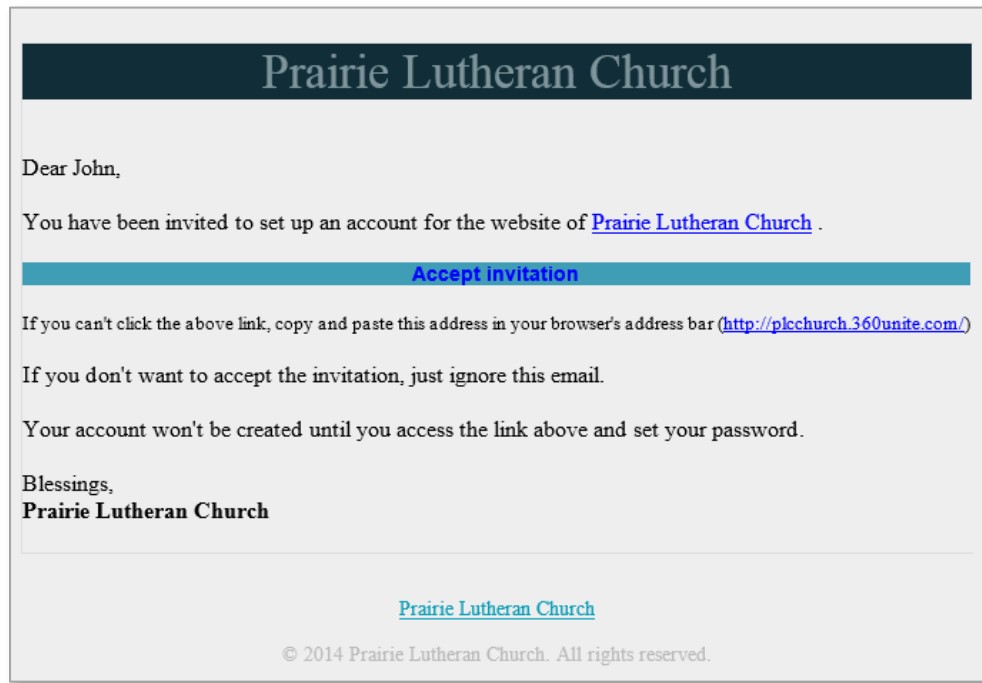# PRAIRIE ✛ LUTHERAN
CHURCH
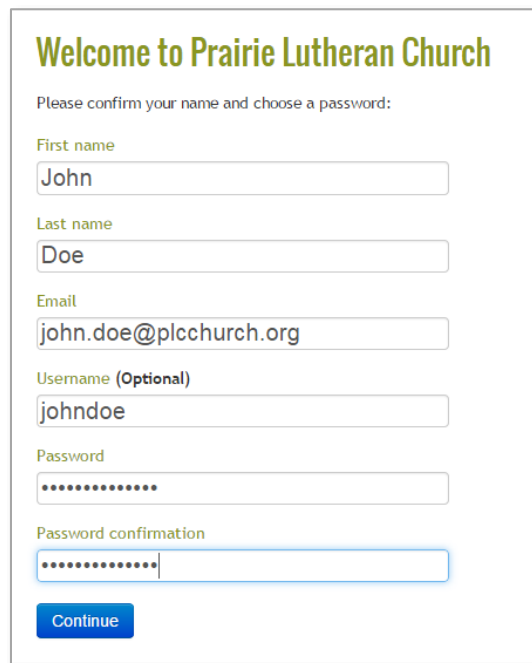
Website
Instructions
for members

www.plcchurch.org

Accepting Invitation

When you are invited to join the new website, you will receive an email that looks like this:

Click **Accept Invitation**. This will take you to a signup screen where you will be asked to enter the required information. The email will default to the email address in which you received the invitation, but feel free to change it to your preferred email address.

