

## ChurchDB: Logging in and Membership Module

### HOW TO FIND YOUR USER ID & PASSWORD

- 1) Open the ChurchDB log in page
- 2) **Click Here** next to **To retrieve User ID or Password**
- 3) Fill in the information requested and click **Submit**.

An e-mail from support@churchdb.com will be automatically generated & sent to you containing your User ID & Password.

If you do not receive an e-mail from the DB and your spouse has a different email address, try his/her e-mail address as well. Also if you go by a nickname, be sure to try your full first name (ex: Try Robert even if you go by Rob).

Be sure to check your Spam folder incase the e-mail was sent there by your mail server.

- 4) If you **do not** receive a user ID and password then you do not have current parish registration with a **current email address** on file with the church. Contact Jennifer at janderson@staustin.org for help.
- 5) Open your email from support@churchdb.com, take note of your user ID and password, and follow the link at the bottom of the page to log in.

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### HOW TO EDIT FAMILY AND FAMILY MEMBER INFO

- 1) Open the ChurchDB log in page & log in as Member
- 2) Click on **Family Info**.
- 3) Click **Edit** to the right of the **Family** info to change your family's address, phone or general e-mail information. Click **Save** when done.
- 4) Click **Edit** to the right of each **Family Member** info to change an individual person's information, including changing their log in user id and password, updating e-mail addresses, subscribing & unsubscribing from Parish and Diocesan e-mails, and correcting spelling errors. Click **Save** when done.
- 5) Any Head of Household can change the **user id and password** for themselves and for any other non-head of household member of their family. Click **Change Password** to the right of the person's record, complete the requested information, and click **Save**.

### HOW TO CHANGE YOUR FAMILY PRIVACY SETTINGS

- 1) Open the ChurchDB log in page & log in as Member
- 2) Click on **Family Info**.
- 3) Click on the blue **Privacy** link at the top of the page. Please read all of the information provided by ChurchDB on the Privacy page before continuing.
- 4) Check the box next to the red text that says "**Check this box to override directory listing defaults by creating a privacy record for this family.**"
- 5) In the matrix shown put a check in the box of each piece of information you want to make available on the public directory.
- 6) Click **Save** when done.

### SACRAMENTAL RECORDS

- 1) Open the ChurchDB log in page & log in as Member
- 2) Click on **Family Info**.
- 3) Click on **Sacraments** at the top of the page.
- 4) Click **View** under each available sacramental record.

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### HOW TO COMPLETE EMERGENCY INFORMATION

- 1) Open the ChurchDB log in page & log in as Member
- 2) Click on **Family Info**.
- 3) Click on Emergency.
- 4) Use the first drop down menu to select applying information to entire family or to one member.
- 5) Complete as much information as possible.
- 6) Click **Save**.