



Membership Portal

(Powered by FellowshipOne (F1))

Church Database





Membership Portal

◆ What is the Membership Portal?

- ◆ School districts offer Parent Portals to access their school database (HISD Parent Connect, FBISD Skyward, etc.). The healthcare industry offers Patient Portals to access their medical database (MyChart, Everyday Well, MyUTHealth, etc.). We are now offering a Membership Portal for you to access our church database
- ◆ The Membership Portal uses our InFellowship online tool to link (access) to our church database. By giving you access to create an InFellowship login account, you will be able to see what we have on file for you. It allows you to see all things about your household, contact information, privacy settings, involvement and giving
- ◆ Having your most current and accurate data on file is important to us. You can update your contact information anytime as needed. We need your help to do so. **Help us to help you!**

Membership Portal

Church Database



💧 What is the Church Database?

- 💧 The WV Church Family has a church database called Fellowship One
- 💧 With your current and accurate information in our church database, it helps us to know you better. It helps tell the life story of the member (from birth to church involvement to death)
- 💧 Things like having a picture of you, when you joined the church, when you were baptized, when you joined a ministry/group or when you attended or volunteered for an activity/event helps us better understand your interests

Membership Portal

Church Database (cont.)



💧 What does it mean to me?

- 💧 By giving you access to the church database (via the Membership Portal that uses the InFellowship online tool), you will be able to see and update what we have on file for you and your household only
- 💧 Only your household, your contact info, your involvement and your giving can be viewed and updated
- 💧 You can view donations you've made to the church and download your own contributions statement to print
- 💧 Only the WV Finance Department can see your giving
- 💧 You control what others see about your contact info through the privacy settings option



Membership Portal

InFellowship Online Tool

💧 What is InFellowship?

- 💧 A secure and easy online tool linked to our membership database that allows members and attendees to:
 - 💧 Update personal/household profile information in the church database, including adding an *"appropriate"* personal picture not to exceed 1MB in size
 - 💧 Adjust Privacy Settings to manage what information others can view
 - 💧 Access ministry group information if involved as a leader or member
 - 💧 View recent giving history (cash, checks & online donations) and download an online contributions statement



Membership Portal

InFellowship Account

- ◆ **How Do I Get an InFellowship Account to Access the Membership Portal?**
 - ◆ Go to our church website www.kingdombuilders.com
 - ◆ You must be at least 13 years of age to create an account
 - ◆ Access to the Membership Portal via the WV Church app forthcoming in 2022
 - ◆ Let's get started to SIGN UP! (See next page)

Let's Start! Go to
www.kingdombuilders.com





Click on Ministries → Membership Portal (under Member Section)

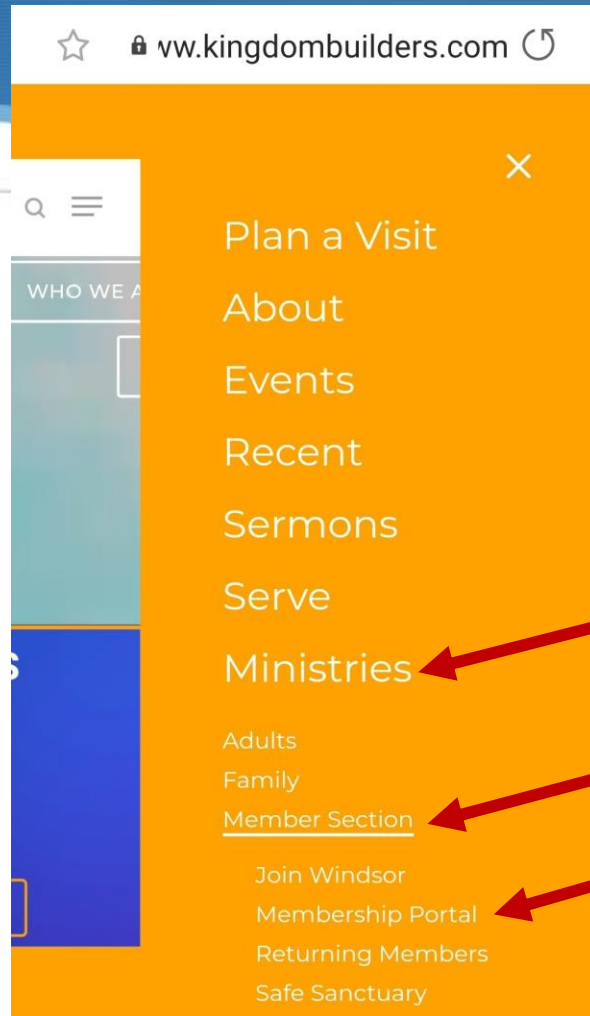
The screenshot shows the church website's navigation structure. At the top, there are links for PRAYER REQUEST, TESTIMONY, CONTACT US, and WATCH NOW! | Q. A MENU icon is on the left. The main content area is divided into sections: I'M NEW (with a PLAN A VISIT button), ABOUT (About Windsor, Our Pastors), EVENTS (As Seen on KBTV, Featured Events, Full Church Calendar), MEMBER SECTION (New Membership, Membership Portal, Returning Members, Safe Sanctuary), and MINISTRIES (with a dropdown arrow). There are also CONNECT and GIVE buttons. A large banner image at the bottom shows a church service with 'WHO WE ARE' and 'PRAYERS' buttons overlaid.