Once you have entered your information, click **Continue** to create your profile.
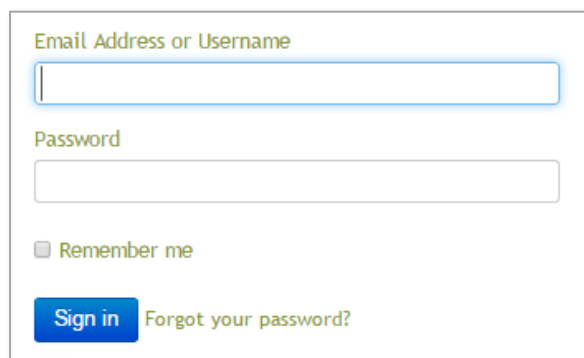
Signing In

When you first create your user profile, you will be automatically signed in to the website. In the future, you will be required to sign in using your email address or username and the password that you created during the initial setup.

To sign in to the website, do the following:

- Open your preferred internet browser (e.g. Google Chrome, Firefox, Internet Explorer, etc.)

- Type in the following URL: http://www.plcchurch.org

- When you arrive on the site, you will be directed to the Home Page.

- In the top right corner of the page, click on the **Sign in** link.

- Click on the link.

- You will be directed to the Sign In page.

- Enter your email address or username

- Enter your password

- If you would like your browser to remember your username and password for you, click the checkbox next to **Remember me**.

- Click **Sign In**

If you have forgotten your username or password, click on the **Forgot your password?** link.

Once you have successfully signed in, you will be taken back to the home page. From here you are able to view member-only information on the website.
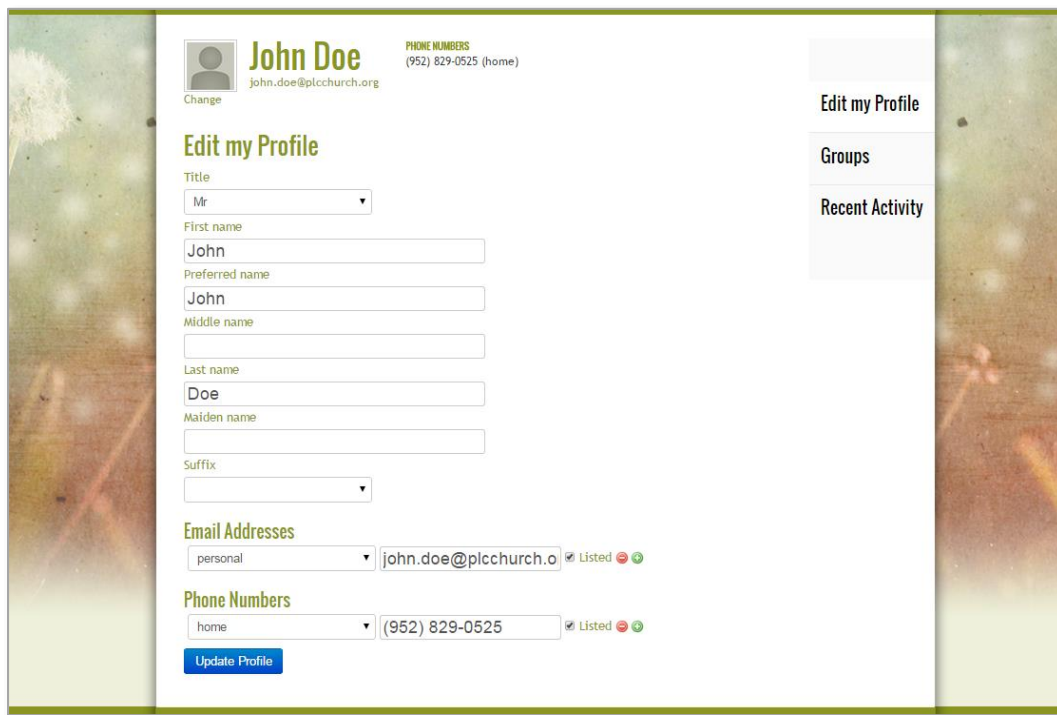
Editing Profile Information

To edit your profile information, click your name in the top right hand corner of the screen. This will open your profile page.

Click **Edit my Profile**. You may now update the following information:

- Title
- First Name
- Preferred Name
- Middle Name
- Last Name
- Maiden Name
- Suffix
- Email Address (multiple address can be added)
- Phone numbers (multiple address can be added)

You may choose to mark your email addresses and phone numbers as *Listed*, meaning they are available for other users to see. Administrators can view your information even if you do not mark it as *Listed*.

