

Register with My Church Website

1 Hover over the "About Us" menu option

This will reveal the drop down menu as seen in this image.



2 Click "Keep in Touch"

The registration option is on the "Keep in Touch" page. Click this menu option to go there.



3 Enter your email address

Click in the box as indicated by the red arrow, enter your email address, then click the button which says "Next."

The system will check whether your email address is already registered or not.



WELCOME ABOUT US ▼

Register here to keep in touch (or Log In if you've already registered).

Please Note: When you submit your registration, you will immediately be sent a confirmation email. Please be able to add you to our system (for GDPR reasons). If you cannot find the email, please check your junk or spam.

You may like to read our [Data Privacy Notice](#).

Register/Login

Please start with your Email address

Next



4 Complete the Registration Form

If your email address is not already registered, you will be asked to register. (If it is, you will be asked to log in with your username and password!)

Fill in the boxes of the form as requested (click each one, then type the relevant information).

Your email address should be already filled in. If not, just type it again.

Some of the boxes are mandatory, others optional. It helps us if you can give as much detail as possible.

Please fill out form to register

Title

Choose title

Email address

Mobile

Mobile

Address

5 Select your church "site"

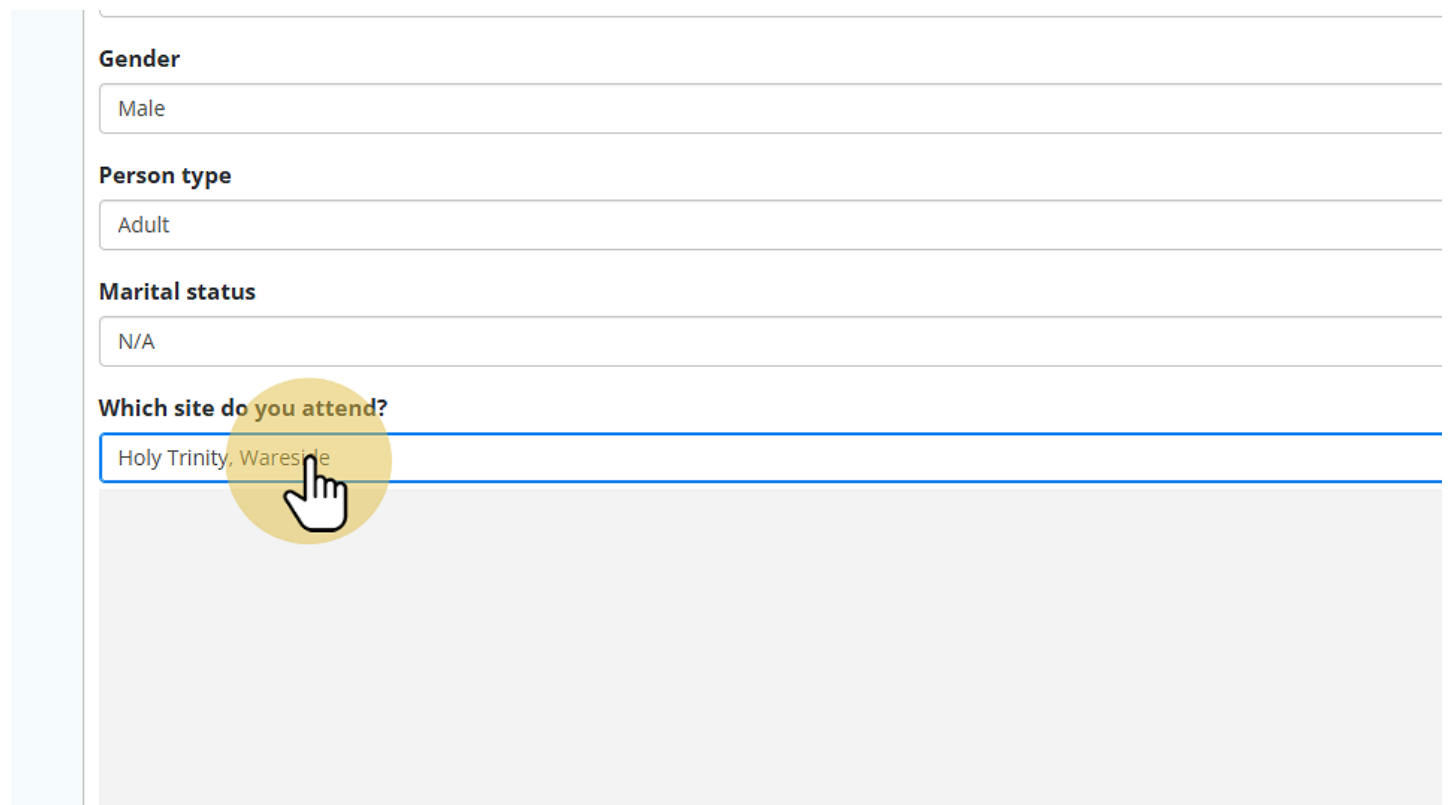
It would help us if you could **select the parish church which is connected with the website with which you are registering**, i.e. one of these three:

- St Dunstan, Hunsdon
- St John the Baptist, Widford, or
- Holy Trinity, Wareside

The default option may not be the right one, so it needs re-setting!

