WV Membership Portal

Help Doc

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

  ⬥ You control what others see about your contact info through the privacy settings option

Membership Portal
InFellowship Online Tool

🔹 **What is the InFellowship Online Tool?**

  🔹 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
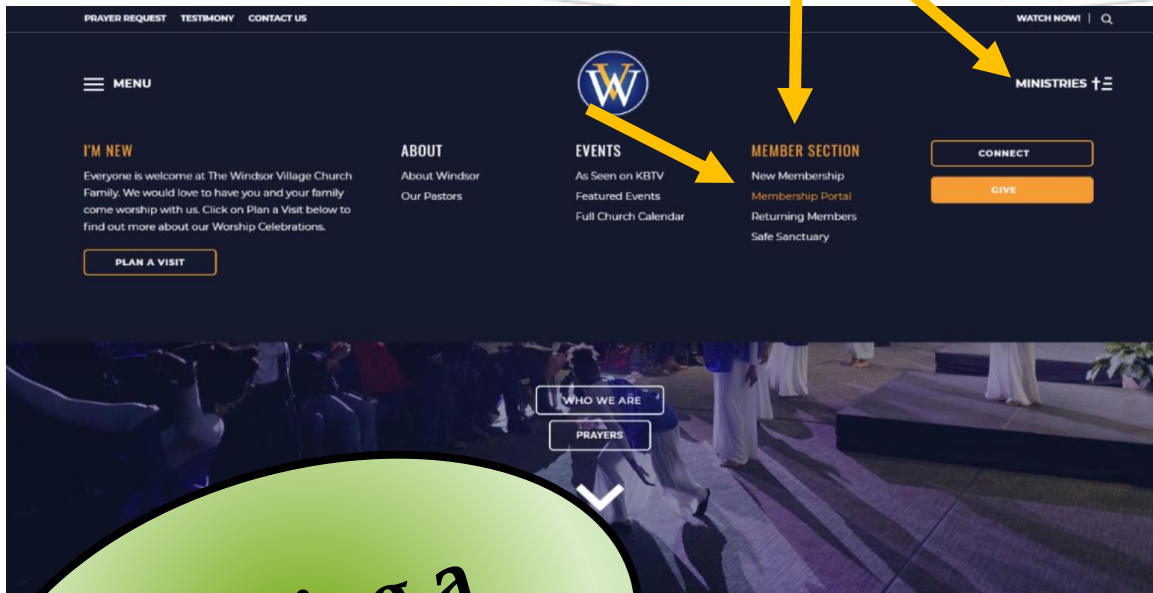
Membership Portal
InFellowship Account

- **How Do I Get an InFellowship Account to Access the Membership Portal?** *(Note: You must be at least 13 years of age to create an account)*
  - Via **website**
    - Go to the church website www.kingdombuilders.com & sign up
  - Via **app (coming Oct 2023)**
    - Go to the church app & look for Member Portal icon
  - Via **QR Code (coming Nov 2023)**
    - Scan the QR code & sign up

  - Let's get started to SIGN UP! (See next page)