If Using a PC/Laptop

Click on Ministries → Member Section → Membership Portal



**If Using a
Cell
Phone**





Membership Portal (Sign Up or Register to Create Account)

FIND A GROUP Register

The Windsor Village Church Family

Email or Mobile Number
email@email.com or 123-456-7890

Password – forgot?

Sign In

Don't have an account? Sign Up

*** OR ***

First time creating your login account?

- First, Click 'Sign Up' or 'Register'

Already have a login account?

- Type login info. Click 'Sign In'. You **will NOT** need to repeat the steps to create and activate your account. You are already set up!



Create Account

The Windsor Village Church Family

Your Information

First Name (required)

Last Name (required)

Account Information

Login Email (required)

Password (required)

Confirm password (required)

Security Check



Retype the characters from the picture (required)

Create an account

Cancel

1. Complete your account information
2. If you have a suffix, please refrain from entering it in the 'Last Name' box. You can add it later after the account is created
3. TIP: Do not use autofill to enter your info. You must type it.



Create Account (cont.)

The Windsor Village Church Family

Your Information

First Name (required)

Test

Last Name (required)

Dummy 1

Account Information

Login Email (required)

com@wvumc.com

Password (required)

.....

Confirm password (required)

.....

Security Check



Retype the characters from the picture (required)

45WT

Create an account

Cancel

STOP!

4. You **MUST** type your email address that WV Church has on file for you; ie, your email address where you receive church emails; or, exactly as specified on your profile sheet if given one; You will be able to change your email at a later time.





Create Account (cont.)

The Windsor Village Church Family

Your Information

First Name (required)

Last Name (required)

Account Information

Login Email (required)

Password (required)

Confirm password (required)

Security Check



Retype the characters from the picture (required)

5. Your password is encrypted. It must be 8+ characters and include upper case, lower case, numbers & special characters

6. Be sure to type the security check characters EXACTLY as they appear

7. Click 'Create an account'



Activate Account

FIND A GROUP Sign In Register

The Windsor Village Church Family

Activate your account...

We've sent a verification email to **com@wvumc.com**. This email contains a link that you'll need to click to activate your account. If you don't immediately receive your email, wait a few minutes or check your junk email folder.

