

# Asbury Online Directory – Setup and Use Instructions

## 07/06/2020

### Contents

Overview .....	2
Getting Started.....	3
Access the Asbury Online Directory.....	4
Login or Sign up for an Account .....	4
Step 1 – Click “Sign Up” for an account. ....	4
Step 2 – Choose your verification method. ....	5
Verify by Email. ....	5
Verify by Phone. ....	6
Verify by Birthday. ....	7
Setup your Password. ....	7
Update Your Profile Information .....	8
Verify/Edit Personal Information.....	9
Change Privacy Settings .....	10
Change Email or Password for Account Login .....	11
Search Directory.....	12
Print Directory.....	14

# Asbury Online Directory – Setup and Use Instructions

## 07/06/2020

### Overview

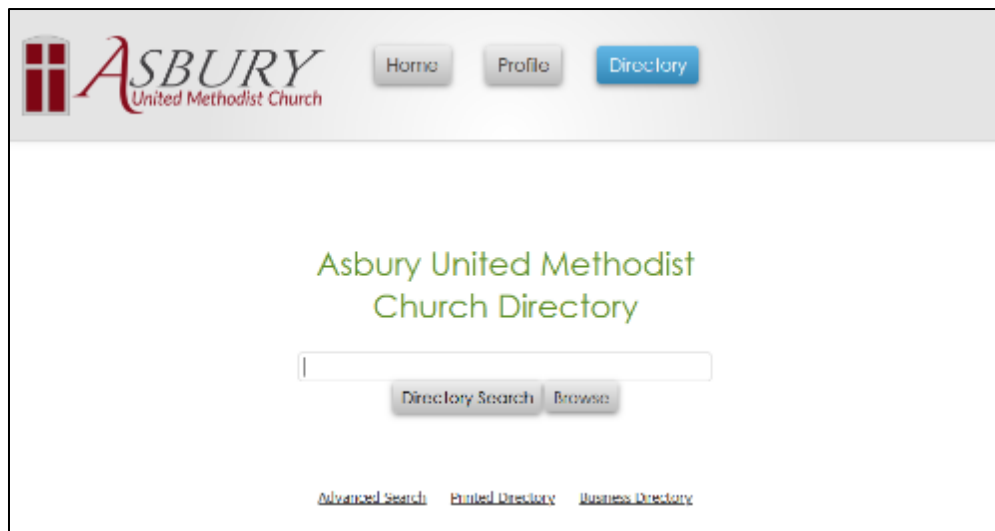
Asbury has made available an online directory for its congregation. This online directory is secure and requires a username & password to access. The online directory is available via browser using a computer, tablet or smart phone.

Only members and regular attendees of Asbury United Methodist Church are given access to the online directory.

You have control over the visibility of your profile information. Initially, only your name will be visible to other users of the online directory. For others to see more information about you, you must update your Privacy Settings and allow access. You can control access to your home address, phone numbers, email, anniversary and birthdates, etc.

Features of the Asbury Online Directory include:

- You can search the online directory by name, city, zip, etc.
- You can upload your family and individual pictures to the online directory
- You can update your contact information in the online directory and the church office will be contacted automatically to verify your changes and update your information in the church database.
- You can get a PDF version of the directory to print at home. You can even include family pictures that others have uploaded to the printed directory.



# Asbury Online Directory – Setup and Use Instructions

## 07/06/2020

### Getting Started

To get started using the Asbury Online Directory you'll have to complete the following **three steps**:

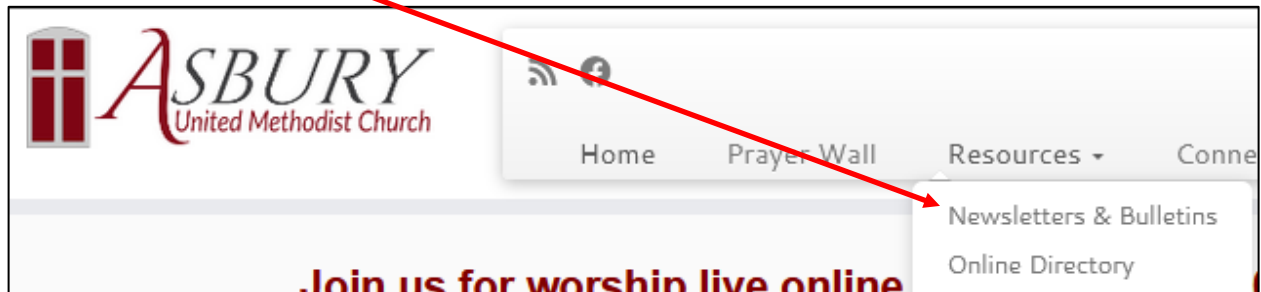
1. Signup for your account and setup your password – See page 4
2. Review/Update your profile information (address, email, phone #'s) – See page 8
3. Set your Privacy Settings so others can see your information – See page 10

# Asbury Online Directory – Setup and Use Instructions

## 07/06/2020

### Access the Asbury Online Directory

You can access the Asbury Online Directory by going to the Asbury Website (<https://asburyunitedmethodist.org/>), click “Resources” on the menu then choose Online Directory.