Once you have completed updating your information, click **Update Profile** to save the changes

Uploading Profile Image

To upload a photo of yourself, click on the word *Change* under your current profile image.
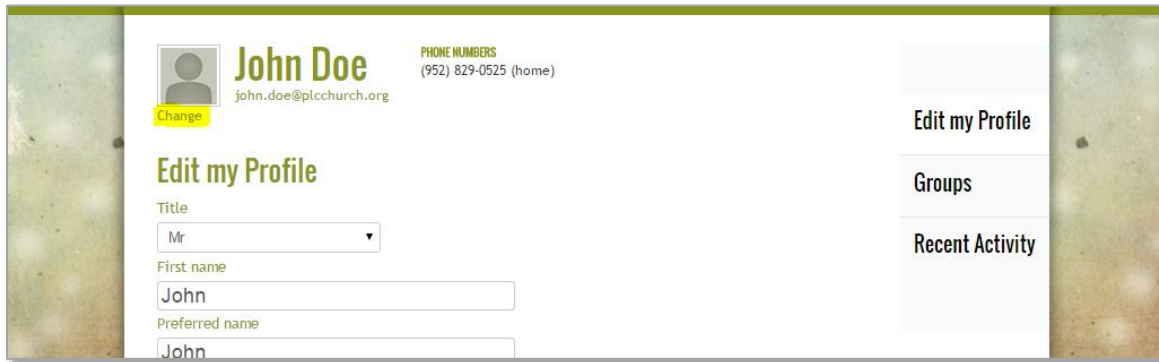
You will be presented with the following options:

- **Default**. This is basic silhouette that is show in the image above.

- **Gravatar**. This is an image which is based on the characters in your email. To change your Gravatar (Globally Recognized Avatar), please visit www.Gravatar.com.