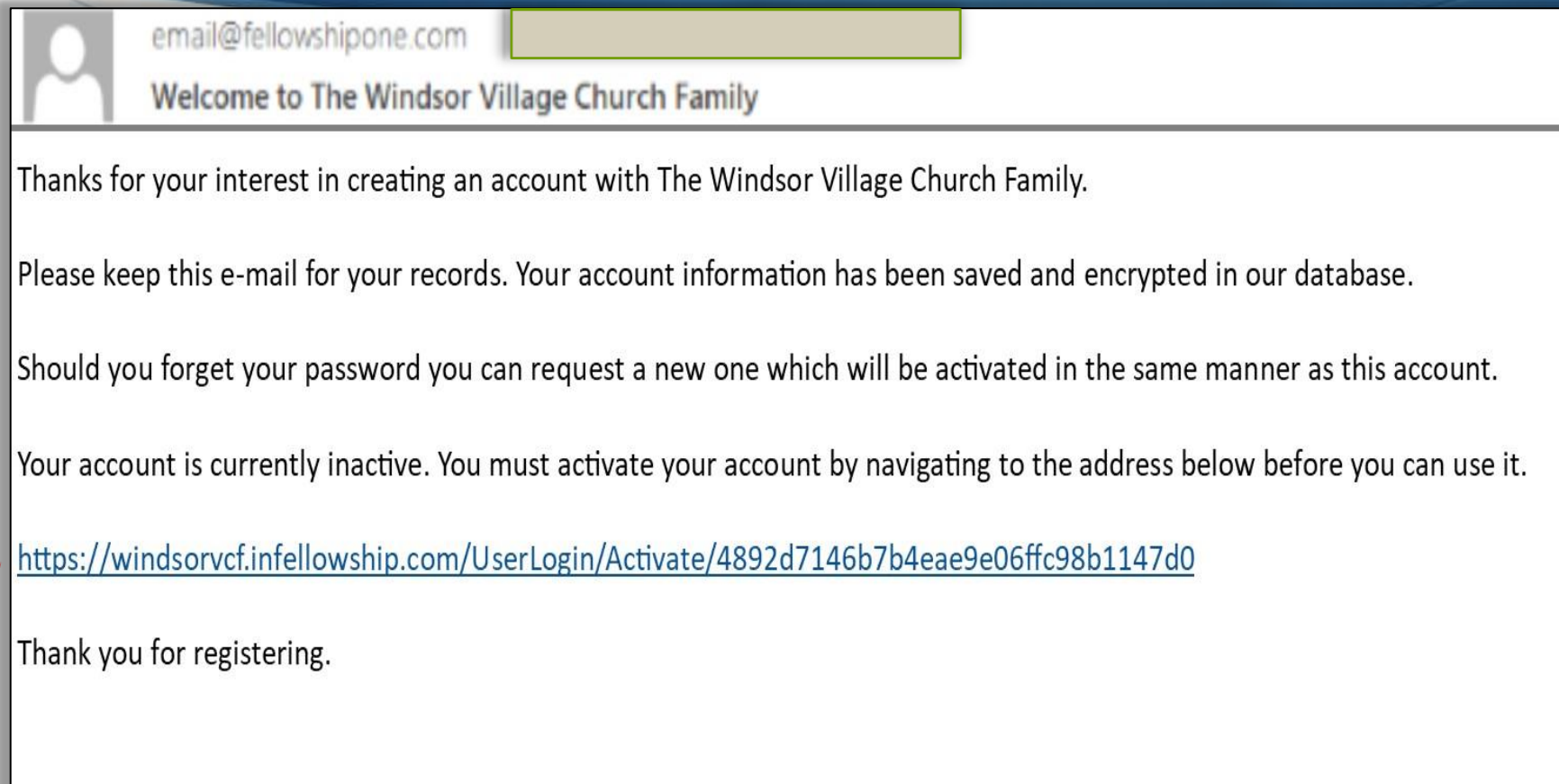
If you didn't receive your verification email, you can [re-send verification](#).

[Return to login](#)

- After creating your account, you will receive an activation email at the login email address you entered
- Please go to your email inbox, open the activation email sent and click on the link inside
- If you don't see the email in your inbox, please check your spam/junk folder



Activation Email (Click on link)



- Your account is considered inactive until you click on the link in the activation email
- Click on the link to activate your account



Almost there!

FIND A GROUP

The Windsor Village Church Family

Please enter your Date of Birth.
* To ensure you meet the minimum age requirement.

Date of birth

Create account

FIND A GROUP

The Windsor Village Church Family

Hello, * = required field
You're almost done!

We just need a little more info — If you are a church member, this will help us keep your info up-to-date. Thanks!

* Date of birth

* Gender Male Female

* Address

Country
United States

Street 1

Street 2

City

State Postal code

County

Home phone ☆

Mobile phone ☆

Save and create account

If you are not already in the church database or there is information missing in the database, we might need a little more family information to complete your account setup. Please use proper capitalization and formatting as this will also change your information in the church database.



Almost there! (cont.)

- **If you are already in the church database and ...**
 - **use an email address that we DO have on file for you ...**
 - after you click the activation link, you should see the information we have recorded for you and can correct it at that time
 - **use an email address that we DON'T have on file for you**
 - you can add your information BUT it will create a duplicate record in the church database. We will then need to link it to your existing account. This process can take a few days.
- **Your spouse will need to create his/her own account to update his/her own profile.** Spouses cannot share the same account. Separate email addresses must be used when creating accounts.