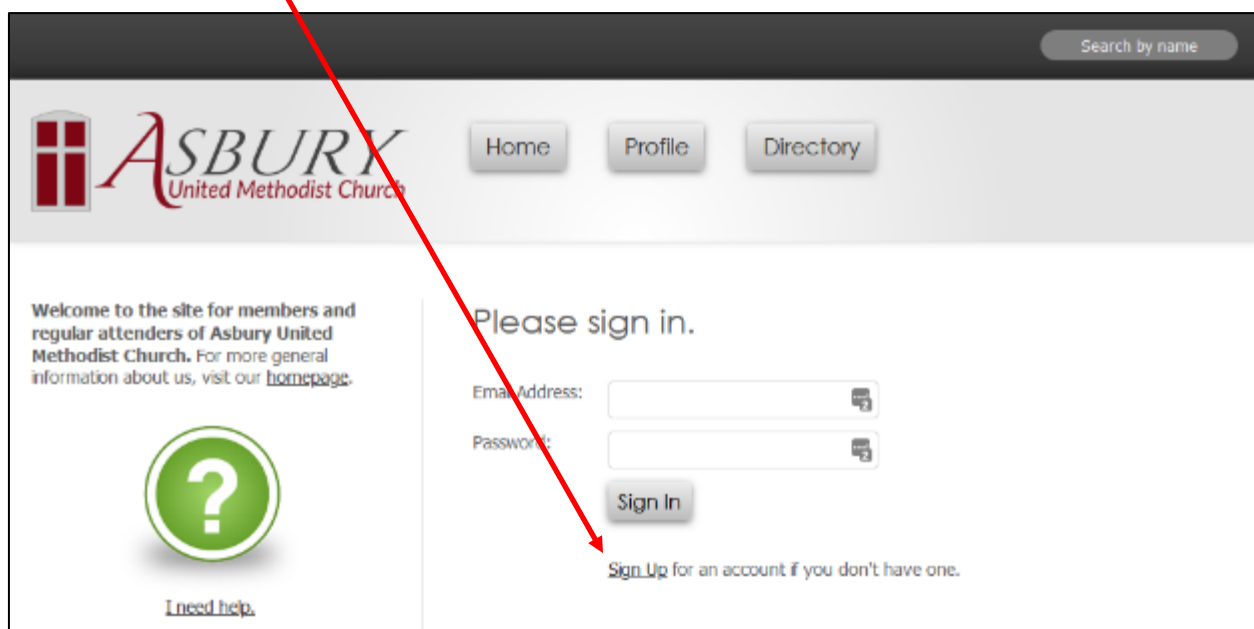


### Login or Sign up for an Account

If you have already setup & verified your online directory account, enter your email & password and click the “Sign In” button.

Your Online Directory Account needs to be setup & verified before you can access the Online Directory. There are 3 ways to verify, email, mobile phone (text message). . Email & mobile phone are the fastest way to verify. **The Verify by Birthday functionality does not work correctly.** If you are unable to verify by email or mobile phone, please call the church office for assistance.

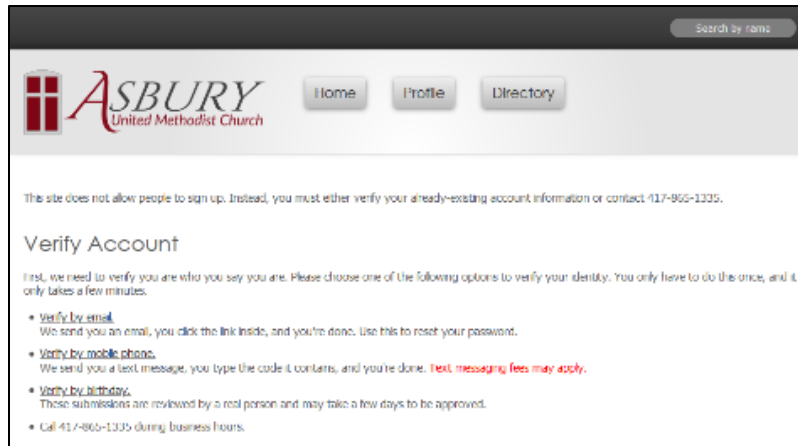
### Step 1 – Click “Sign Up” for an account.



# Asbury Online Directory – Setup and Use Instructions

## 07/06/2020

### Step 2 – Choose your verification method.



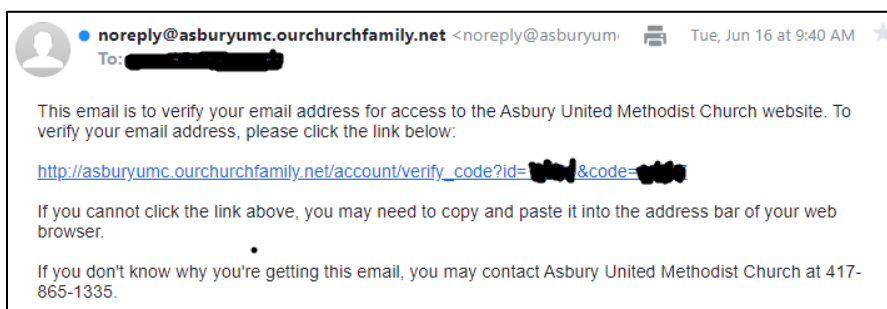
The screenshot shows the Asbury United Methodist Church website. At the top, there is a search bar labeled 'Search by name'. Below the header, there are three buttons: 'Home', 'Profile', and 'Directory'. The main content area has a message: 'The site does not allow people to sign up. Instead, you must either verify your already-existing account information or contact 417-865-1335.' Below this is a section titled 'Verify Account'. It says: 'First, we need to verify you are who you say you are. Please choose one of the following options to verify your identity. You only have to do this once, and it only takes a few minutes.' There are three bullet points: 'Verify by email' (We send you an email, you click the link inside, and you're done. Use this to reset your password.), 'Verify by mobile phone' (We send you a text message, you type the code it contains, and you're done. Text messaging fees may apply.), and 'Verify by birthday' (These submissions are reviewed by a real person and may take a few days to be approved. Call 417-865-1335 during business hours.).

**Verify by Email. IMPORTANT – Asbury must already have your email address on file for the Verify by Email to work. If your email address is not found, please contact the church office for help.**

Enter your email address and click the Verify Email button. You will receive an email with a link to verify your email address. If you don't receive an email after a few minutes, check your SPAM folder. Click the link to complete the verification of your email address. Proceed to the "Setup Your Password" instructions on page 7.



The screenshot shows the 'Verify by email' form. It has a header with the Asbury United Methodist Church logo and navigation buttons. The main text says: 'Verify by email. Enter your email address, then click the button below. If we have the address on file, an email will be sent to it allowing you to verify yourself and gain access to this site.' Below this is a text input field labeled 'Type your email address here:' and a 'Verify Email' button.