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

Click on Ministries ➜ Member Section ➜ Membership Portal

If Using a PC/Laptop
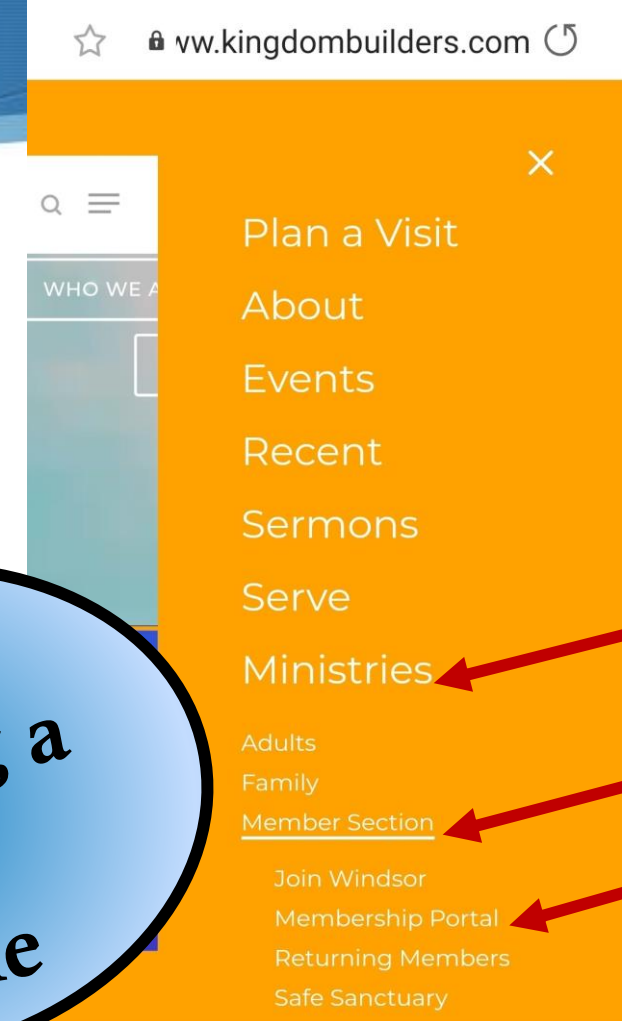
--OR-- If Using a Cell Phone

Membership Portal
(Sign Up or Register to Create Account)

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)
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