- **Custom**. This last option allows you to add your own image. Click on **Choose File**, then select an image on your computer. For the best quality, it should be a square image.
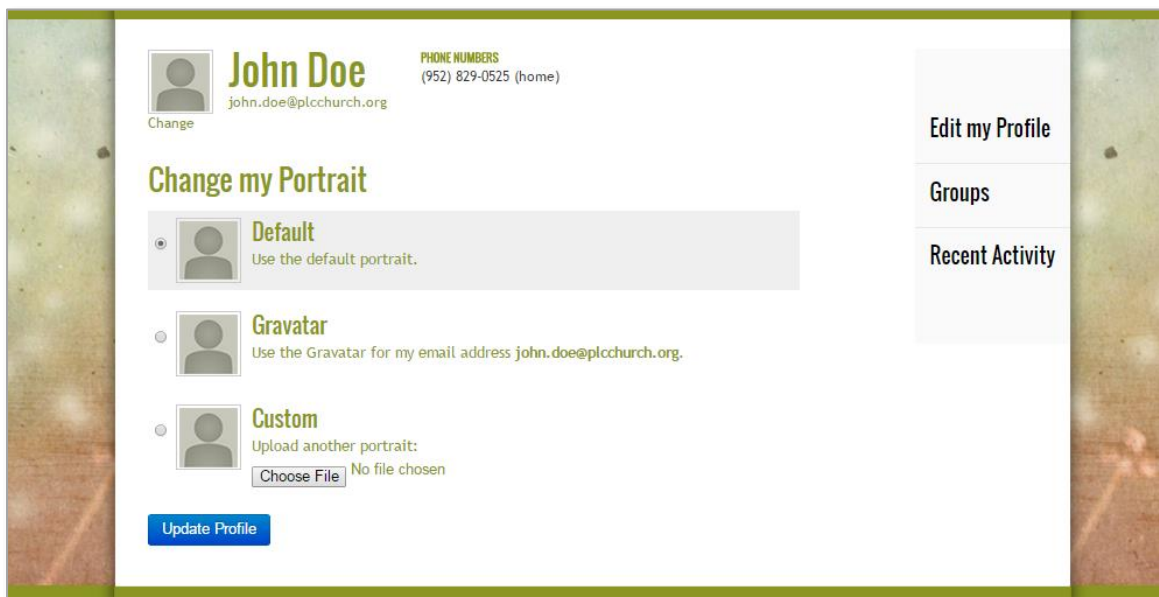
Once you have chosen an appropriate profile image, click **Update Profile** to save your changes.
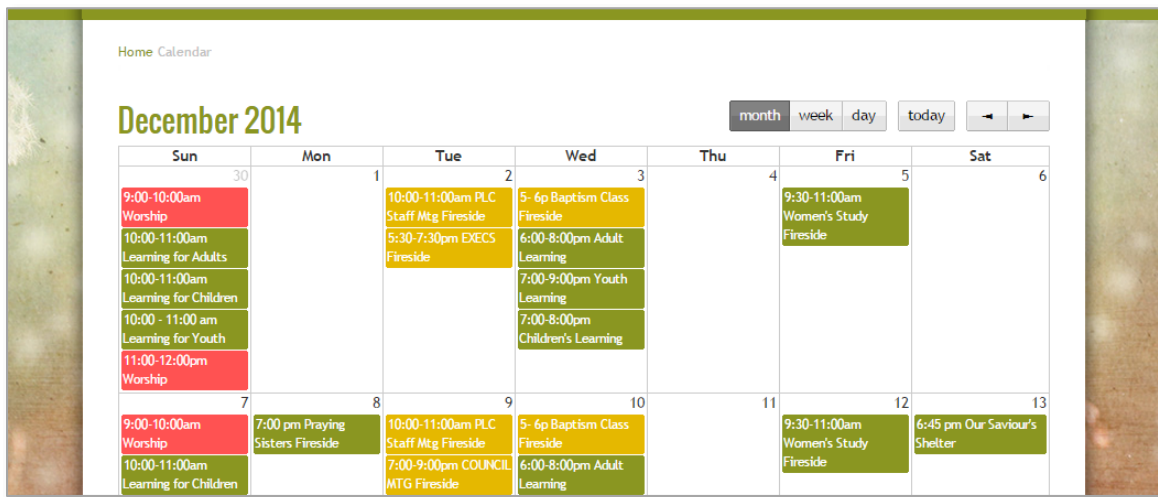
Viewing Church Calendar

The church calendar lists all the events that are important to the members of Prairie Lutheran Church.
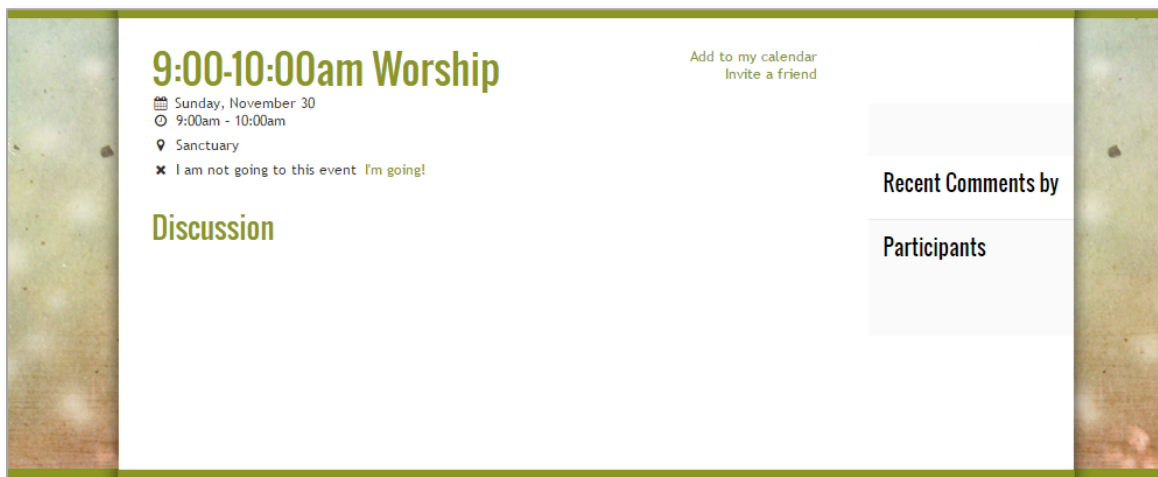
To access the calendar, simply click on the calendar icon in the top right corner of the screen.