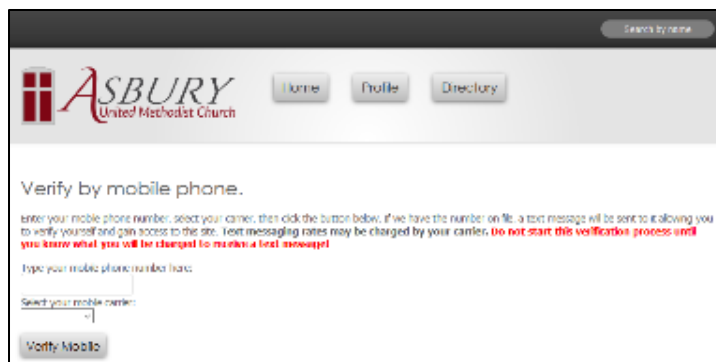
The screenshot shows an email from 'noreply@asburyumc.ourchurchfamily.net' dated 'Tue, Jun 16 at 9:40 AM'. The email body says: 'This email is to verify your email address for access to the Asbury United Methodist Church website. To verify your email address, please click the link below: [http://asburyumc.ourchurchfamily.net/account/verify\\_code?id=XXXX&code=XXXX](http://asburyumc.ourchurchfamily.net/account/verify_code?id=XXXX&code=XXXX) If you cannot click the link above, you may need to copy and paste it into the address bar of your web browser. If you don't know why you're getting this email, you may contact Asbury United Methodist Church at 417-865-1335.'

# Asbury Online Directory – Setup and Use Instructions

## 07/06/2020

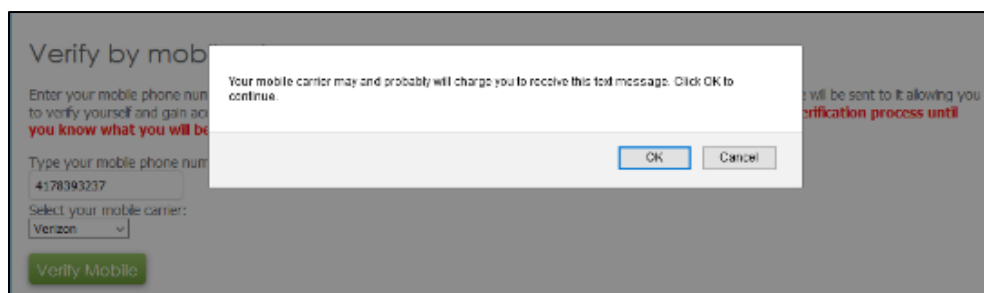
**Verify by Phone. IMPORTANT – Asbury must already have your cell phone number on file for the Verify by Phone to work. If your cell phone number is not found, please contact the church office for help.**

Enter your cell phone number and choose your cell phone provider from the list and click the “Verify Mobile” button. If your cell phone provider is not on the list, you must select the verify by email method or call the church office for help.



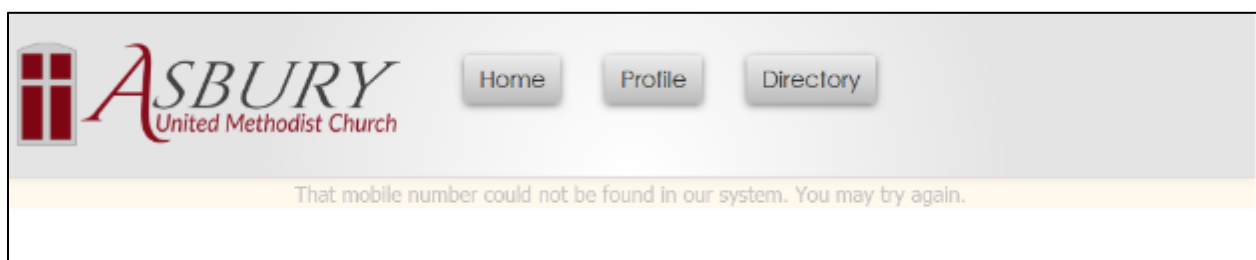
The screenshot shows the 'Verify by mobile phone' page on the Asbury United Methodist Church website. At the top, there is a search bar and navigation links for 'Home', 'Profile', and 'Directory'. The main heading is 'Verify by mobile phone.' Below this, a paragraph explains the process: 'Enter your mobile phone number, select your carrier, then click the button below. If we have the number on file, a text message will be sent to it allowing you to verify yourself and gain access to the site. Text messaging rates may be charged by your carrier. Do not start this verification process until you know what you will be charged to receive a text message!' There is a text input field for the phone number and a dropdown menu for selecting the mobile carrier. A 'Verify Mobile' button is at the bottom.

Click “Ok” to acknowledge the possibility of a text messaging charge. Text messaging charges will likely only apply if you do not have a text messaging plan on your phone.



This screenshot shows a confirmation dialog box overlaid on the verification page. The dialog box contains the text: 'Your mobile carrier may and probably will charge you to receive this text message. Click OK to continue.' There are 'OK' and 'Cancel' buttons at the bottom of the dialog. In the background, the 'Verify by mobile' form is visible, showing the phone number '4178393237' and the carrier 'Verizon' selected.

If you get the message that “your mobile number could not be found in our system”, that means that the church office does not have your mobile phone on file and you can’t use the mobile phone verification method. Please use the email verification method or call the church office for help.