Membership Portal

(Account Created! Proceed To Sign In)

FIND A GROUP Register

The Windsor Village Church Family

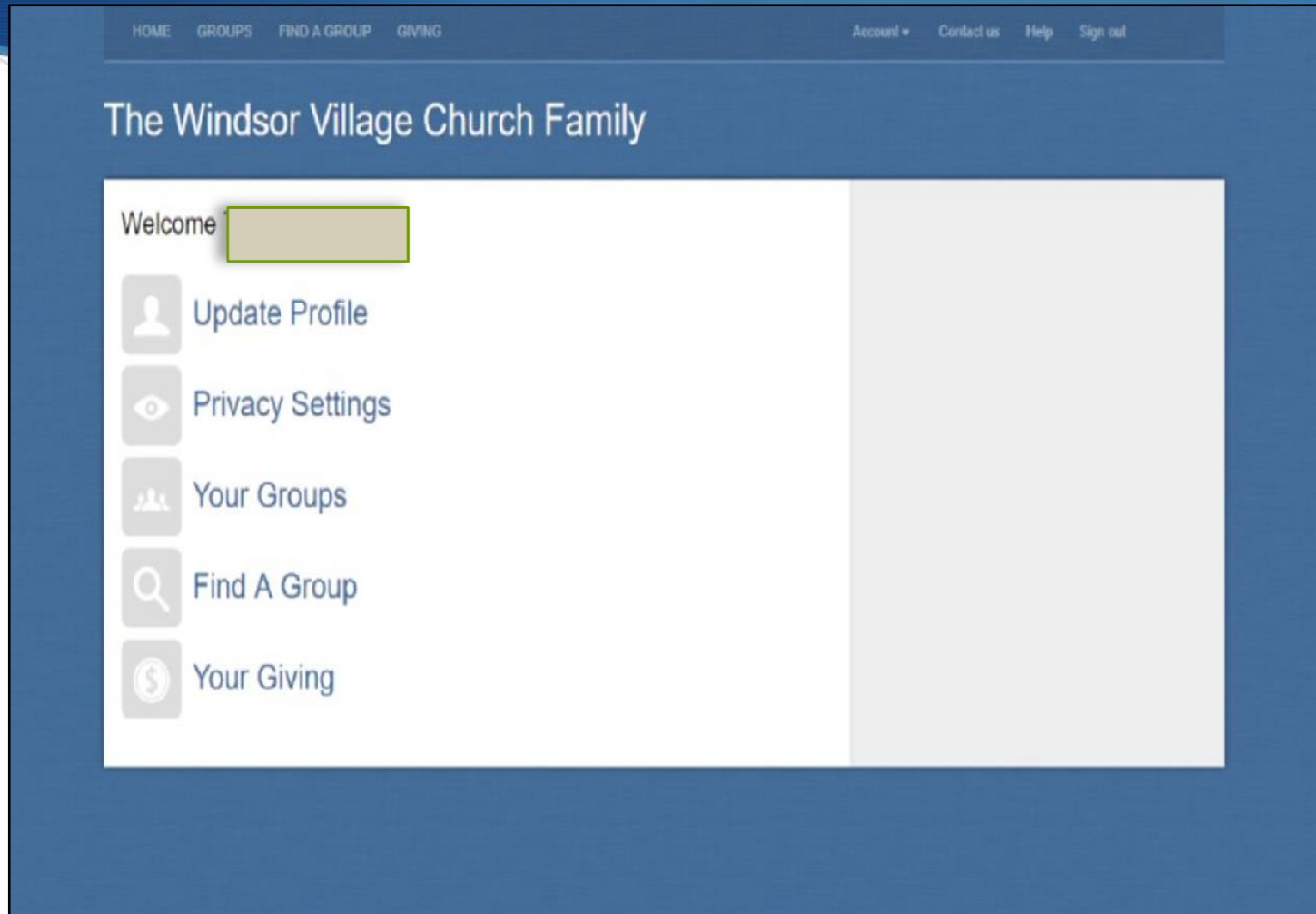
Email or Mobile Number

Password – forgot?

[Sign In](#) Don't have an account? [Sign Up](#)

Membership Portal

You Did It!