The calendar will display in the month view by default. Each type of event will be a different color.

To view the details of an event, simply click on that event.

Join an Event

To join an event, click on the **I'm going!** link. Once you have joined an event, you can choose to receive reminders about an event by click on the **Change** button next to the reminders icon.

Joining an event will make you a participant of the event. To view other participants, click on the **Participants** link.

Add an Event to Your Calendar

To add an event to your personal calendar, click on the **Add to my calendar** link. This will download an .ics calendar that can be imported to most calendar applications, include Microsoft Outlook.

Invite Others to an Event

When an administrator creates an event, they have the option to invite other users to the event. As a user on the church website, you can invite others to an event as well. Click on the **Invite a friend** link in the top right corner of the event page. This will open an email that you can then send to others.
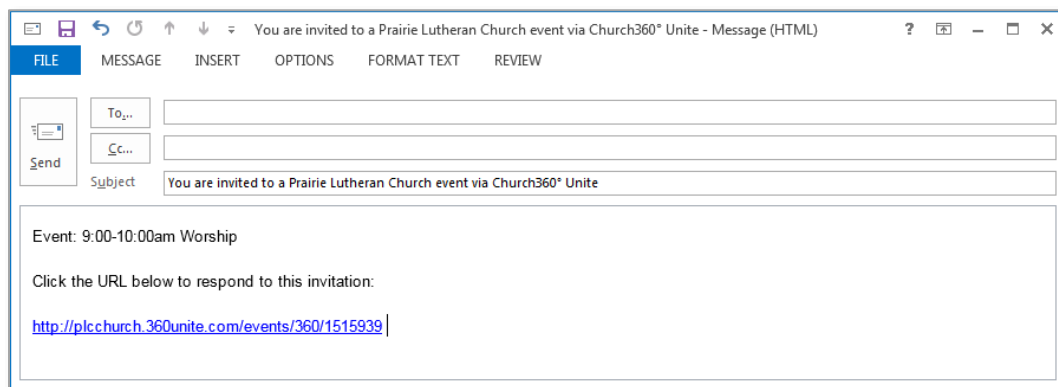
Directory

To view the member directory, click on the Members tab in the navigation and select PLC Directory. Once here you are able to see a list of your church members. This page is only accessible to website users, as indicated by the red **Members Only** icon in the top right corner.

Clicking on an individual's name will take you to that person's user profile. There you are able to see that person's email address and phone number(s), as well as any Groups the person is in. You can also see recent activity (posts, comments) for this person.

If you click on the email address of the individual it will open your default email provider so that you send the individual an email.

Using Groups

Groups are online communities within the church website where members can interact with each other. Each group can have its own home page, subpages, calendar, discussion board, and member directory, although the specific pages are chosen by the group leader.

To join and participate in a group, you must be an active user of the church website.

Joining a Group

A group leader can choose to add you to the group, or they can choose to invite you to the group. If you are invited to join a group, you will receive an invitation email.
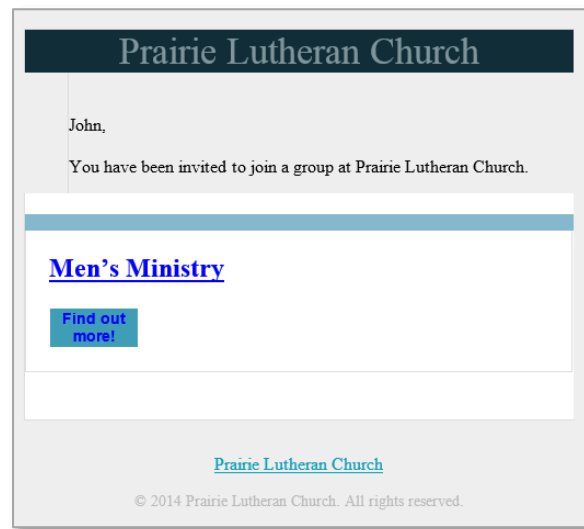