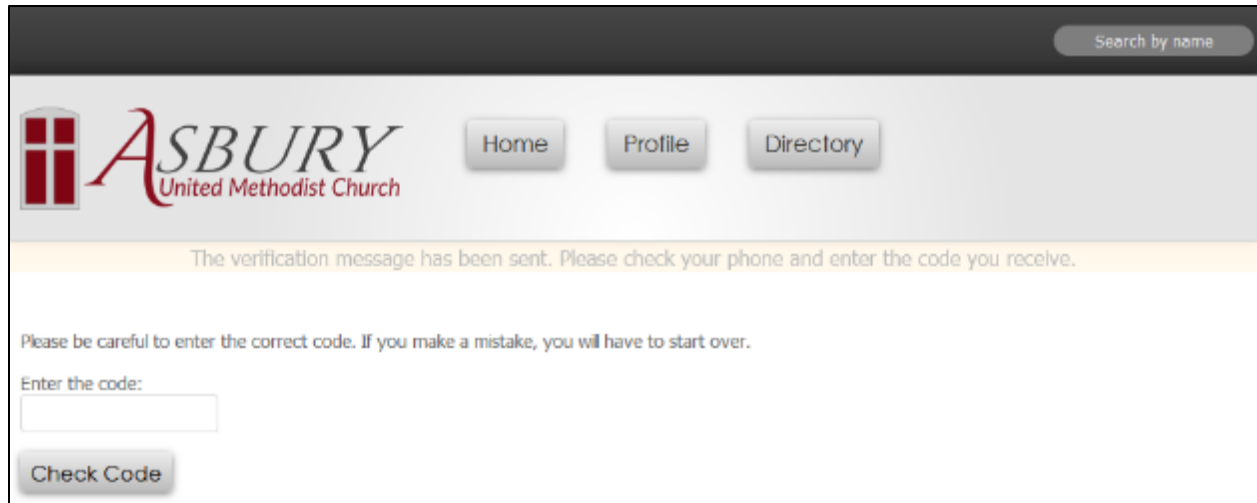


The screenshot shows the top of the Asbury Online Directory with the church logo and navigation links. A yellow banner at the bottom of the page displays the error message: 'That mobile number could not be found in our system. You may try again.'

# Asbury Online Directory – Setup and Use Instructions

## 07/06/2020

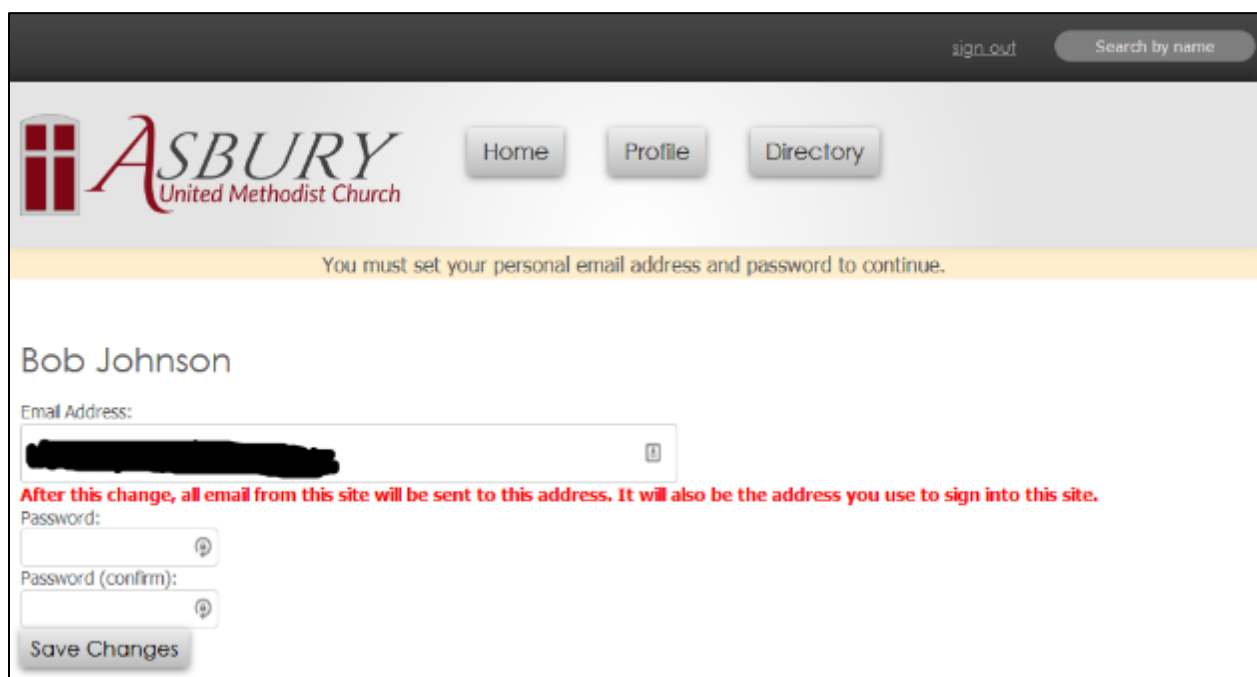
Once you receive your verification code via text message, enter the code when prompted and click “Check Code”. You’ll be taken to the “Setup Your Password” screen (see below).



The screenshot shows the Asbury Online Directory interface. At the top, there is a search bar labeled "Search by name". Below the search bar is the Asbury United Methodist Church logo. To the right of the logo are three buttons: "Home", "Profile", and "Directory". A yellow banner across the middle of the page reads: "The verification message has been sent. Please check your phone and enter the code you receive." Below this banner, a message states: "Please be careful to enter the correct code. If you make a mistake, you will have to start over." There is a text input field labeled "Enter the code:" and a "Check Code" button below it.

**Verify by Birthday.** The Verify by Birthday functionality does not work in this version of the online directory. If you are unable to verify by email or mobile phone, please call the church office for assistance.

**Setup your Password.** Once you have verified your account via email or text, you will be asked to set your password. Please choose a ‘good’ password to keep your profile information safe. Click “Save Changes” when finished.



