Three Rivers Grace Church InFellowship Portal Overview

TABLE OF CONTENTS:

VIDEO TUTORIALS

- Signing Up On Church Portal
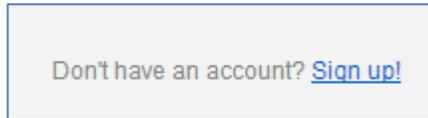- Overview of Portal Features

FEATURES

- **YOUR PROFILE—**Help us keep in touch with you! View and keep your record updated with correct address, phone number and e-mail. When you update this area, it will automatically update your information in our church management software.

- **PRIVACY SETTINGS—**Use the slider to control the information that you want or don't want to be seen in the online directory or by those in your home group (i.e. you can hide your birthdate, e-mail address, etc). At the bottom of Privacy Settings is where you opt-in to the directory. *We would encourage you to hide as little as possible so that people can use the information to get in touch with you!*

- **ONLINE CHURCH DIRECTORY—**You must 'opt-in' first to view the online directory. (Check the box at the bottom of the Privacy Settings feature). Only those who have the status of member or attendee in our database can opt-in and view others in the online directory. If you don't have the feature to opt-in, please CONTACT US and we can change your status. *We encourage everyone to opt-in to the directory to help people in the church get ahold of you.*

- **YOUR GROUPS—**See who's in your small group and any ministries that you volunteer in. You can also instantly e-mail your group or leader with the click of the mouse! *SMALL GROUP LEADERS—As a group leader you will have the additional features for managing your group(s) and handling online prospect requests.*

- **FIND A GROUP—**Not in a small group or Bible study? You can search and find a home group that works for your schedule.

- **YOUR GIVING** (FEATURE NOT ACTIVATED YET)—Access online giving and control how much, when, and how you give. You will also have access to your giving history and your yearly contribution statement.

SETTING UP AN ACCOUNT:

1. Go to https://3riversgrace.infellowship.com/UserLogin
2. Click on **Don't have an account?**

    Don't have an account? Sign up!

3. Put in your full first and last name, Login Email, and create a password. Then click **Create an account.**
    - *Put in the email address that you gave us when we got your information for the church directory or that you gave us when you joined. This will ensure that the system recognizes you and syncs up our information in the church database with your profile*

    ## Your Information

    First Name (required)   Last Name (required)
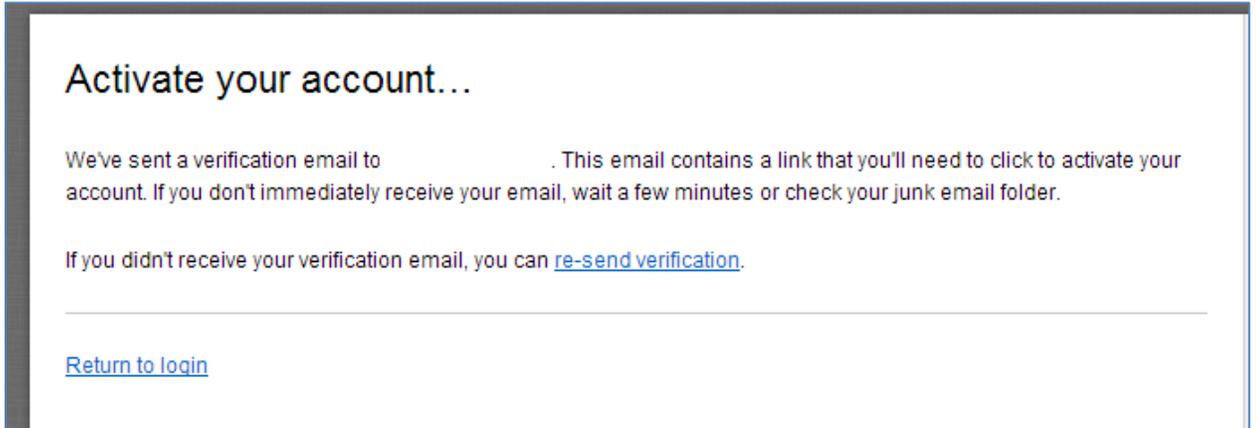
    ## Account Information
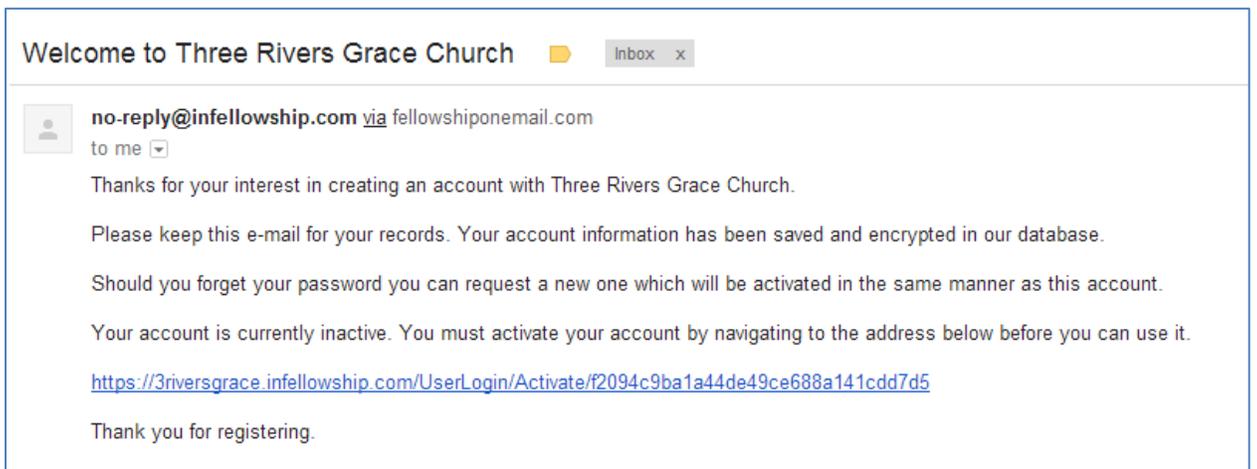
    Login Email (required)