There may be more options on the drop-down list, but please don't select them. Thank you.

(If you are wondering, the options are given because we **occasionally** join in services in other buildings across the benefice and it helps our administration. In some parts of the world, this software is used for large churches which have several separate congregations meeting in other places every week - that's not our context!)



The screenshot shows a registration form with a light blue sidebar on the left. The form contains several sections, each with a title and a dropdown menu:

- Gender**: The dropdown menu shows "Male".
- Person type**: The dropdown menu shows "Adult".
- Marital status**: The dropdown menu shows "N/A".
- Which site do you attend?**: The dropdown menu shows "Holy Trinity, Wareside". A yellow circular callout with a hand cursor icon is positioned over this dropdown menu.

6 Click "To receive email"

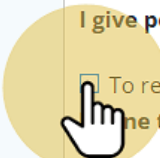
If you don't select this, we won't be able to send you any emails (GDPR would forbid it). We know it would be a bit weird to join a mailing/membership list and choose NOT to receive emails, but we are required to give you an "opt in" option, so **please do make sure you tick this box!**

Once you have selected that option, you can fine-tune the kinds of emails you will receive as well as the general purpose emails we send.

If you are likely to volunteer on one of our teams, "rota reminders" would be helpful to you. (It might say "schedule reminders" - it means the same thing.)

"Blog posts" are short news items - most often adverts for upcoming events. They are infrequent but we think they are valuable for people who are interested in church life.

We trust "Prayer Requests" and "Bible Reading notes are self explanatory. Tick them if you wish to receive these occasional items.



Person type

Adult

Marital status

N/A

Which site do you attend?

St Dunstan's Church

I give permission...

☒ To receive email

Choose the type of email you can receive

☐ To receive email rota reminders

☐ To receive blog posts by email

☐ To receive prayer requests by email

☐ To receive new Bible reading notes by email

Save

7 Click "Save"

When your registration form is complete, click "Save" to submit it.

Our system will send **you** an email confirming your application and **us** an email so we can review it. **We recommend you check your email straight away.** If there is no email there, also check your "Spam" or "Junk" folder.



v

Which site do you attend?

I give permission...

☒ To receive email

Refine type of email you can receive

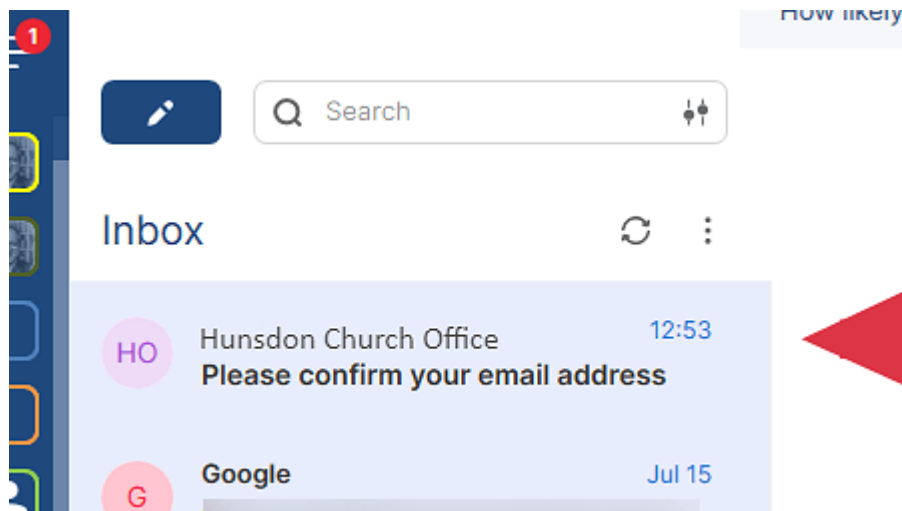
☐ To receive email rota reminders☐ To receive blog posts by email☐ To receive prayer requests by email☐ To receive new Bible reading notes by email

A yellow circular button with the word "Save" in black text. A white hand cursor icon is pointing at the button.

8 Find and open the email

In your email software (or in your online email portal), find our confirmation email.

It will come from one of our church offices and will have the subject line "Please confirm your email address."



9 Click "Click to Confirm"

Once you have read the email, and assuming you are happy with it, click the link "Click to confirm" (which will be blue in your email, not red!).

The critical information you provided in your registration form will be shown in the little table at the bottom of the email.

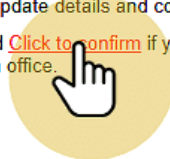


Greetings from Hunsdon Church.

There are data protection regulations in place (the GDPR) which protect how your personal data is used.

We, Hunsdon Church, store your name, email address, home address, phone and other details so we can keep the church organised and we would like to be able to continue to communicate by email, SMS (text) and post with you. Your personal details are available on the website <https://hunsdonchurch.org> within a password protected area so you can update details and contact preferences as necessary.

Please check with other members of your household who are over 16 and [Click to confirm](#) if you are content with this arrangement. If you are not happy or would like to discuss further then do get in touch with the church office.