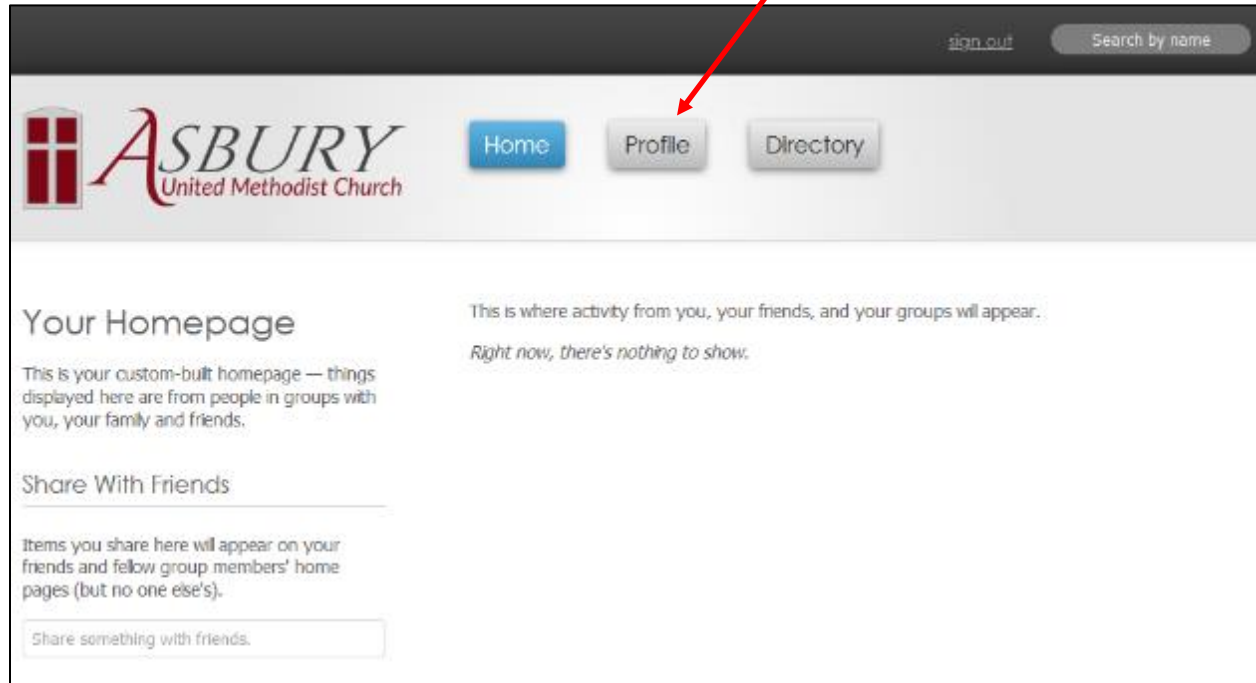
The screenshot shows the Asbury Online Directory interface for password setup. At the top, there is a "sign out" link and a search bar labeled "Search by name". Below the search bar is the Asbury United Methodist Church logo. To the right of the logo are three buttons: "Home", "Profile", and "Directory". A yellow banner across the middle of the page reads: "You must set your personal email address and password to continue." Below this banner, the name "Bob Johnson" is displayed. There is a text input field labeled "Email Address:" with a red warning message below it: "After this change, all email from this site will be sent to this address. It will also be the address you use to sign into this site." Below the email field are two password input fields labeled "Password:" and "Password (confirm):", each with a strength indicator icon. A "Save Changes" button is at the bottom.

# Asbury Online Directory – Setup and Use Instructions

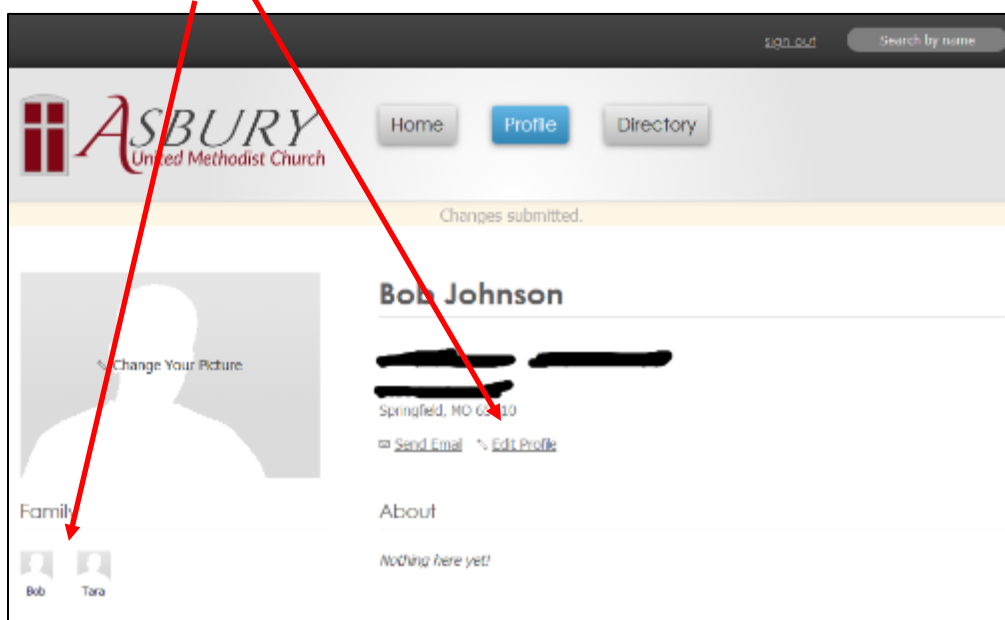
## 07/06/2020

### Update Your Profile Information

To update to your profile, log into your account and click the “Profile” button.



Click on “Edit Profile”. (You can also edit the profiles of other family members by clicking on their name under “Family”).