To accept the invitation, click the group name link. This will take you to the group page. Simply click on the Accept Invitation button in the lower right corner and you will be added to the group.
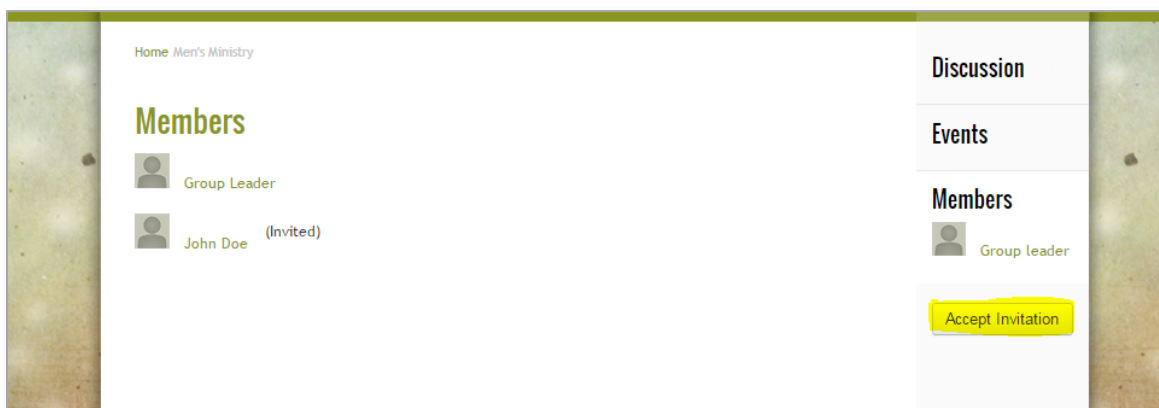
To join a group without an invitation, visit the group's and look for the Join option. If the group settings allow any user to join, the **Join this group** button will appear.
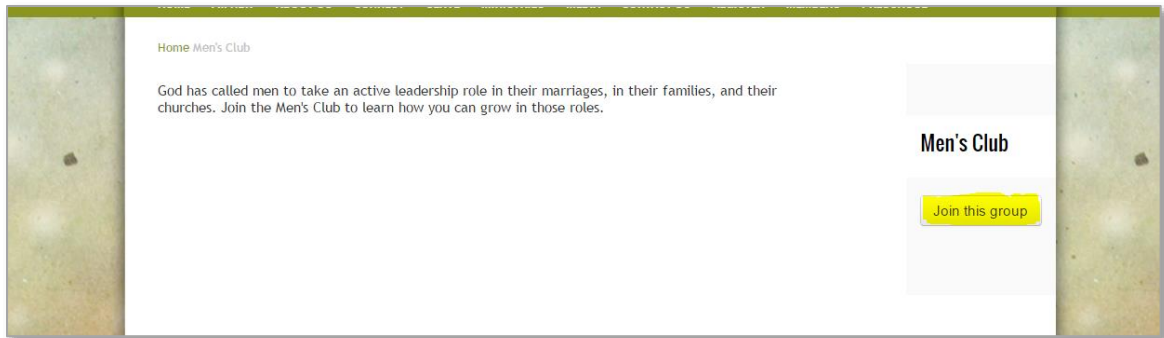
If the group's settings are set to only allow members to join via invitation, you will see a **Request to join this group** button.
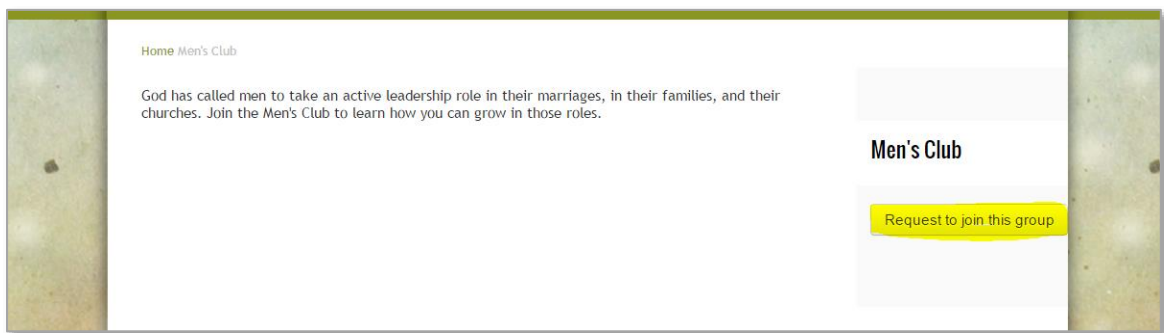
If you do not have access to a group page, but would like to join that group, please contact the group leader or the church office.

