Welcome Championa'. A vertical menu on the left contains three options: 'Update Profile' (with a person icon), 'Privacy Settings' (with an eye icon), and 'Church Directory' (with a church icon). An orange arrow points to 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.



The screenshot shows the user's profile page. At the top is the UUCB logo and name. The user's name 'Championa Testperson' and email 'jim.gasperini@gmail.com' are displayed next to a profile picture placeholder. Below this, a table lists profile details:

Household position	Single Adult
Date of birth	10/31/1952
Marital status	Single
Gender	Female

On the right side, a progress bar indicates 'Your profile is 69% complete.' Below this is an 'ACTIONS' section with three links: 'Update your profile' (highlighted with an orange arrow), 'Privacy settings', and 'Change Login / Password'.

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.

The screenshot displays a profile update interface. At the top, the name 'Championa Testperson' is entered in two fields labeled 'First *' and 'Last *'. Below this is a 'Change' link for the profile picture. The main form contains several fields: 'Nickname' (empty), 'Household position' (Single Adult), 'Date of birth' (10/31/1952), 'Marital status' (Single), and 'Gender' (Female). A 'HOUSEHOLD' section lists three members: Thor Testperson (Husband), Championa Testperson (Single Adult), and Testosterone Testperson (Child) with an 'Edit' link. A progress bar at the top right indicates 'Your profile is 69% complete.' At the bottom left, there is a 'Save changes' button with an orange arrow pointing to it. A text area at the bottom prompts the user to 'Tell us a little bit about yourself. (This will be publicly viewable)'.

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](#).

Save changes

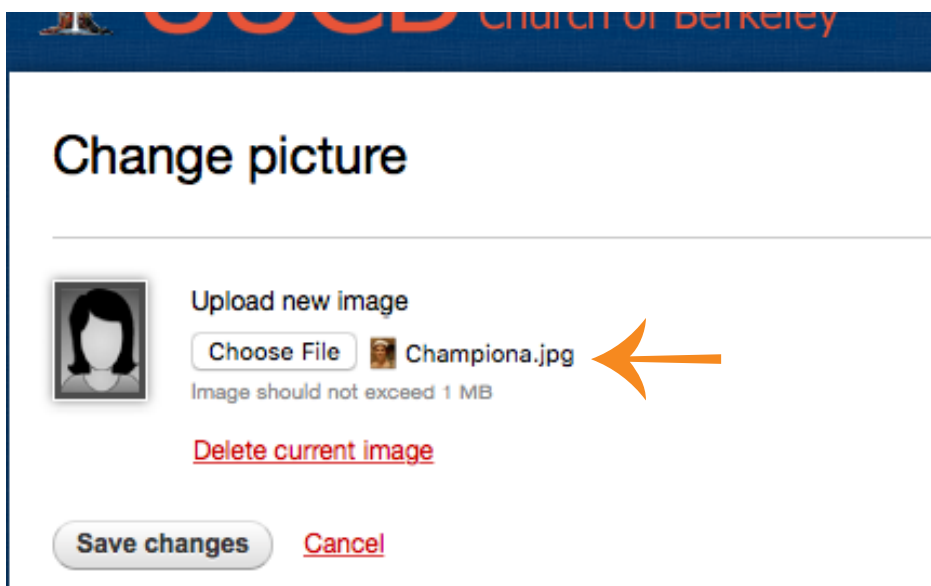
Important: you must select the **Save Changes** button at the bottom of the page for any changes to be recorded.

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.



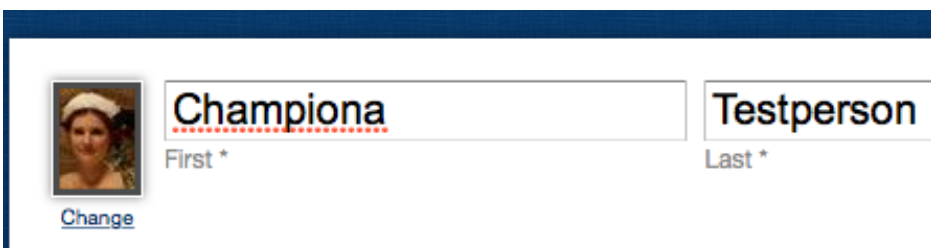
On the “Change picture” screen, select the **Choose File** (or **Browse**) button.



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.

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	Slider	Slider	Slider	Slider
Date of birth	Slider	Slider	Slider	Slider
Email	Slider	Slider	Slider	Slider
Phone	Slider	Slider	Slider	Slider
Websites	Slider	Slider	Slider	Slider
Social networks	Slider	Slider	Slider	Slider

Church Staff sees...

Jim Gasperini
616 Plateau Dr
Kensington , CA 94708-1135
Birthdate: October 31, 1952
jimg@well.com
510-559-1897
f in

Group Leaders see...

Jim Gasperini
616 Plateau Dr
Kensington , CA 94708-1135
Birthdate: October 31
jimg@well.com
510-559-1897
f in

Group Members see...

Jim Gasperini
616 Plateau Dr
Kensington , CA 94708-1135
Birthdate: October 31
jimg@well.com
510-559-1897
f in

Everyone sees...

Jim Gasperini
616 Plateau Dr
Kensington , CA 94708-1135
Birthdate: October 31
jimg@well.com
510-559-1897
f in

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

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

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

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