    Password (required)

    Confirm password

    (Create an account)   Cancel

4. You will then be presented with this activation message, directing you to check your email to activate the account.

Activate your account...

We've sent a verification email to _____. 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

5. Go to the email address you provided and click on the activation link that is given.

Welcome to Three Rivers Grace Church   Inbox x

no-reply@infellowship.com via fellowshiponemail.com
to me

Thanks for your interest in creating an account with Three Rivers Grace Church.

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://3riversgrace.infellowship.com/UserLogin/Activate/f2094c9ba1a44de49ce688a141cdd7d5

Thank you for registering.

6. If the system does not recognize you, it will ask you to enter your date of birth, gender, and date of birth. It is important for you enter your date of birth to prevent duplicate records as well as helping us comply with the Children's Online Privacy Act.

FAQ

Q: Why do I have to give my birthdate when I register?
A: It helps us identify that it's really you, prevents the creation of a duplicate record and helps us comply with the Children's Online Privacy Act.

Q: I don't have an e-mail address, can I still opt-in?
A: Not at this time. But you can easily create an email address here.

Q: I opted into the directory and my spouse also tried to, but it told them that the e-mail address was

already used. We share an e-mail address; how do we both opt in?

A: Unfortunately our database program requires each individual to have a unique log-in. Your e-mail address is what identifies you as a 'unique person.' But you can easily create an [email address here](#).

Q: Can someone else just add me to the online directory?

A: Internet Privacy Rules do not allow us to opt in for you. Your log-in information should be private as it allows you to access your online giving records. If you need assistance, let us know and we can help walk you through the process!

Q: I have followed the instructions and I can't log in, whom do I contact?

A: [Contact Us Here](#)

Q: Can anyone view my information if I opt-in to the directory?

A: ONLY people in our congregation who have the status of member or attendee in our database can opt-in and view the directory. Visitors and the general public cannot access the directory.

Q: I am a member and I created an account but I can't see my home group or opt-in to the directory.

A: It's important to create your account with the same e-mail address we have in our database. If you register and use a different e-mail address, our database will not recognize that it's you and create a duplicate record. Please [send an e-mail](#) and we will merge the records together. You will then be able to view your groups and opt-in to the directory.

Q: I don't do anything online and probably won't opt-in to the directory, but I want to be able to reach other people in the church, can you just print me a hard copy of the directory?

A: We purposely moved towards a web based database that will give our congregation the easiest and most efficient way to access this information and reduce paper costs. If you do not have access to or use a computer—please [contact us](#) so we can help you!

Note: If your status in our database is not set to either member or attendee, or we do not have a complete record of information on you; you won't be able to view or opt-in to the directory.

SECURITY

There are two aspects of security related to the system. First, Fellowship One provides data security using the latest security technology. The following statement is from their security documentation: "[the system] utilizes the most current encryption technology to maintain the security of your data. Every parameter passed in the hyperlinks is fully encrypted. Additionally, the Login module handles passwords using what is known in technical terms as salted hash. In laymen's terms, this means it would take 50 computers (running constantly) continuously presenting password combinations four years to discover the password."

The second aspect of security relates to account creation. If you signed up using information that doesn't match exactly what we already have in the system for you, we must manually match your previous information to the account you created.

In order to verify the authenticity of the account request, we will ensure your data matches our current records (e.g., address, phone number, and email address). If there is any question, we will contact you via email before matching. Since this is a manual process, we will perform these steps approximately once a week.

When you create your account, you will determine your own login ID and password. Your login ID is your email address. If you forget your password, you can have the system email it to you. If you need help or cannot remember the email address you used, you can [contact us](). You can also change your password at any time.

Please help us keep your information safe by protecting your login information. Access to sensitive personal and financial information can be gained by letting someone else use your account or by leaving the information for someone else to see. Three Rivers Grace Church will never call you to ask for your login information.

INFELLOWSHIP PRIVACY STATEMENT

We (InFellowhip) know that you care how information about you is used and shared. We hope the following statements will help you understand how we will collect, use and protect the information you provide to us on our site. We will not use or share your information with anyone except as described in this Privacy Policy.

We may collect any information that you provide to us, such as names, e-mail addresses, etc. We also use cookies to store and sometimes track information about our users.

We use the personal information that you submit to operate, maintain and provide you the features and functionality of this website and support the mission of the church.

We will never share, rent or sell your personal information without your permission, unless required to do so by law or by subpoena. We take appropriate security measures to protect against unauthorized access to or unauthorized alteration, disclosure or destruction of data.

We process personal information only for the purposes for which it was collected and in accordance with this Privacy Policy. We take reasonable steps to ensure that the personal information we process is accurate, complete, and current, but we depend on our users to update or correct their personal information whenever necessary.