Once your InFellowship account to the Membership Portal is created, this home page is what you'll see when you sign in

Membership Portal

Home Page - Menu Options

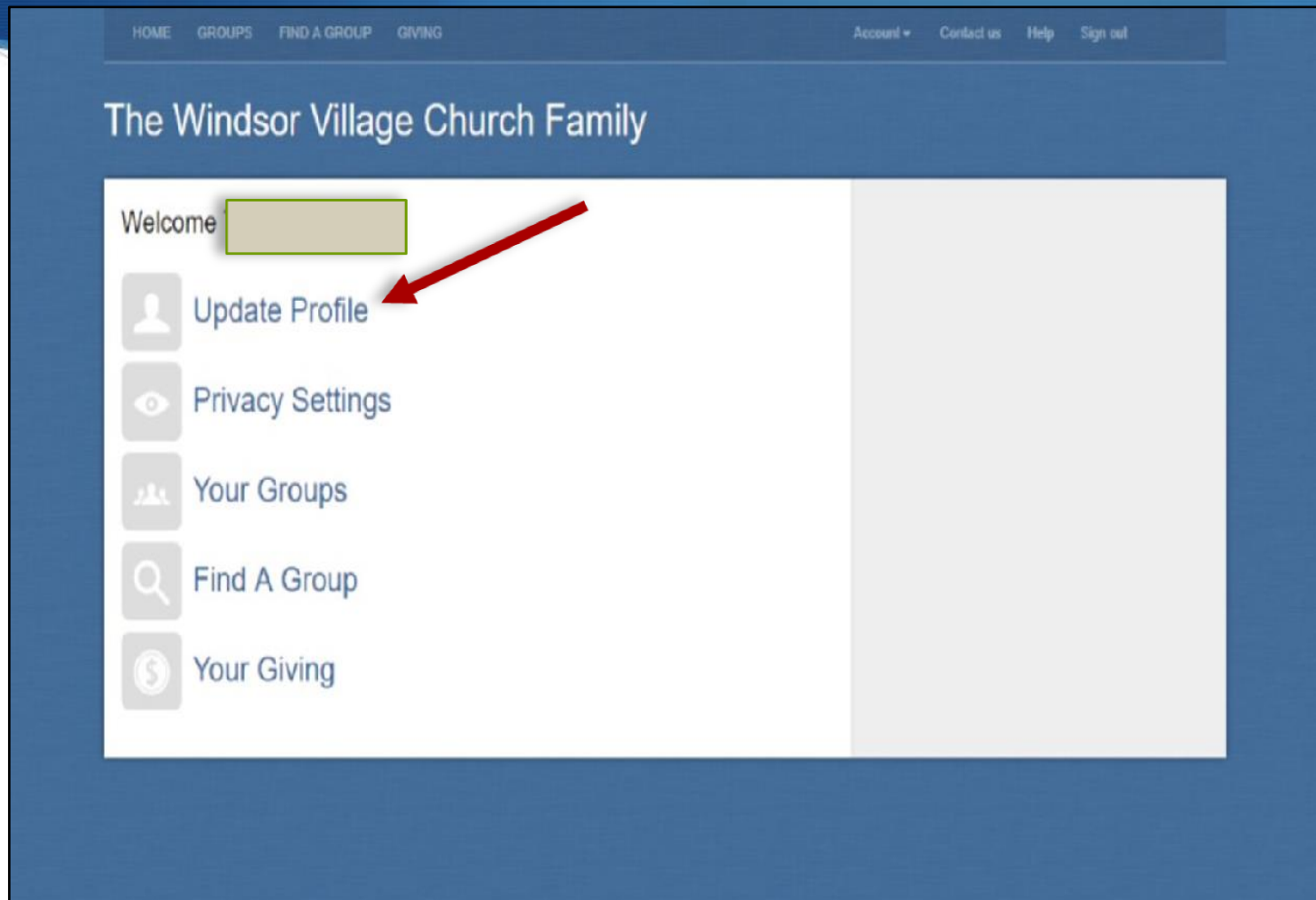


- **Update Profile** - your personal/household info; upload your picture
- **Privacy Settings** – you control what people see about you
- **Your Groups** – ministry groups you lead/member of
- **Find A Group** – search for areas of interest
- **Your Giving** – view & download your contributions statement;
Avail Feb. 10, 2023



Membership Portal

Menu Options – Update Profile

A screenshot of the Membership Portal interface. At the top, there is a navigation bar with links for HOME, GROUPS, FIND A GROUP, and GIVING. On the right side of the navigation bar, there are links for Account, Contact us, Help, and Sign out. Below the navigation bar, the page title is "The Windsor Village Church Family". A "Welcome" message is followed by a placeholder box for a user's name. Below this, there is a vertical list of menu options, each with an icon: "Update Profile" (person icon), "Privacy Settings" (eye icon), "Your Groups" (group of people icon), "Find A Group" (magnifying glass icon), and "Your Giving" (dollar sign icon). A red arrow points to the "Update Profile" option.

