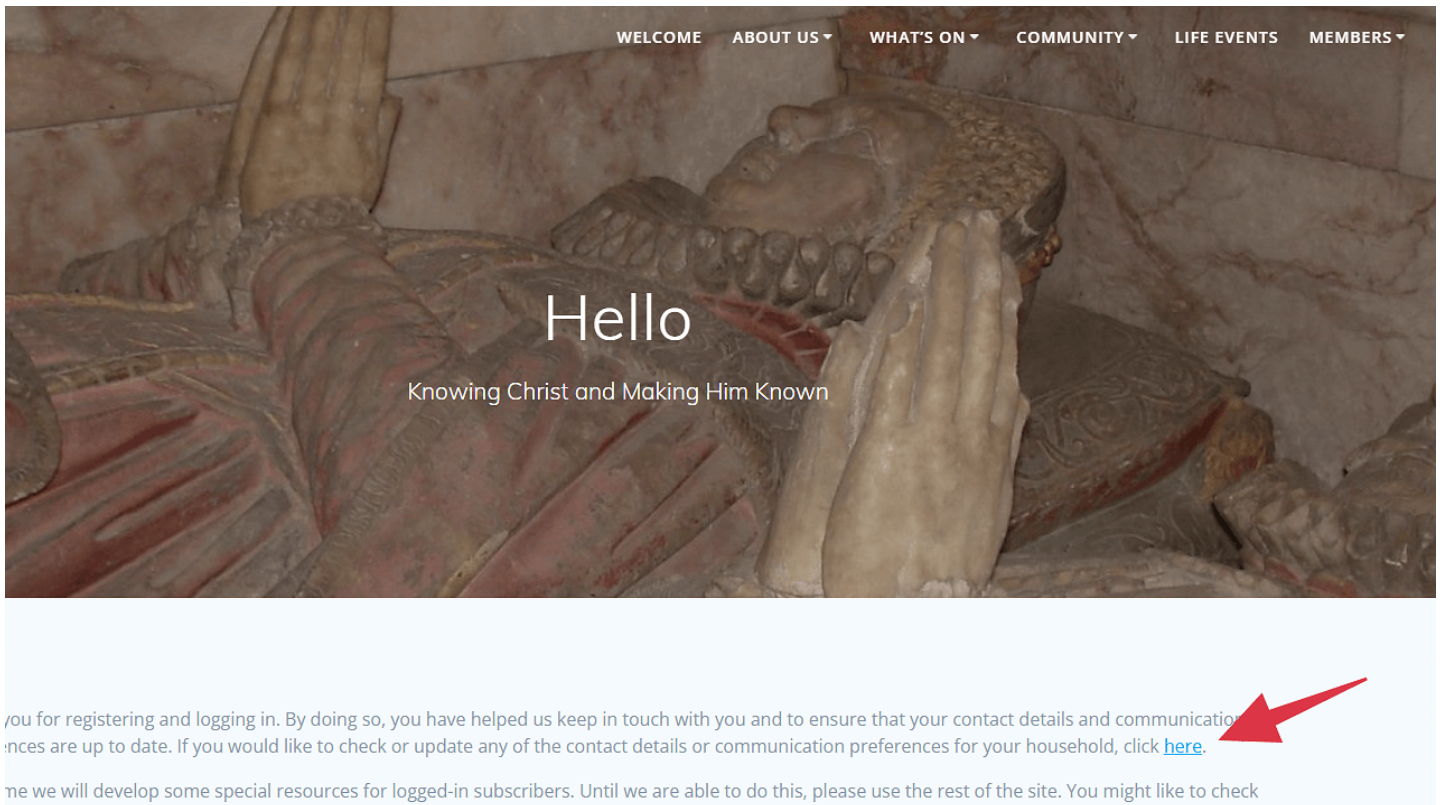# Updating Personal Information, Communication and Privacy Settings

1 Option One

The "Hello" page is the first page you will see when you log in.