Household details

Name	Mobile phone	Email

Hunsdon Church

10 Click "Back to main site"

You will be taken to a simple confirmation page which looks like this.

Click "Back to main site" when you are ready.

Our administrator will need to check your details manually, so don't expect an instant response (it may take 24 hours). When your application has been verified, you will receive another email from the church office with your login credentials (username and password). When you have that email, continue to the next step.

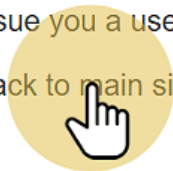
Check your spam to ensure you don't miss it!

It would be as well to add our email addresses to your safe senders list. They are **hello@** and then the name of the church, e.g. **hunsdonchurch.org** (all one word).

Hunsdon Church

Thanks for confirming that you are happy to receive email, sms or mail from us and be on our address list. An admin will check your entry and issue you a user account

Back to main site



11 Access the "Keep in Touch" page

On the home page of the website, hover over the "About Us" menu heading to reveal the drop-down menu and select "Keep in Touch."

(You can get to the same page by hovering over the the "Members" menu heading - see the red arrow - and selecting the option "Log in" from the drop-down menu that appears there. When you are logged in, the "Members" menu has more options for you than just "Log in.")



12 Enter your email address

Click in the box as indicated by the red arrow, enter your email address, then click the button which says "Next."

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WELCOME ABOUT US ▼

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Register/Login

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13 Log in with your new credentials

Use the Username and Password that was sent to you to log into the website. (You can also use your email address and the password.)

If you want the system to remember you so you don't have to login next time you visit the site, tick the little box marked "Remember me." (This should keep you logged in on your browser for a fortnight before asking you to login again.)

When you're done, click "Log In"

Register here to keep in touch (or Log In if you've already registered).

Please Note: When you submit your registration, you will immediately be sent a confirmation email. Please be able to add you to our system (for GDPR reasons). If you cannot find the email, please check your junk email.

You may like to read our [Data Privacy Notice](#).

Looks like you are on our system, please login


Username or Email Address

Password

☐ Remember Me

[Log In](#)

[Lost password](#)

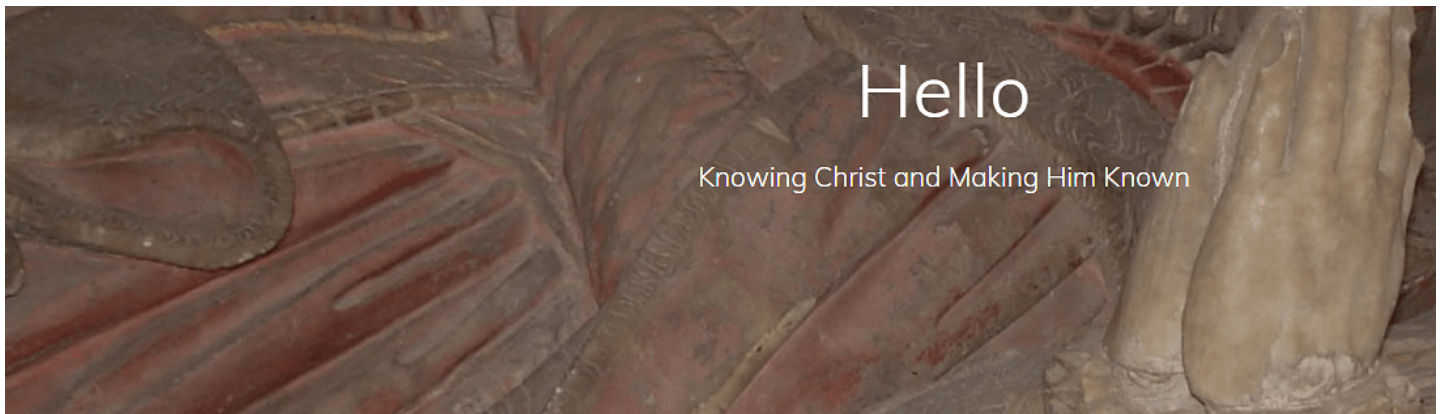


14 Welcome!

That's you logged in.

There are some suggestions onscreen for the things you might like to do. More options are now available to you under the "Members" menu heading.

We recommend that you download the "Our Church" app from the Apple Store or Google Play for your iPhone, iPad, Smartphone or Tablet. You can use the same credentials to log in and keep the church's activity close at hand even when you're not sat at your desk!



Thank you for registering and logging in. By doing so, you have helped us keep in touch with you and to ensure that your contact details and preferences are up to date. If you would like to check or update any of the contact details or communication preferences for your household, please click [here](#).

Over time we will develop some special resources for logged-in subscribers. Until we are able to do this, please use the rest of the site to find out our latest news on the blog, [here](#), submit a [prayer request](#) or have a look at the upcoming events on our calendar, [here](#).

Have you downloaded the app for your mobile device yet?

It's free of charge and really handy to keep up to date with the church's activity. It is available for Apple and Android mobile devices. [Click here for more information.](#)