- **Update Profile** - your personal/household info; upload your picture

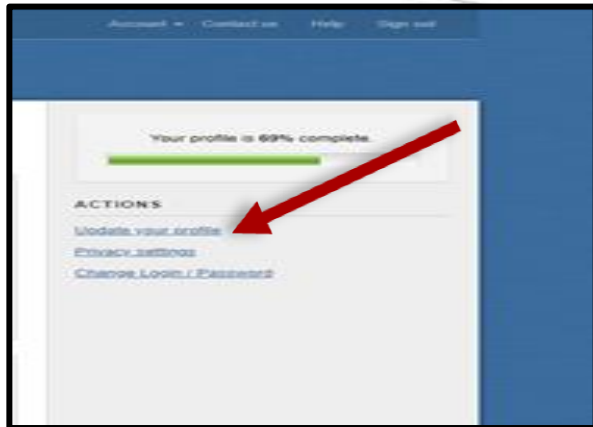
Membership Portal



Update Profile (cont.)

How Do I Add My Profile Picture?

- After selecting "Update Profile" from the home page menu ...
- Under "*Actions*" on right side of screen, click "*Update your profile*"
- Click "*Change*" under the generic profile picture (under the person's name)
- Upload a "*Church Directory appropriate*" photo not exceeding 1 MB in size
- Once you have entered all your information, click **Save Changes**



Membership Portal

Update Profile (cont.)



STOP!



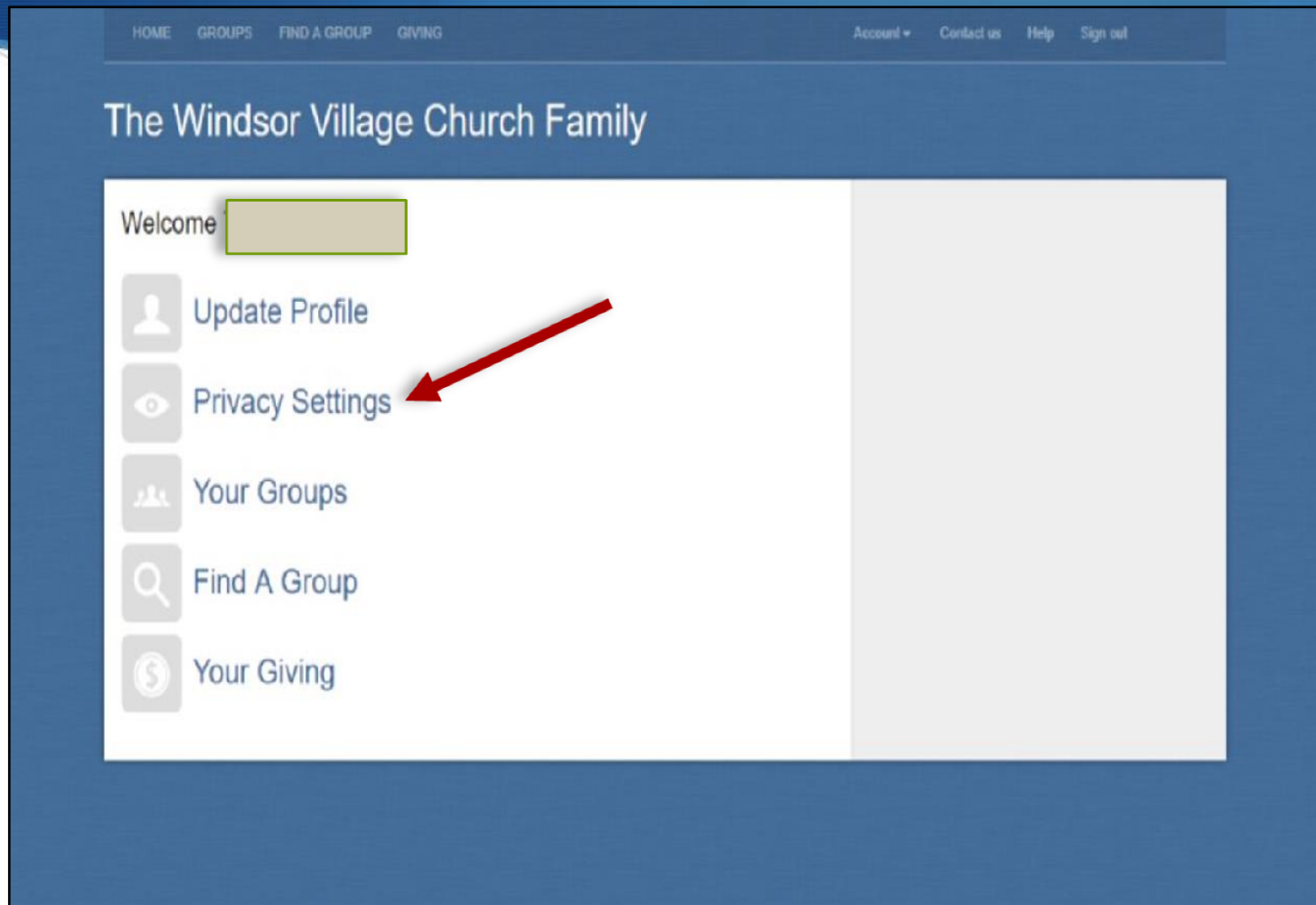
Why Isn't My Profile 100% Complete?