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;

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)
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

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'

12

Activate Account

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.

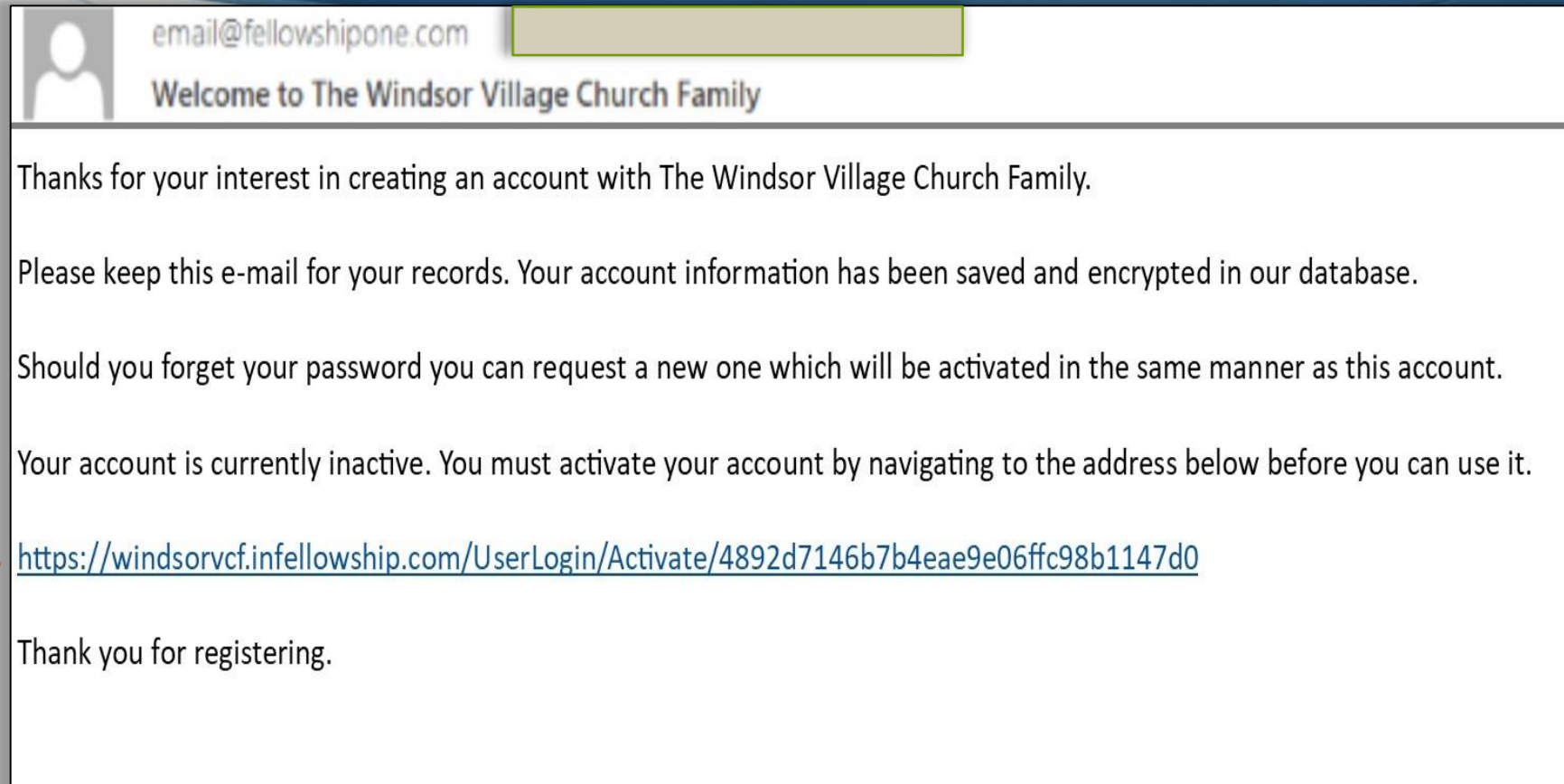If you didn't receive your verification email, you can re-send verification.