To update the personal details, including communication preferences of anyone in your household, click the word "here" highlighted by the arrow.
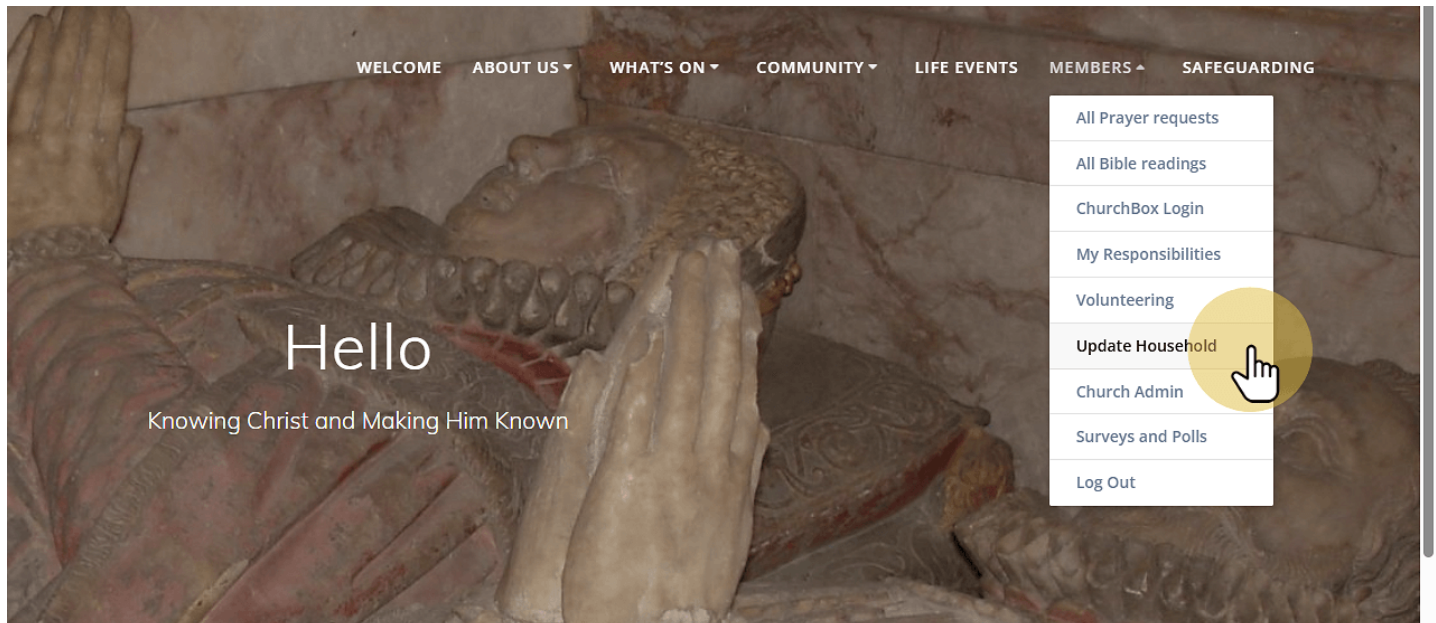
Alternatively... (see next page)

2   Option Two

If you're already logged in and not on the "Hello" page, you can still update your details. Hover over the "Members" option to reveal the drop-down menu (which may have more or fewer items than this example, depending on your church roles).

Click "Update Household."