- When updating your profile, all items with an asterisk are required fields and must have a value. The progress bar feature will let you know whether your information is complete
 - In order to reach 100%, you must include the following info:
 - Profile photo
 - Date of birth
 - Gender
 - Phone (Mobile, Home and Work)
 - Your website URL
 - Your social media network's URL (Facebook, Twitter or Linked In)
- Once you have entered all your information, click **"Save Changes"**



Membership Portal

Menu Options – Privacy Settings



- **Privacy Settings** – you control what people see about you



Membership Portal

Privacy Settings (cont.)

One
More
Thing!

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 at Church Staff	Slider at Group Leaders	Slider at Group Members	Slider at Everyone
Date of birth	Slider at Church Staff	Slider at Group Leaders	Slider at Group Members	Slider at Everyone
Email	Slider at Church Staff	Slider at Group Leaders	Slider at Group Members	Slider at Everyone
Phone	Slider at Church Staff	Slider at Group Leaders	Slider at Group Members	Slider at Everyone
Websites	Slider at Church Staff	Slider at Group Leaders	Slider at Group Members	Slider at Everyone
Social networks	Slider at Church Staff	Slider at Group Leaders	Slider at Group Members	Slider at Everyone

Church Staff sees...

Group Leaders see...

Group Members see...

Everyone sees...

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

[Save privacy settings](#) [Cancel](#)

- Here, you can set your privacy settings.
- In top area, click on the gray vertical line, on the row, to move the green slider bar left or right.
- In bottom area, you will see the results of how your data will display to others as you move the green slider bar.



Membership Portal

Privacy Settings (cont.)

YOU
Control
What
People
See!

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				
Date of birth				
Email				
Phone				
Websites				
Social networks				

Church Staff sees...

Test Dummy 1
6011 West Orem
Houston , TX 77085
Birthdate: November 22, 1970
com@wvumc.com
(713) 723-8187
www.kingdombuilders.com

Group Leaders see...

Test Dummy 1
Houston , TX
Birthdate: November 22
com@wvumc.com
(713) 723-8187
www.kingdombuilders.com

Group Members see...

Test Dummy 1
Houston , TX
Birthdate: November 22
com@wvumc.com
www.kingdombuilders.com

Everyone sees...

Test Dummy 1
Houston , TX
com@wvumc.com
www.kingdombuilders.com

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

Save privacy settings Cancel

- You can select the user groups you want to have access to your private information. For example, in the *Email* field with the slider at *Everyone*, the WV Church Staff, Group Leaders, Group Members and Everyone in the online directory can see your email address.



Membership Portal

Privacy Settings (cont.)

**YOU
Control
What
People
See!**

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				
Date of birth				
Email				
Phone				
Websites				
Social networks				

Church Staff sees...

Test Dummy 1
6011 West Orem
Houston , TX 77085
Birthdate: November 22, 1970
com@wvumc.com
(713) 723-8187
www.kingdombuilders.com

Group Leaders see...

Test Dummy 1
Houston , TX
Birthdate: November 22
com@wvumc.com
(713) 723-8187
www.kingdombuilders.com

Group Members see...

Test Dummy 1
Houston , TX
Birthdate: November 22
com@wvumc.com
www.kingdombuilders.com

Everyone sees...