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)

email@fellowshipone.com

Welcome to The Windsor Village Church Family

Thanks for your interest in creating an account with The Windsor Village Church Family.

Please keep this e-mail for your records. Your account information has been saved and encrypted in our database.

Should you forget your password you can request a new one which will be activated in the same manner as this account.

Your account is currently inactive. You must activate your account by navigating to the address below before you can use it.

https://windsorvcf.infellowship.com/UserLogin/Activate/4892d7146b7b4eae9e06ffc98b1147d0

Thank you for registering.

- 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!

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.

Membership Portal
(Account Created! Proceed To Sign In)!

FIND A GROUP

Register
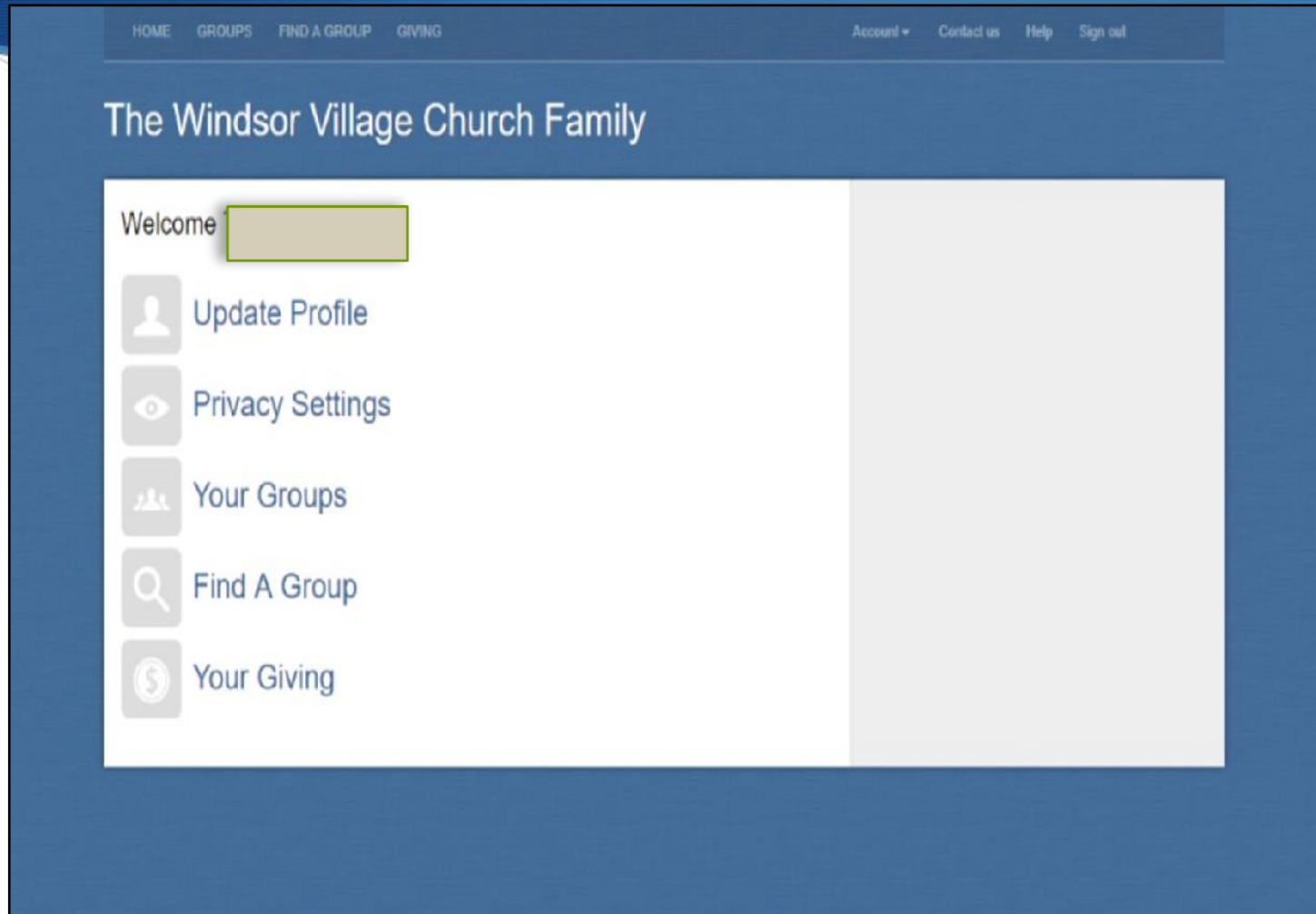
The Windsor Village Church Family

Email or Mobile Number

email@email.com or 123-456-7890

Password – forgot?

Sign In   Don't have an account? Sign Up

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

Membership Portal
Menu Options – Update Profile

- **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**
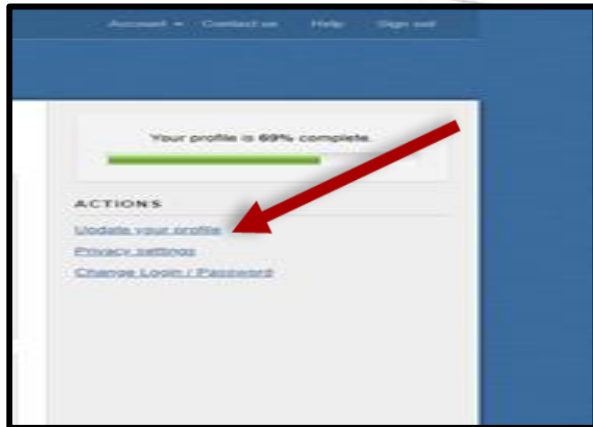
Membership Portal
Update Profile (cont.)