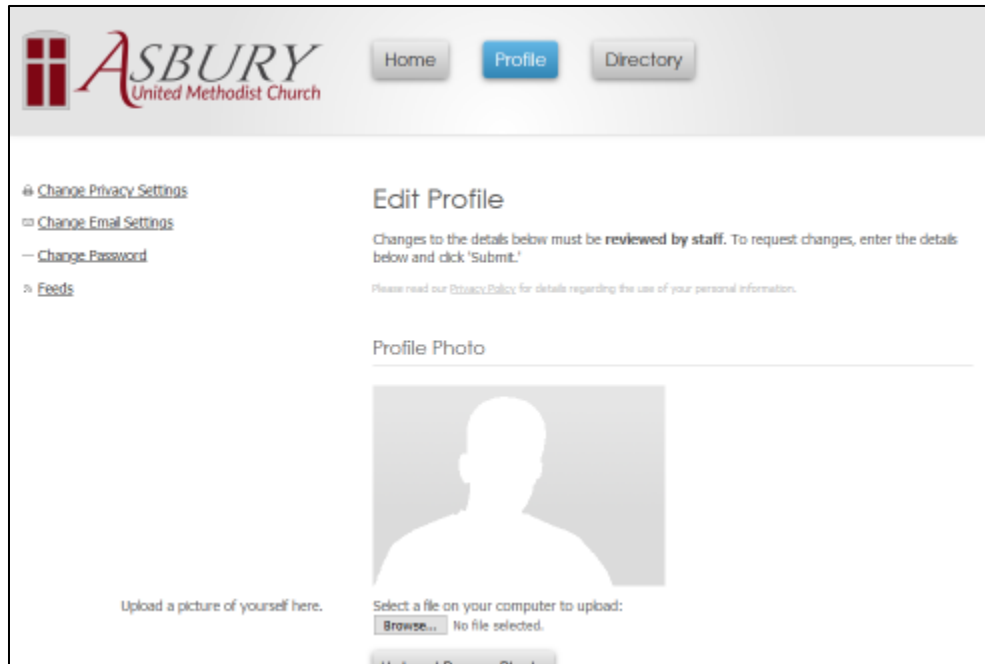


# Asbury Online Directory – Setup and Use Instructions

## 07/06/2020

### Verify/Edit Personal Information

On the Edit Profile screen you can update your personal information, upload pictures of you and your family. Links on the left take you to pages to update your Privacy Settings, Change your email address used to log on and change your password.



The screenshot shows the 'Edit Profile' page of the Asbury United Methodist Church online directory. At the top, there is a header with the church logo and navigation buttons for 'Home', 'Profile' (which is highlighted), and 'Directory'. On the left side, there is a sidebar with links: 'Change Privacy Settings', 'Change Email Settings', 'Change Password', and 'Feeds'. The main content area is titled 'Edit Profile' and contains instructions: 'Changes to the details below must be reviewed by staff. To request changes, enter the details below and click 'Submit.''. Below this, there is a section for 'Profile Photo' with a placeholder image and a text prompt 'Upload a picture of yourself here.' with a 'Browse...' button. At the bottom of the page, there is a 'Save Changes' button.

When updating your personal information, be sure to scroll to the bottom of the page and click the “Save Changes” button.



This screenshot shows the bottom portion of the 'Edit Profile' page. It features two text input fields: 'Business Website:' and 'Business Address:'. Below these fields is a 'Save Changes' button. A red arrow points from the top of the page down to the 'Save Changes' button, emphasizing the instruction to scroll to the bottom. At the very bottom of the page, there is a footer with the text: '© 2020, Asbury United Methodist Church · [Privacy Policy](#) · Powered by [OneBody](#)'.

# Asbury Online Directory – Setup and Use Instructions

## 07/06/2020


### Change Privacy Settings

Click “Change Privacy Settings” on the left side of the Edit Profile page.





Indicate by checking the boxes what information you want to share with other online directory users. Click the “Save Changes” button when done.

**Privacy**

You can change the privacy settings for your family here. Items with a checkmark are visible to other members who sign into this website. Click the  to set privacy for groups (optional). To understand how we use the personal information of you and your family, please read our [Privacy Policy](#).

**Visible<sup>1</sup>**

Family	Visible <sup>1</sup>	Activity <sup>2</sup>	Anniversary	Address	Home Phone	Mobile Phone	Work Phone	Fax	Email <sup>3</sup>	Birthday
 Bob	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 Tara	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup>Setting a profile to be invisible will cause you to not appear in any directory searches. You can still join groups and receive group email and email from site administrators though.

<sup>2</sup>Hide your activity if you do not want friends and/or fellow group members to see your public messages, notes, verses, etc. on their home page. Note: private messages are never displayed, regardless of this setting.

<sup>3</sup>You can still receive email through the site, without revealing your email address on the Web.

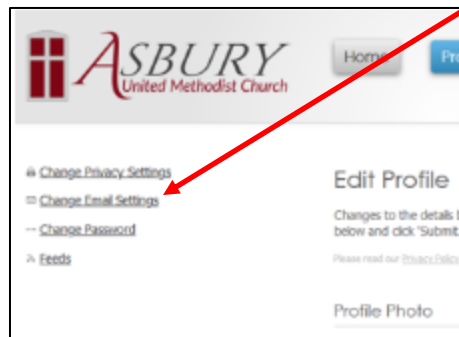
**NOTE: When you view your own profile, you will see all of your (and your family's) personal information. The Privacy settings above only apply when other people look at your profile.**