Test Dummy 1
Houston , TX
com@wvumc.com
www.kingdombuilders.com

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

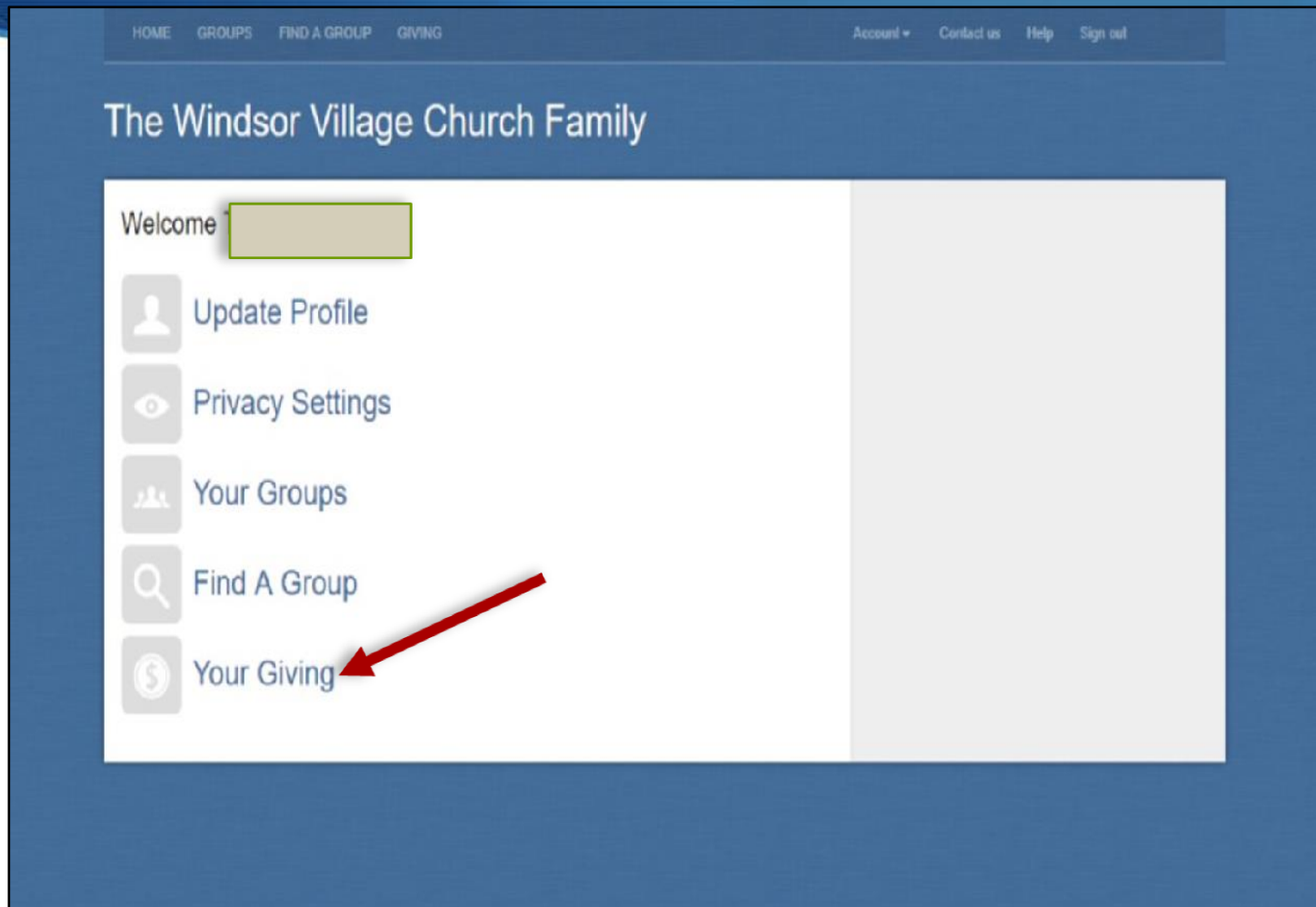
[Save privacy settings](#) [Cancel](#)

- Monitor your selection results at the bottom. It is an interactive page, so when you change a setting at the top, the page automatically refreshes to show your changes at the bottom.
- Once you have finished editing your settings, click **Save privacy settings**.



Membership Portal

Menu Options – Your Giving



- View & download your Giving statement:
- **Avail Feb. 10, 2023**
- Because your donations are confidential, you will only see donations for your household
- Once menu option selected, your donations will display (cash, check, online giving, etc.)
- Click on 'Everyone' or Individual
- Click on 'year' & select 2022
- Click "Download" to print your Giving Statement to be used for tax purposes
- Donation questions? Email contributions@wvumc.com



Email f1help@wvumc.com