Using Group Features

Discussion

A groups' Discussion page is a place where members of the group can discuss any issues related to the group, such as upcoming events.
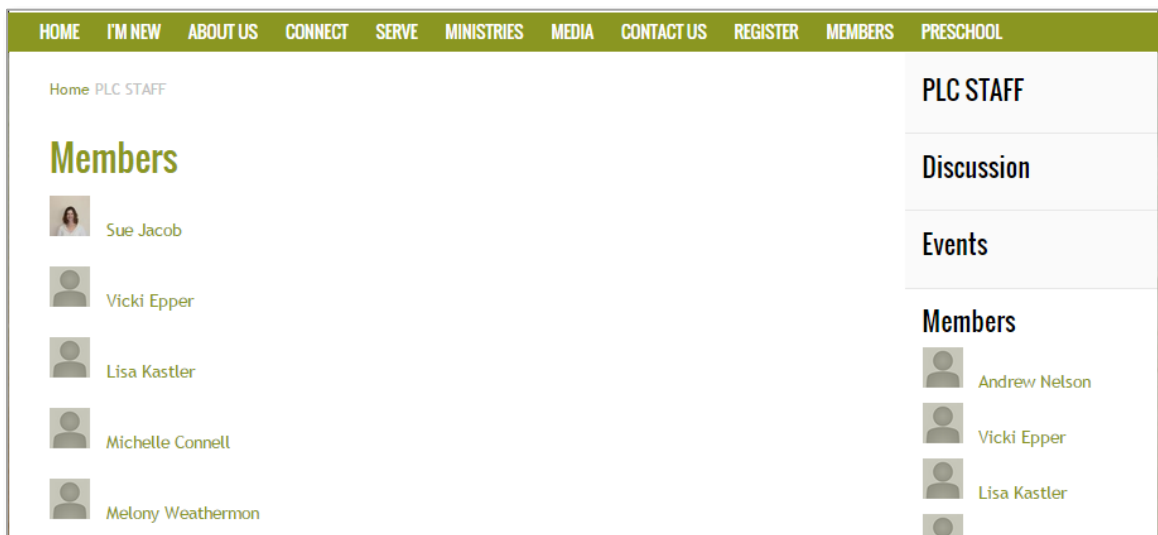
Group members can post items as either Discussion or Prayer Request, while group leaders also have the option to post items as Announcements.

