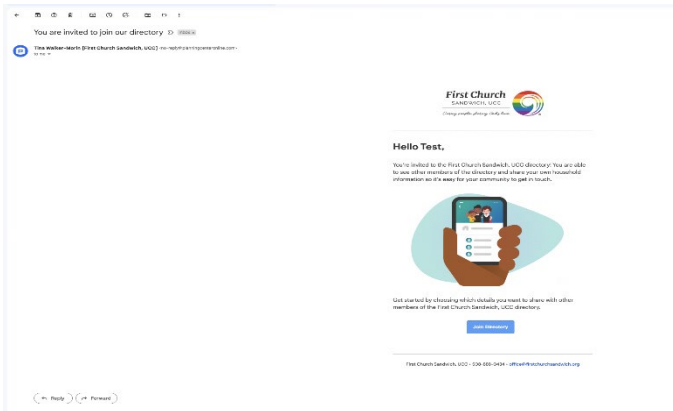


We are excited to announce a new online pictorial directory!

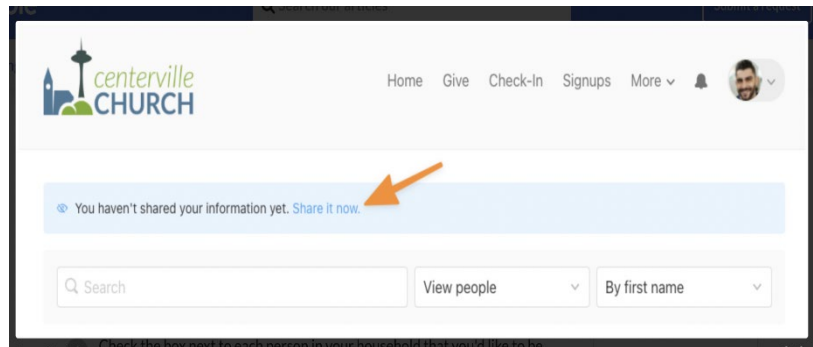
Through Planning Center now each church member and visitor can update their own contact information, upload a picture, make donations, register for events and see the church calendar.

How will this Happen?

You will receive an email from Tina Walker-Morin [First Church Sandwich, UCC] (email address will be from: no-reply@planningcenteronline.com) which will look like the image below inviting you to the directory.



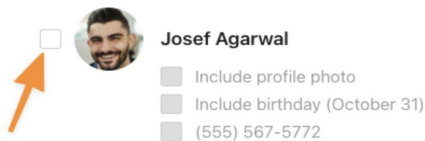
- Click on the BLUE “Join Directory” button.
- Then, log into Church Center using the email address the invite was sent to.
- Go to the Directory page.
- Click the Share it now link.



Directory > My Directory Profile

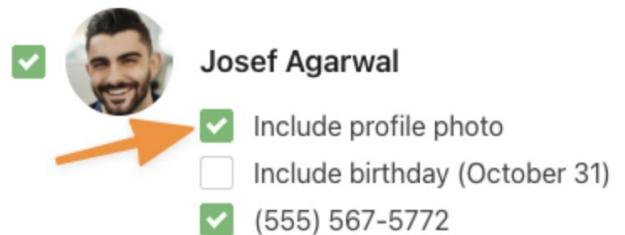
My information

Select the information you want to share with other members of the directory. (If any of your information is incorrect, you can [edit your profile.](#))



Check the box next to each person in your household that you'd like to be listed in the Directory.

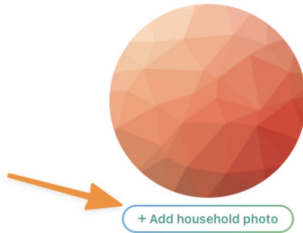
Check the box next to each point of information you'd like to share for each individual.



Agarwal Household

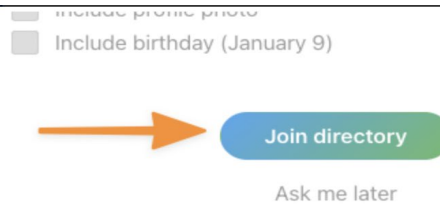
You will appear in the directory in this household. You can set a household photo and select the details you want to share about others in your household.

HOUSEHOLD PHOTO



Add a household photo.

Click *Join directory*.



Directory > Agarwal Household



Agarwal Household

ADULTS



Josef Agarwal >
☎ (555) 567-5772



Leslie Agarwal >
☎ +555 120358

To edit the information shared for you or anyone in your household, click the *Edit shared information* link at the top of the directory.

After you are all set up visit <https://firstchurchsandwich.churchcenter.com> to log in again and make updates, donations, and see the directory!

You can also download the Church Center App!
Visit your app store and search "Church Center App".

Watch this video to learn more about the app,
<https://www.youtube.com/watch?v=Vr9fFXkfWsg>