3   Scroll down the page

Your household and address will appear (the name and address are blurred out in this example). To edit individual people, you may need to scroll down the page.
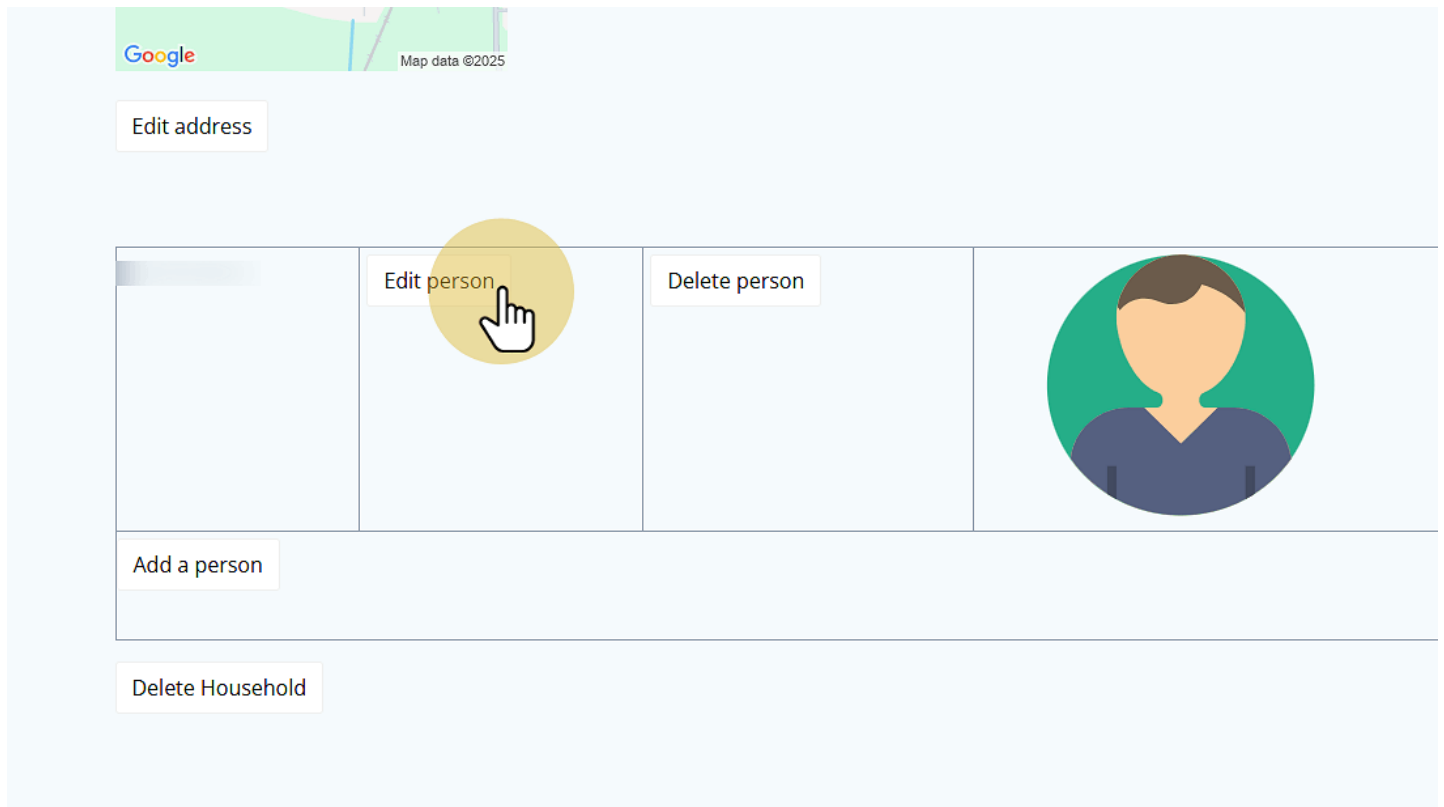
4   Click "Edit person"

This example is a one-person household.

Find the person whose details you wish to amend and click where it says, "Edit person."

5 Scroll down to the relevant option

There are lots of pieces of data you may edit.

Scroll down to the one you need to change.

Drag and drop image into this box to replace

Title

Choose title

First Name *

Last Name *

Email address

6   Keep scrolling if necessary

There are lots of pieces of data you may edit.

Scroll down to the one you need to change.

Mobile

> Mobile

Date of birth 📅

Gender

> Male

Person type

> Adult

Marital status

> N/A

User site language

> English (UK)

I give permission...

7   Change Communication Preferences if desired

If you wish to change communication or privacy preferences, these are at the bottom of the form.

Please make sure you click the option at the top of this image (i.e. "I give permission to receive email"). If you don't click this, you will not receive ANY communications from us.

Keep scrolling down...

WELCOME   ABOUT US ▾   W

☑ 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
Other privacy permissions

☐ To use my photo in the directory and on the website
☐ To receive SMS
☐ To receive mail
☐ To show me on the password protected address list
Refine address list privacy

☐ **Show birthday**

☐ **Show anniversary**

8   Click "Save"

When you are finished, make sure you click "Save."

That's it.