Any group member can reply to any post made on the group's Discussion page.
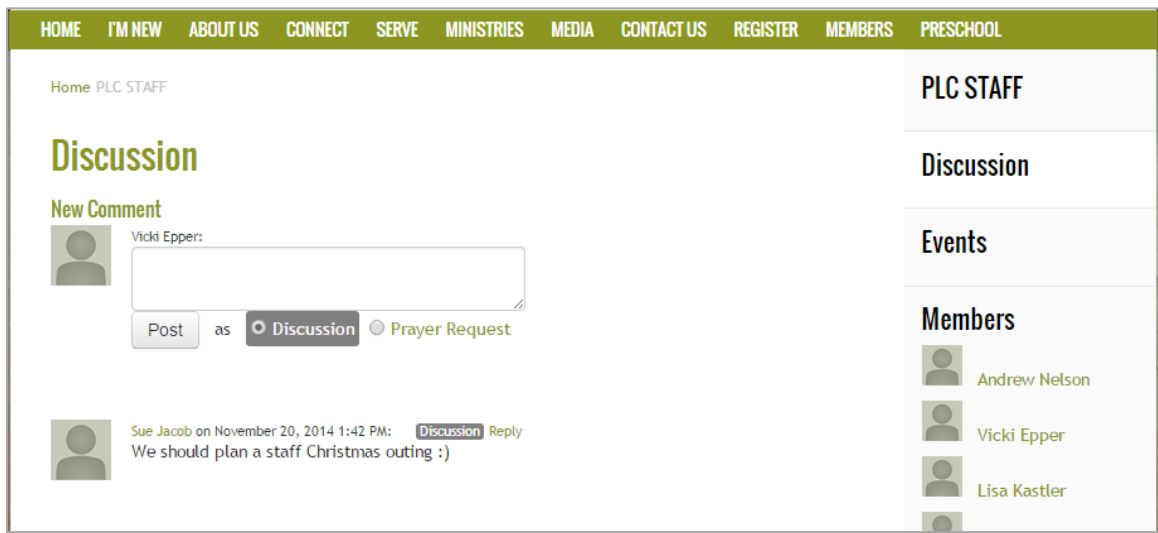
Members

The Members page shows a list of all the members who are in that specific group. Clicking on a member will take you to their user profile.
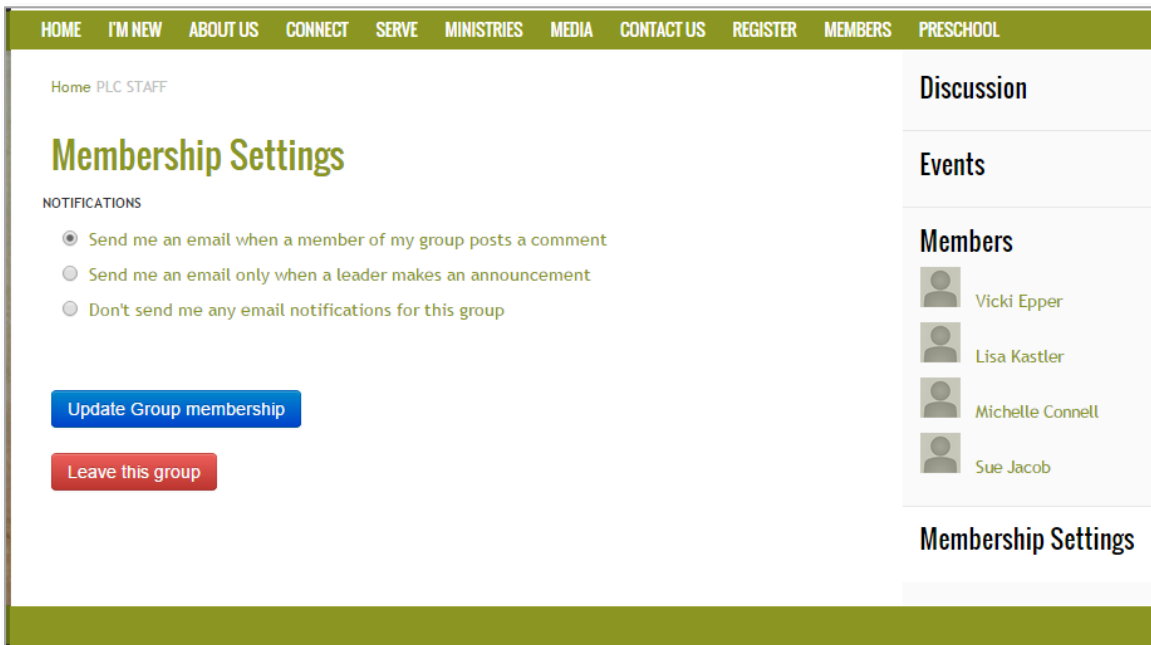
Membership Settings

The Membership Settings page gives you three options for determining how much communication to receive via email related to the group's activity.

- Send me an email when a member of my group posts a comment

- Send me an email only when a leader makes an announcement

- Don't send me any email notifications for this group

Once you have chosen your preferred communication option, click **Update Group Membership**.

If you no longer wish to participate in the group, you may click **Leave this group**.