# Asbury Online Directory – Setup and Use Instructions

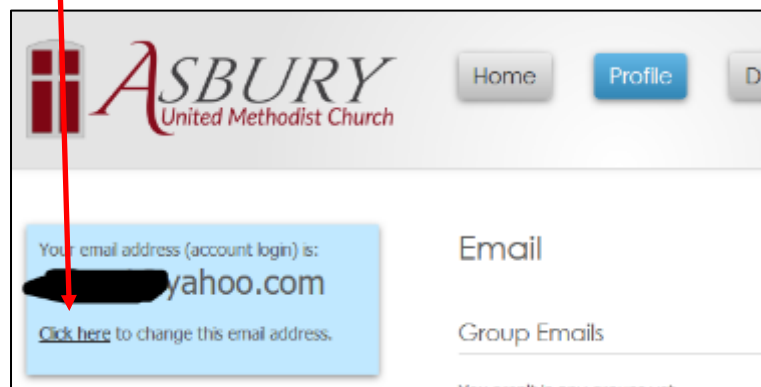
## 07/06/2020

### Change Email or Password for Account Login

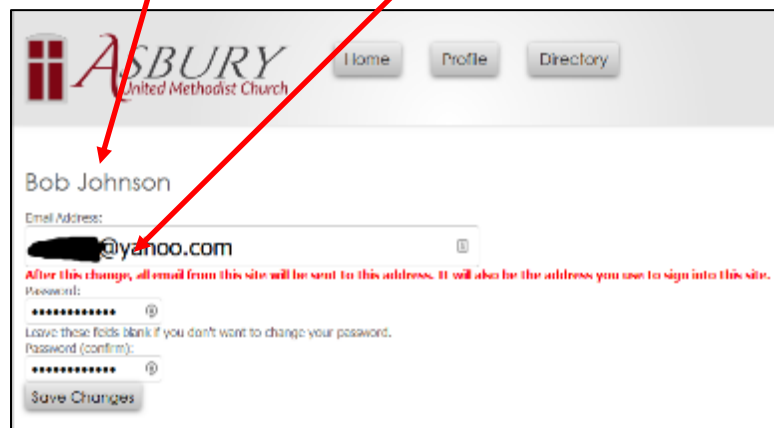
To change the email account you use for logging in first click “Change Email Settings” on the Edit Profile page. Choose “Change Password” if you want to change your password.



Click the link “Click Here” to change your login email.



Enter your new login email address and/or update your password if needed. Leave the password fields blank if you only want to change your email address login.

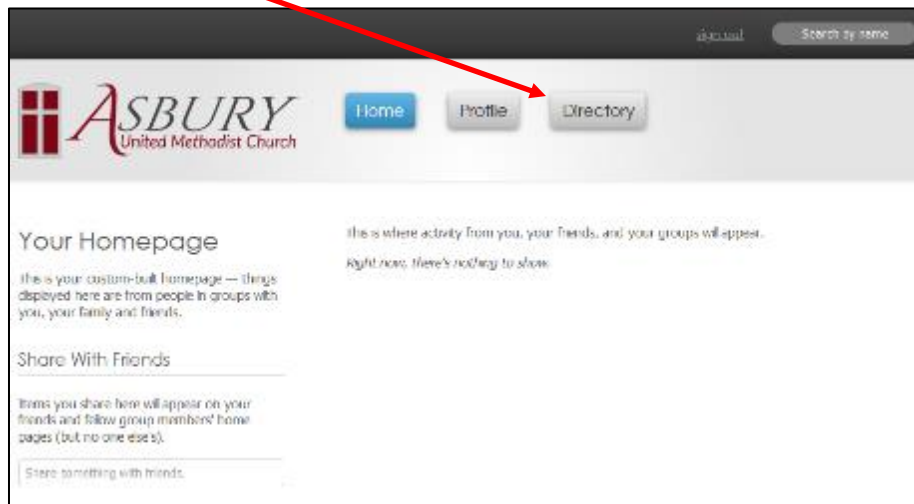
A screenshot of the Asbury United Methodist Church website's 'Edit Profile' page. The header shows the church logo and 'Home', 'Profile', and 'Directory' buttons. The main content area shows the user's name 'Bob Johnson'. Below the name is the 'Email Address' field, which contains a redacted email address ending in '@yahoo.com'. A red arrow points to this field. Below the email field is a red warning message: 'After this change, all email from this site will be sent to this address. It will also be the address you use to sign into this site.' Below this are two 'Password' fields, each with a red arrow pointing to it. The first is labeled 'Password:' and the second is labeled 'Password (confirm):'. Both fields contain masked characters. Below the password fields is a 'Save Changes' button. A red arrow points to this button.

# Asbury Online Directory – Setup and Use Instructions

## 07/06/2020

### Search Directory

Click the “Directory” button to search the directory.