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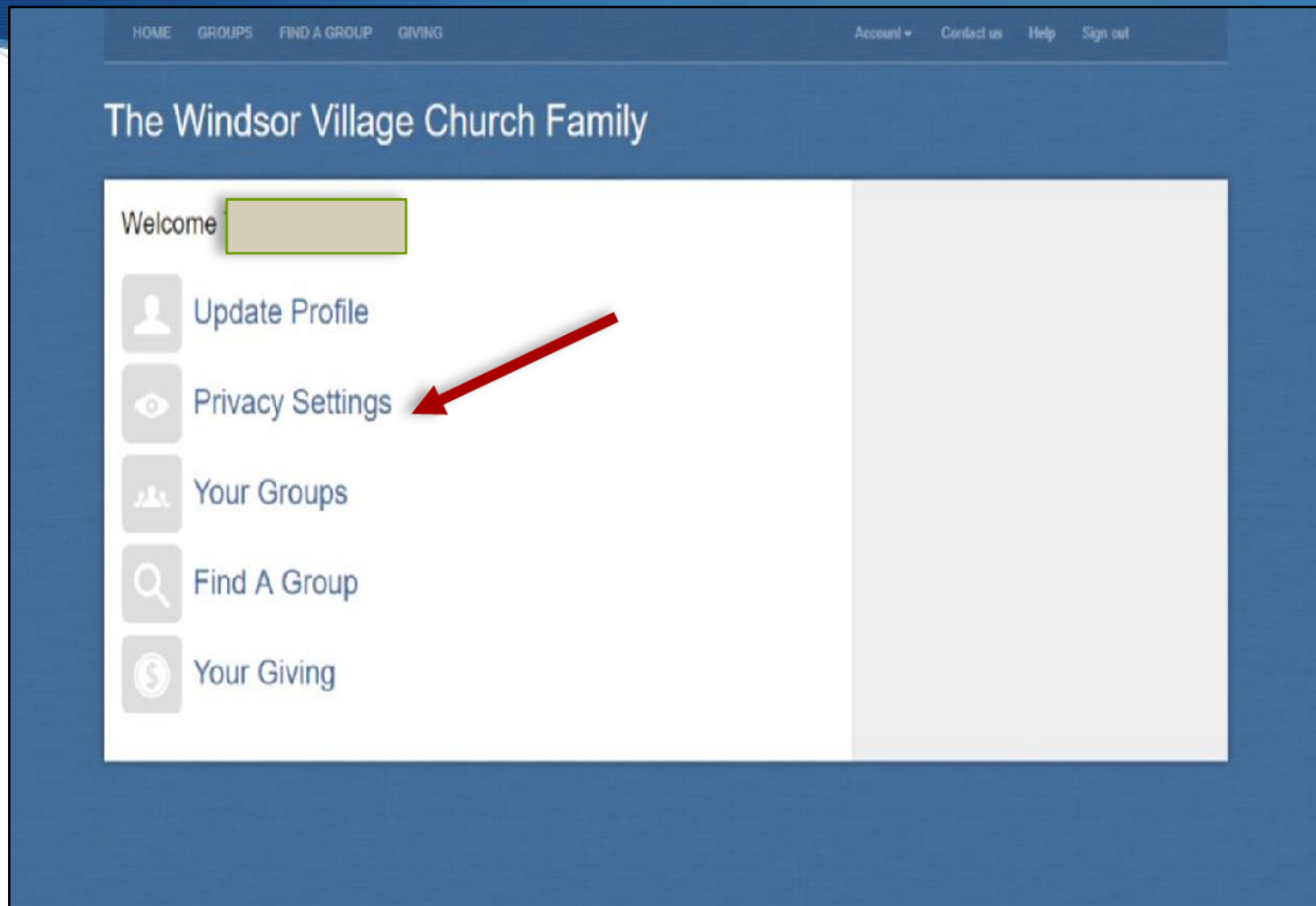
- **Privacy Settings** – you control what people see about you

Privacy Settings (cont.)

One More Thing!

- 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.

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   23

Membership Portal
Menu Options – Your Groups

- **Your Groups** – allows group leaders to manage groups, group members to find and contact members of their group and prospects to find and inquire about joining a group

