



## How to sign in:

- ◆ Log into our membership site at [www.onrealm.org/fishingcreekumc](http://www.onrealm.org/fishingcreekumc)
- ◆ Scroll down to the bottom of the Sign in Screen and click **Register Now**.
- ◆ Complete the registration screen by using the email address that is on file in the church office (it is important that you use the email that is on file in the office, otherwise a duplicate profile will be set up.) If you are unsure of the email on file, please contact the office before signing in. An email address is *required* to register. If you do not have an email address, contact the Church Office.
- ◆ Assign yourself a password as directed.
- ◆ You will be directed to check your email for further instructions to complete the registration process.
- ◆ Follow the instructions and you will be brought automatically into your Profile screen showing your personal information. Your account is activated.
- ◆ To select the contact information that you want to be visible to other members, move your cursor to the upper right of the Contact Information line. Click on the pencil icon.
- ◆ If there are changes to your contact information, you may update your profile at this time.
- ◆ Beside the Address and Phone section you will see an icon that looks like a pad lock. Click on the lock. Currently your privacy should be set on "Group Leaders & Church Staff". If you would like others to be able to see that field information, click on "Everyone in the Church". Do this for both fields (Address & Phones).
- ◆ Be sure to scroll to the bottom and click "Save" when you are finished making all updates.
- ◆ You can find other members who have activated their profiles by typing their name in the "Search" field at the top of the page.
- ◆ When you are finished in the database, click on your name in the upper right corner of the screen. Then click "Sign Out".

## Need help??

Our Tech team will be available after each worship service on May 8th, 15th & 24th to help you register and answer questions. See them in the Welcome Center on these dates from 9:15-9:45am & 12:00-12:30pm OR in Fellowship Hall from 10:30-11:00am. Contact the church office with questions.