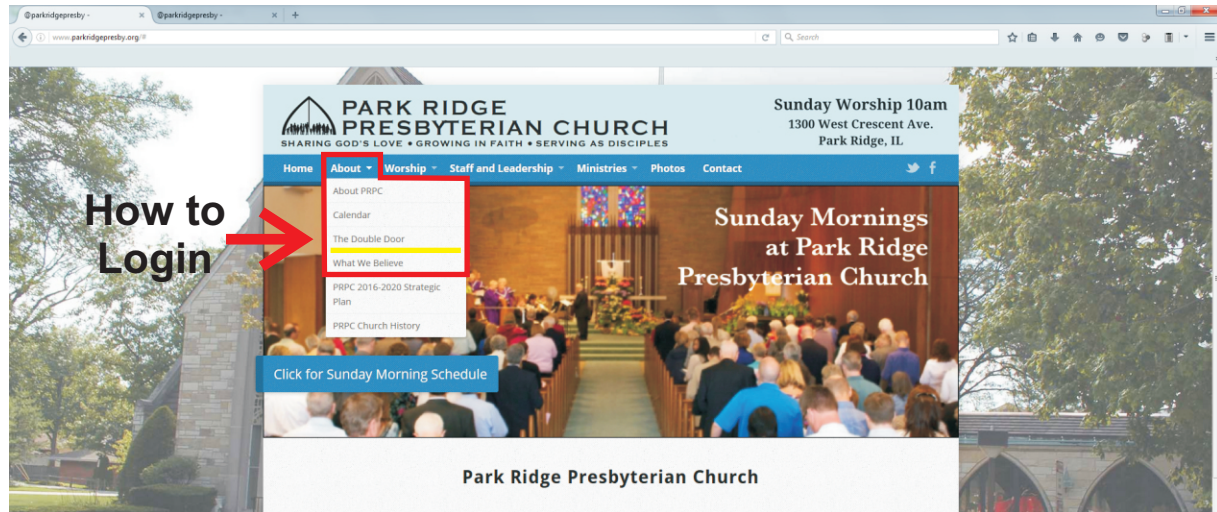


## The Double Door Guide to Basic Profile Updating.

There are five steps that the Double Door Committee has provided to get your profile set up. Our short term goal is to

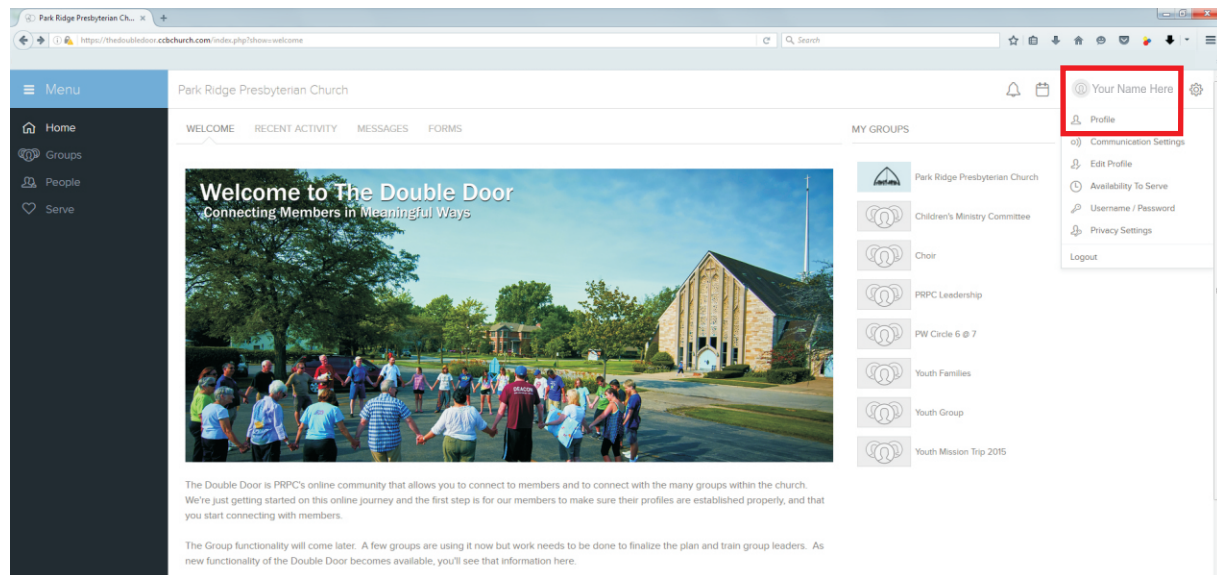
### 1 Step 1: Login

Go to the church website (see below). From the "About" option, select The Double Door. From there you will have a login page. Enter your username and password. Your username is generally your primary email. If you don't remember your password you can attempt a password reset. If you still can't login there is information on the login page to contact Leslie Martinez to get help.



