



church center

Directory is now live on Church Center, our Fellowship Portal!

One of the most anticipated and asked-for features of our new Fellowship portal is the online directory! **We turned it ON last week.**

IMPORTANT!

You should have gotten an email letting you know you've been invited to the directory. You need to open that message and accept the invitation and update and opt in/ out of any information you wish to share. You will not be added to the directory unless you do this.

CAN'T FIND THE EMAIL? Go to your Church Center profile (remember to use your phone number or email we have on file for you. If you create a new profile, things get confusing), and follow the directions at the bottom of this document.

NAME & PHOTO

The directory will be a very useful tool for everyone, even if you only include your name and photo, so please do that! (If you need help adding a photo to your profile, Seth made a handy video at tinyurl.com/UUdirectorypic)

MAILING ADDRESS

In addition to name and photo, address is available to be displayed (or you can opt to hide your address). No other information you have shared on Church Center will be displayed in the directory. If address is not visible as an option to share, you need to add it to your profile first. (It's a good idea to have it on your profile, even if you don't want to share it with the directory. The Fellowship staff might need it!)

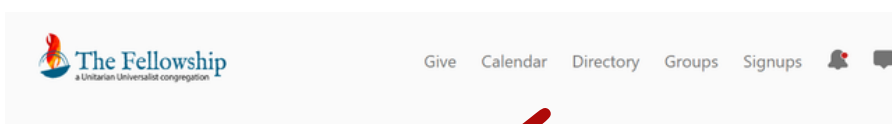
E-MAIL

If you choose to share your email, your address will NOT be displayed directly in the directory. Instead, Church Center will put a button by your name in the directory that says "Contact Me."

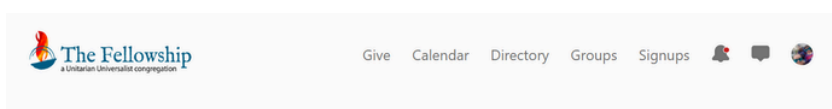
If someone wants to email you, they click that button and send the message through Church Center. You will receive the message to your email inbox, but unless you reply, Church Center will not reveal your email address. It's a handy way for Fellowship folks to reach out to you, while still keeping your email address secure.

READ MORE:

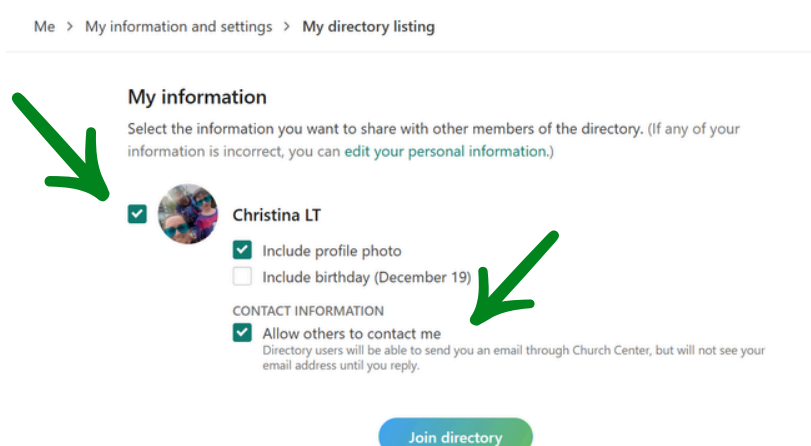
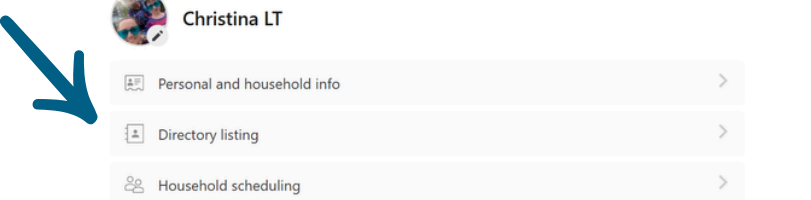
For more info about the directory, read about it on the Church Center website – short link here: tinyurl.com/uuchurchcenterdirectory



First, click **"My information and settings"** under Hello, Name!



Then, click **"Directory Listing."** If that is choice is not available, email Seth@fvuuf.org to request an invitation.



Finally, to opt in, check **the box next to your name**, and select **which items to share**. Remember, "Allow Others To Contact Me" does *not* disclose your email address on the portal.