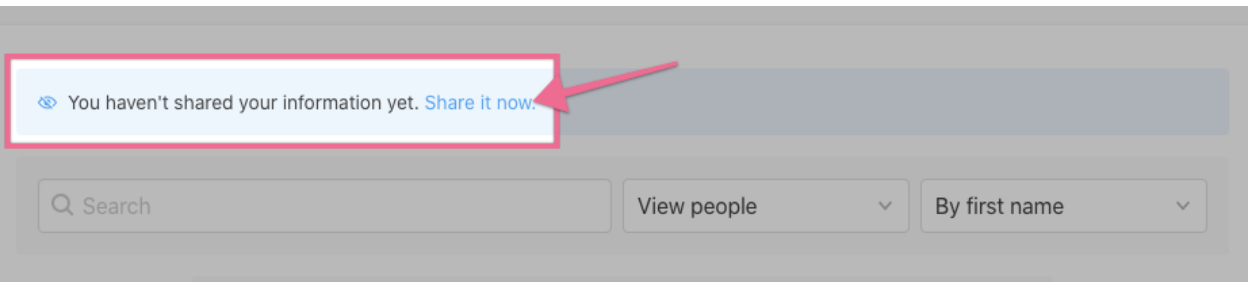
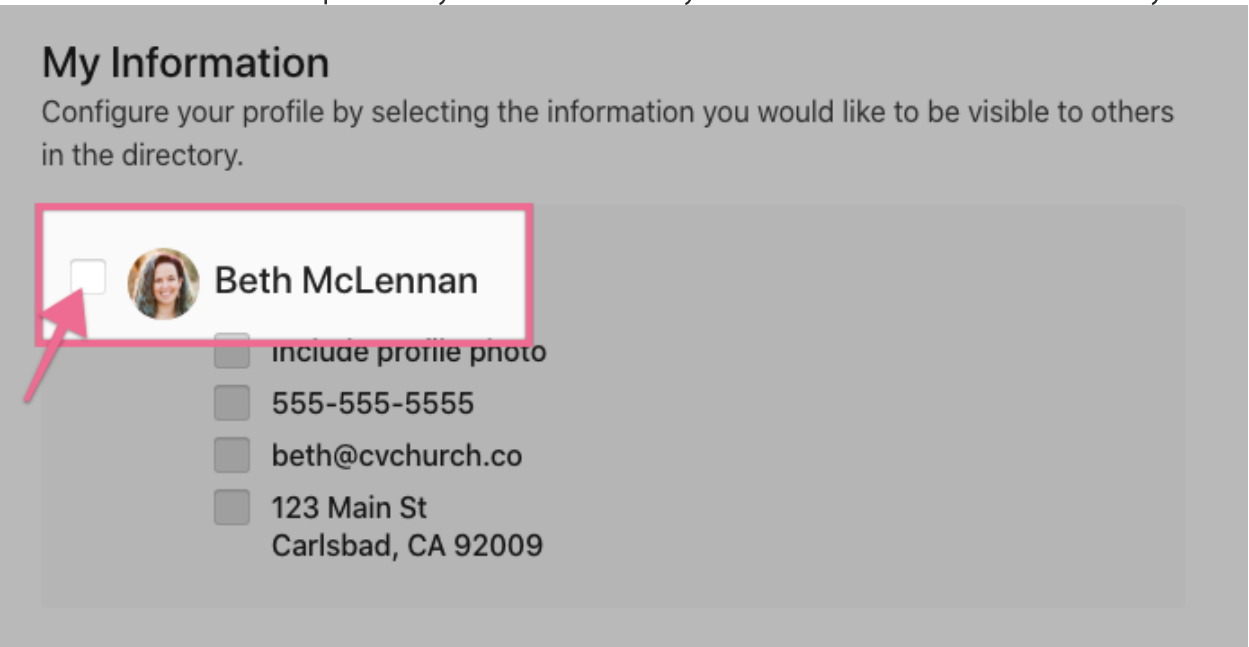