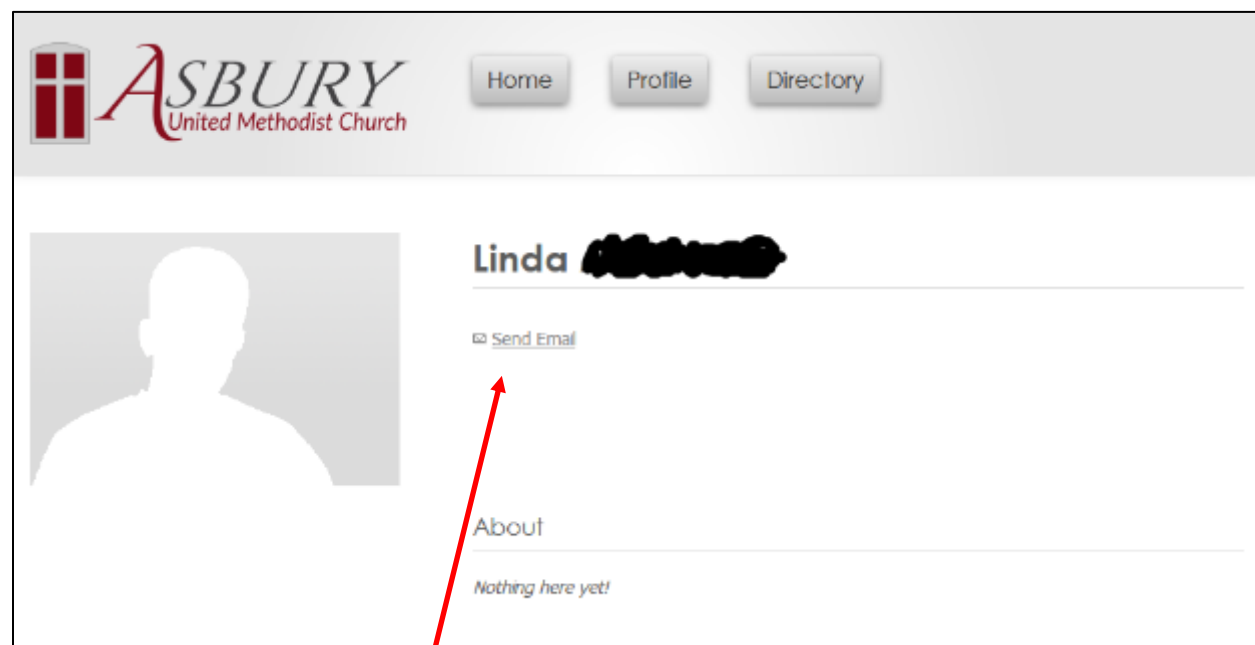
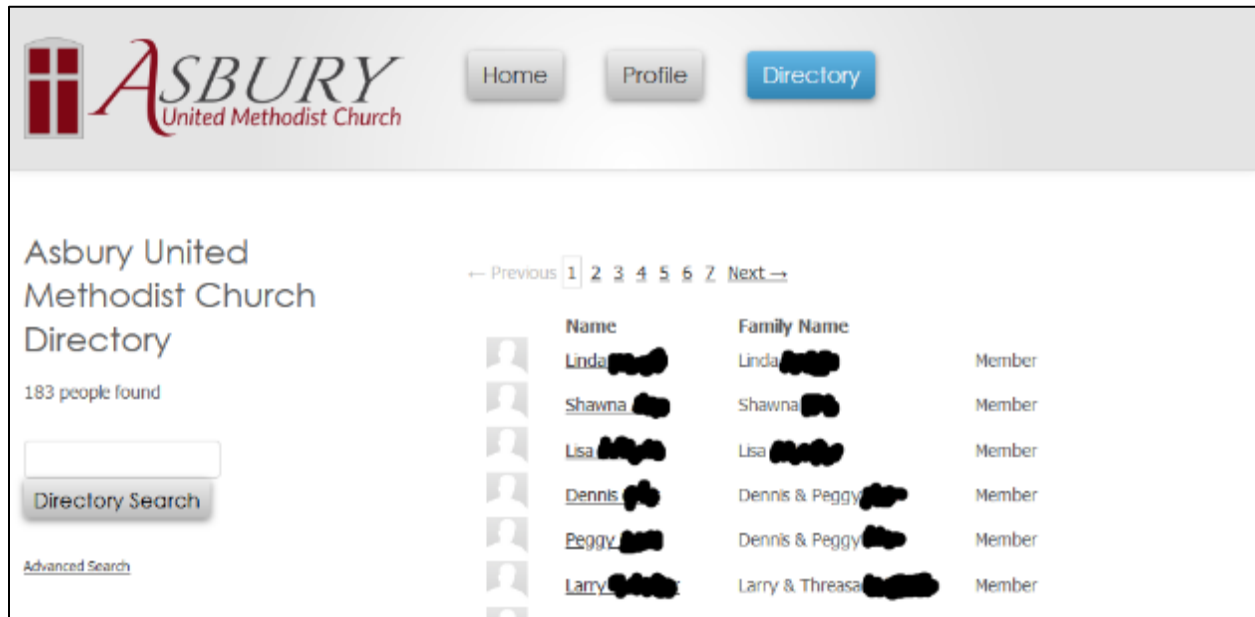
You can enter a partial first or last name and click the “Directory Search” or you can click the “Browse” button to view an alphabetical list. You can click “Advanced Search” to search by other criteria.

A screenshot of the Asbury United Methodist Church Directory search page. The page has a light green background. At the top, the text 'Asbury United Methodist Church Directory' is displayed in a large, green, serif font. Below this text is a white search input field. Under the search field are two buttons: 'Directory Search' and 'Browse'. At the bottom of the page, there are three links: 'Advanced Search', 'Printed Directory', and 'Business Directory'.

# Asbury Online Directory – Setup and Use Instructions

## 07/06/2020

Click on a person's name to view their information. Only people who have setup and verified their account and set their privacy settings to allow their information to be viewed will have their contact and other information visible.



**Please note that the “Send Email” link does not work in this version of the online directory.**

# Asbury Online Directory – Setup and Use Instructions

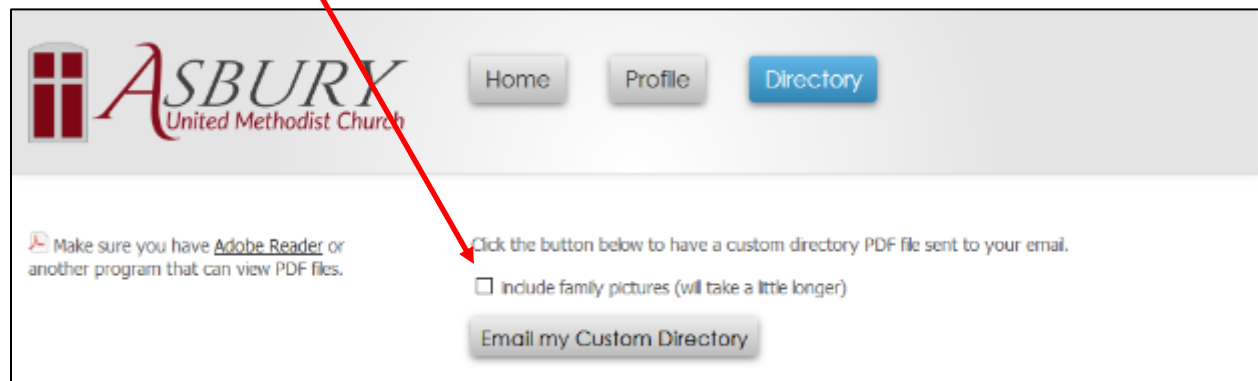
## 07/06/2020

### Print Directory

To get a PDF version of the online directory emailed to you to print at home, click the “Directory” button then click “Printed Directory” towards the bottom of the page.



Check the box if you want to include pictures that people may have uploaded to their profile and then click the “Email my Custom Directory” button. After a short while, you should receive an email with a PDF attachment that contains a printable version of the online directory. Be sure to check your SPAM folder if you don’t receive the email.



There is a time limit between requests for an emailed PDF directory. Be sure to check your SPAM folder if you don’t receive the email.