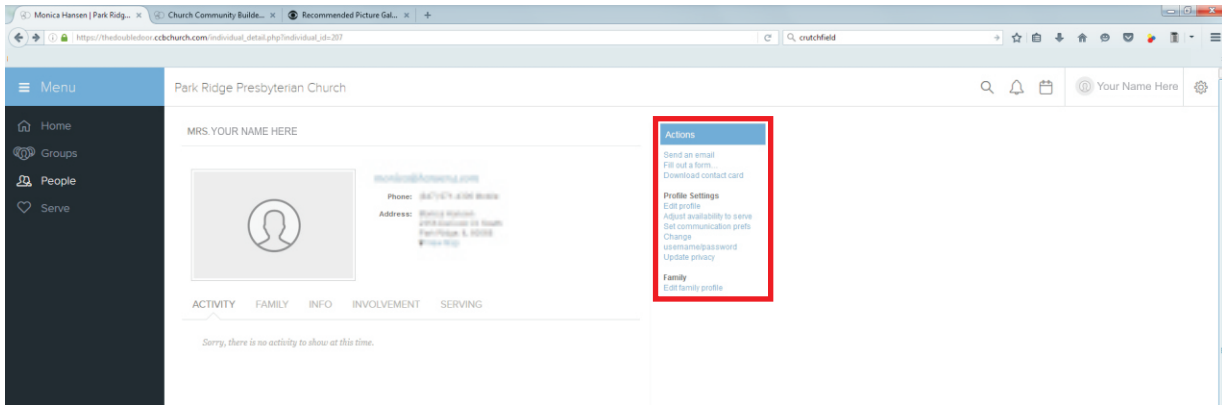
### 2 Step 2: Access Your Profile

Once you are logged in, you'll be at the welcome page. The next place you want to go is to your profile. To access your profile click on your name in the upper right corner of the screen. A menu window will open and there you will see all your options but click the one at the top labeled, "Profile."