Membership Portal
Menu Options – Your Groups

- **Groups You Lead** – allows group leaders to manage groups

Membership Portal
Menu Options – Your Groups

- **Groups You Belong To** – displays groups you participate in

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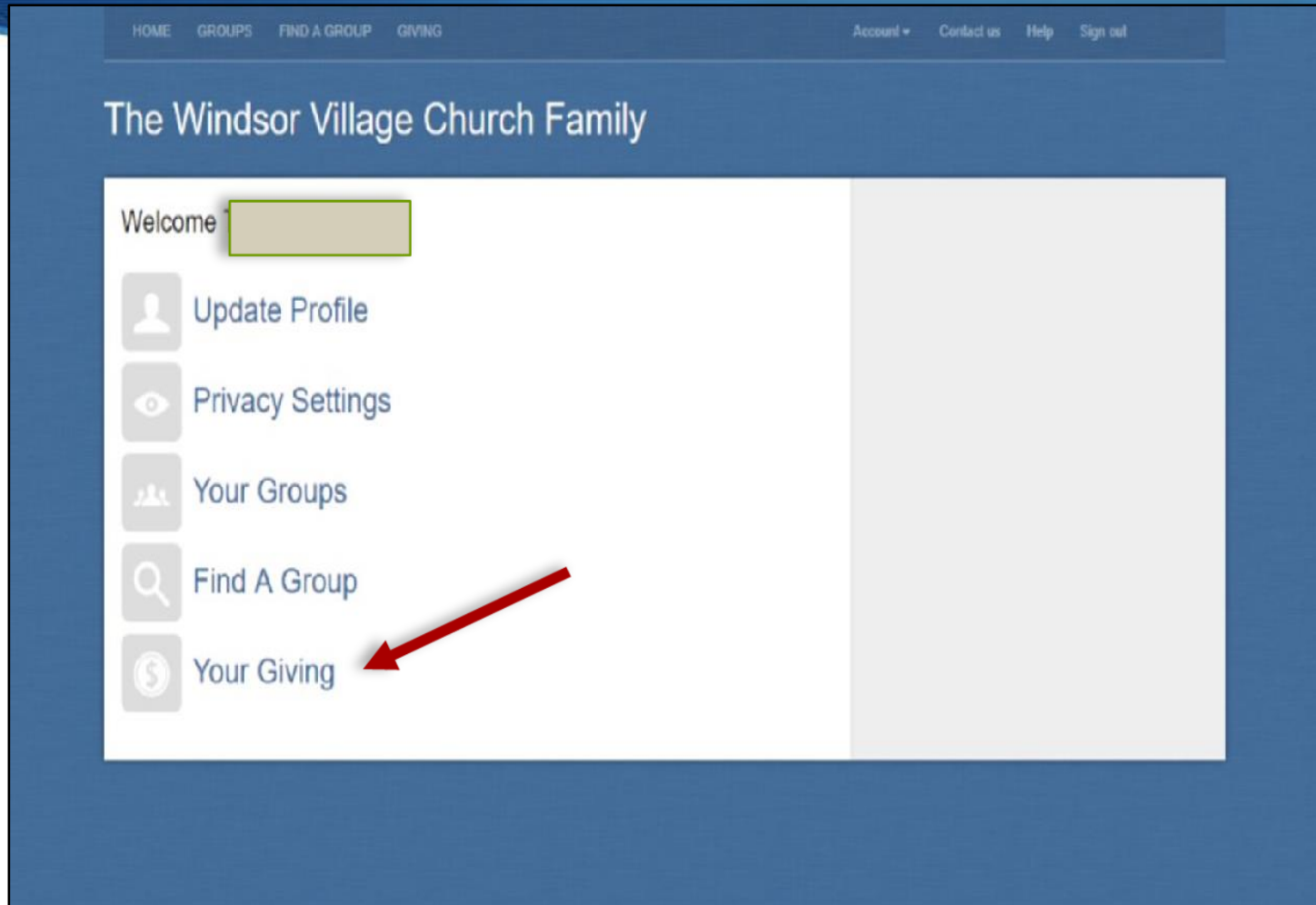
- View & download your Giving statement:
- Because your donations are confidential, you will only see donations for your household
- Once menu option selected, your donations will display (cash, check, online giving, etc.)
- Click on 'Everyone' or Individual
- Click on 'year' & select the year you want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

Membership Portal
Detailed Instructions

Click on help doc for more details

Email f1help@wvumc.com