INSTRUCTIONS FOR JOINING THE HOPE CHURCH DIRECTORY

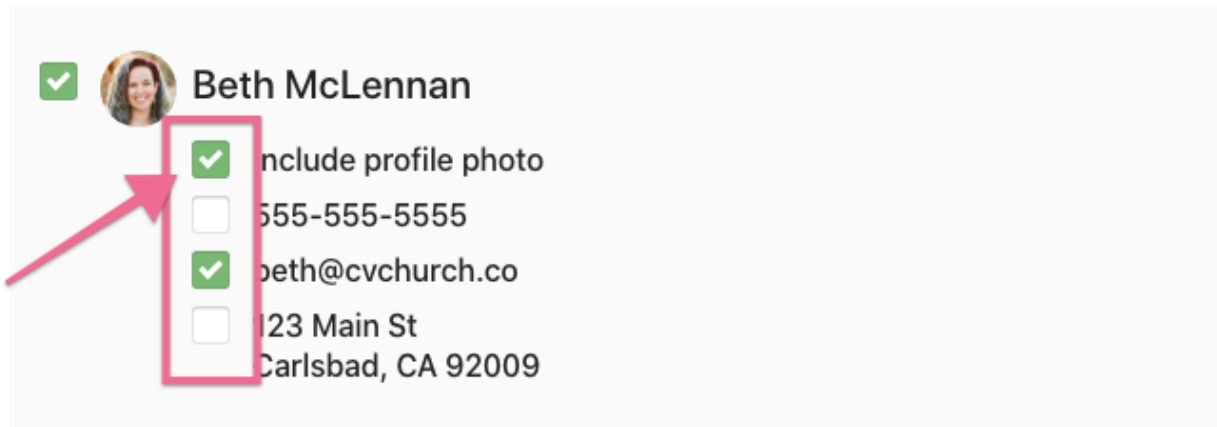
1. Log into Church Center.
2. Once logged in, choose "Directory" from the **More** drop-down menu. If you are on your computer, it will be located in the upper-right corner. If you are on your phone and logged in, it will appear in the bottom-right corner. If you are not logged in, it will appear on the sandwich menu in the upper-right corner.
3. Click "Share it now"



4. Check the box next to each person in your Household that you would like to include in the Directory.



5. Check the box next to each point of information you would like to be shared for each individual.



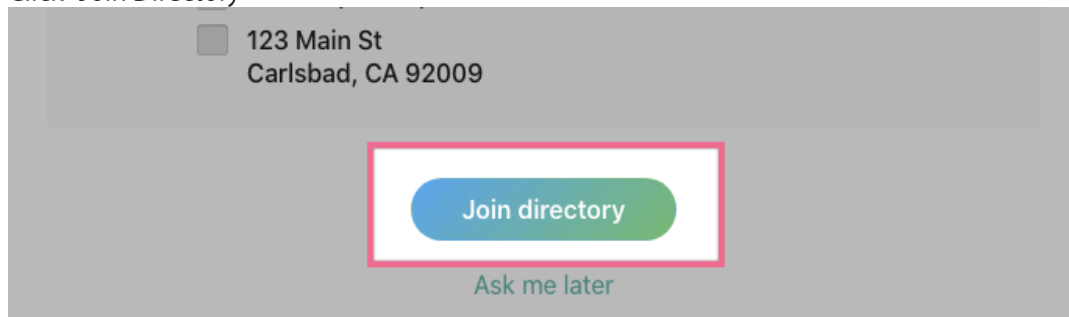
6. Add a Household Photo. Please note that personal profile photos are added from your profile settings. See below for instructions.

My Household

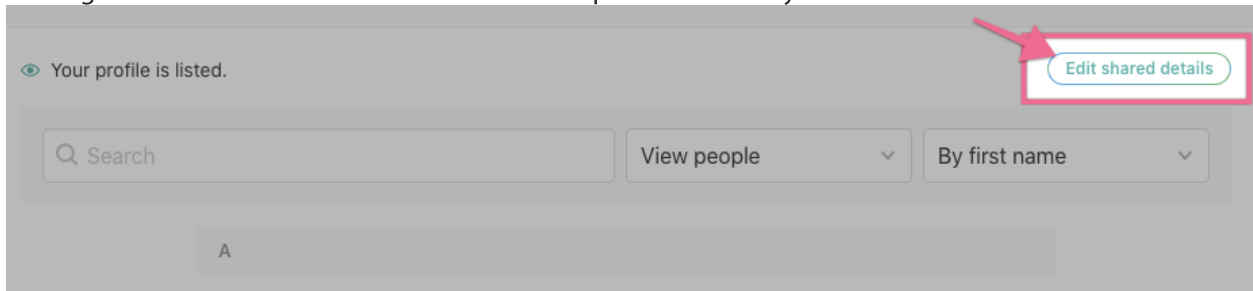
Choose a photo for your household and select the information you want to be visible for your household members in the directory.



7. Click "Join Directory"



If at any point, you would like to edit what information is shared, you can get back to that same screen by clicking the "Edit shared information" link at the top of the Directory:



ADDING YOUR PROFILE PHOTO

If you would like to update your profile photo, use one of the following steps:

From your computer:

1. Login to Church Center on your computer.
2. Click on the profile image in the upper-right corner of the home page and choose profile from the drop-down menu.
3. Click on the edit pencil that appears on your initials and choose Upload photo.
4. Choose your image and you're done!
5. You can also update all of your profile information and any settings from this screen.

From your phone:

1. Login to your Church Center App on your phone.
2. Click on the profile image in the upper-right corner of the home page. This will take you to your account dashboard. This is where you can update all of your profile information and any settings.
3. Click on your name at the top of the screen.
4. Click on your existing image (your initials) to update. You can use an existing image or take a selfie.
5. Once you have selected your photo, make sure to click on **Update** in the upper-right corner so the changes will take effect.

If you have any questions, please contact the church office at 513-459-0800 or email office@hopemason.org. We look forward to seeing you in the directory!