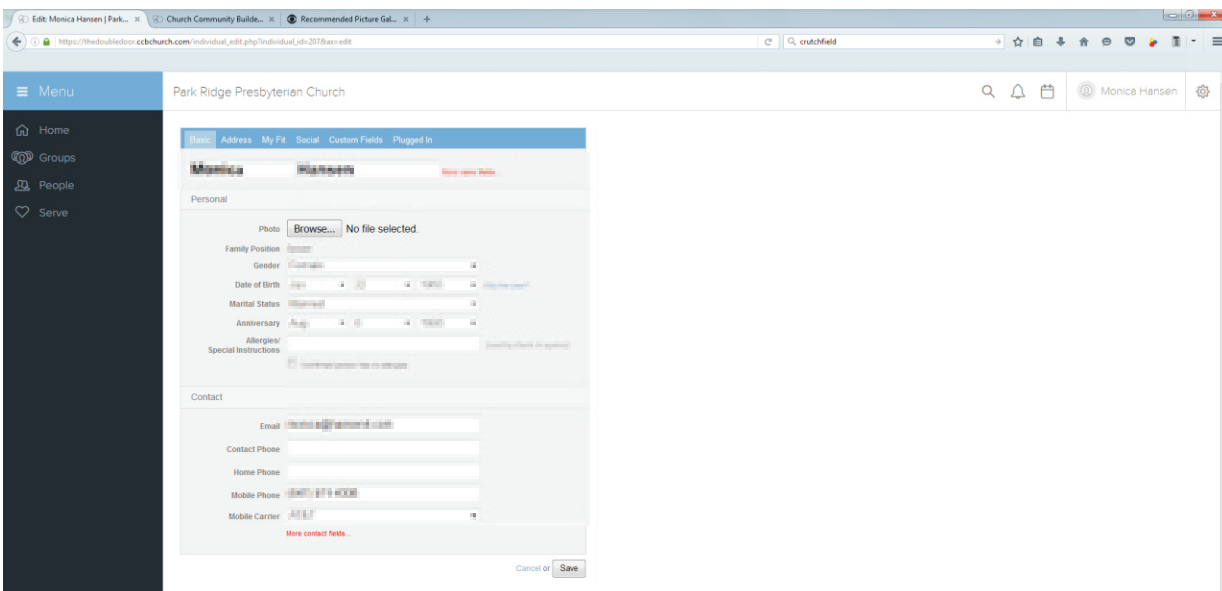


### 3 Step 3: Review Your Profile

You should now see your profile page like the one below. Your information is there, including your picture if you've added one, and below your information is tabs for your activities, family, info, involvement, and serving. The most important of those tabs for now is your family. Check that, along with your information to make sure it is correct. Note your family info can have a separate family photo. Family settings are managed by the administrator. But you can update everything else on your own. We'll go through editing in the next steps. One thing to notice in the red box, is that the same options are here that are under your name in the top right corner. Most of what we'll cover is in this "Actions" area.



When you click on "Edit Profile" you'll see the screen below. As you can see there are several options in the blue bar just above your name. Verify and Update your information on all the menu options. The "My Fit" section is important for our Group leaders to find people with gifts and interests may align well with the purpose of their group. You'll also see a photo button. This is where you add a picture to your profile so members can connect a face with the name. Ideally, your photo should be square and at 92 dpi, and 200x200 pixels. If you don't know how to edit your picture, or you need a picture taken, click on the "Fill out a Form" link on your main profile page and someone from the Double Door Committee will be in contact with you.



## 4 Step 4: Review Your Communications Settings

Back on your main profile page in the “Actions” column, you’ll find a link to “Set Communications Pref.” When you enter this area, you’ll see the information below. You have a great deal of control over what communications you receive from the church and the various groups. You can also set up your mobile phone to receive text messages from the church. Remember to click “Save” when you’re done updating your communication settings.

COMMUNICATION SETTINGS FOR [Park Ridge Presbyterian Church](#)

	Send me emails from group participants	Send comments to me immediately	Send me a weekly summary of group activity	Send me text messages from group leaders
	Receive group communications like emails from the group leaders, event invitations, and information about volunteering and helping those in need.	Participate in online conversations as they happen.	Receive a single email generated by the system for all your groups' activities (events, comments, needs, positions and files) for the week.	Even with a mobile phone number, text messages will only be sent if a carrier is selected. Mobile Carrier: AT&T Mobile Phone: [Redacted] Standard text messaging rates from your carrier may apply.
<b>Groups I am in</b>	<b>Recommended</b>	<b>Optional</b>	<b>Recommended</b>	<b>Recommended</b>
Park Ridge Presbyterian Church	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Children's Ministry Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Choir	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PRPC Leadership	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PW Circle 6 @ 7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Youth Families	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Youth Group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Youth Mission Trip 2015	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Future Group Defaults**  
You can decide what your communication settings will be when you are added to a group in the future.

## 5 Step 5: Review Your Privacy Settings

Back on your main profile page in the “Actions” column, you’ll find a link to “Update Privacy” When you enter this area, you’ll see the information below. You have a great deal of control over what others can see. Since The Double Door limits access to people we know, you can feel comfortable sharing just about everything. However you can limit information to just friends, friends, and groups, and church leadership. There is a great deal of flexibility here and a good exploitation on this page. Once you select your privacy settings, make sure you hit save.

Privacy Settings | Park Ridge... | grade schools in park ridge

Park Ridge Presbyterian Church

**Main**

- Birthday Month & Day: Everybody
- Gender: Everybody
- Marital Status: Everybody
- Anniversary: Church Leadership Only
- Allergies: Church Leadership Only
- Custom Fields: Friends Only

**Contact - Phones**

- Contact Phone: Friends & My Groups' Members
- Home Phone: Friends & My Groups' Members
- Work Phone: Church Leadership Only
- Mobile Phone: Friends & My Groups' Members
- Pager Phone: Church Leadership Only
- Fax Phone: Friends Only
- Emergency Phone: Friends & My Groups' Members

**Contact - Email**

- Email: Friends & My Groups' Members

**Contact - Address**

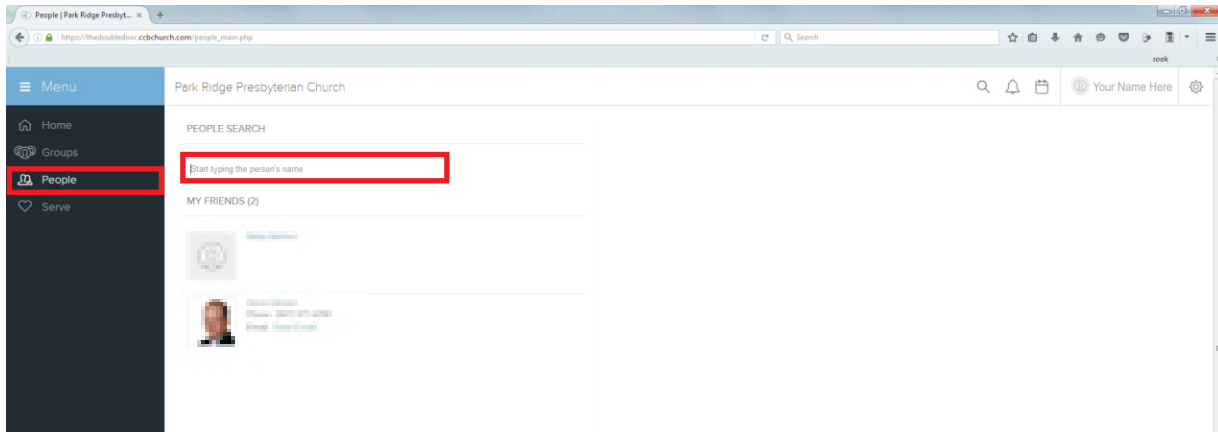
- Mailing Address: Friends Only
- Work Address: Friends Only
- Home Address: Friends Only
- Other Address: Friends Only

**Other**

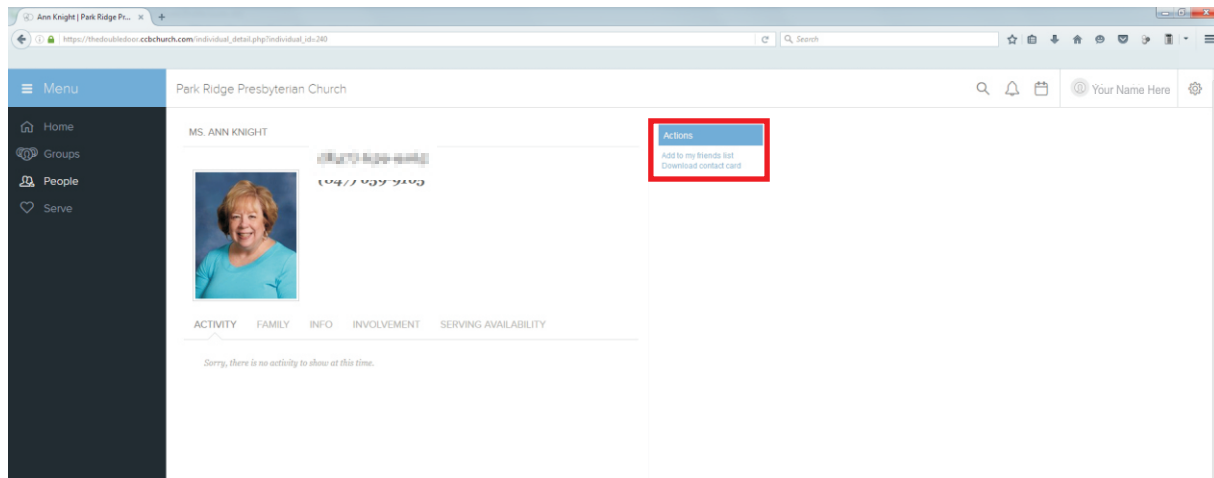
- My Fit Info: Friends & My Groups' Members
- Plugged In Info: Friends & My Groups' Members

## 6 Step 6: Select Your Friends

One last step we encourage you to take is to start selecting your friends. It will help you to remember them, and make it easier to contact them. Selecting friends is easy but it helps to know at least part of their first name or last name. Click on the People icon on the left side of the screen as highlighted below. Then type their name in the search box.



Once you find someone you want to friend, you do this by clicking on the Action item "Add to my friends list." You can also download a contact card which will allow you to more easily add contacts to Outlook or another personal organizer.



That is it for now. In the next few months, there will be other functionality that will help you connect with groups like our Mission Committee, Bible Study and more. You'll receive updates as we roll out additional features.