My St. John's

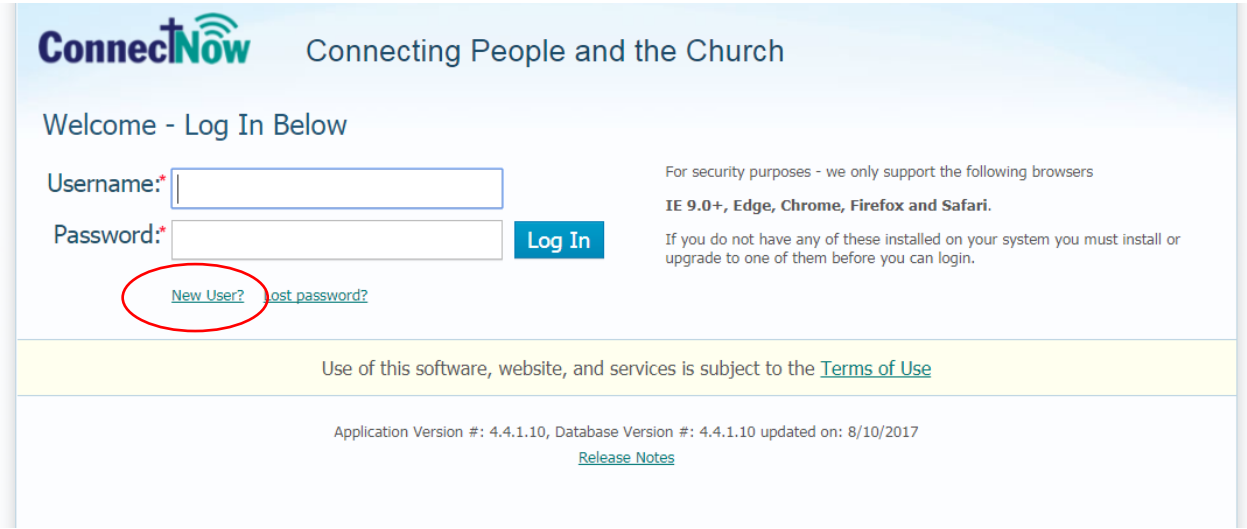
User Guide

Contents

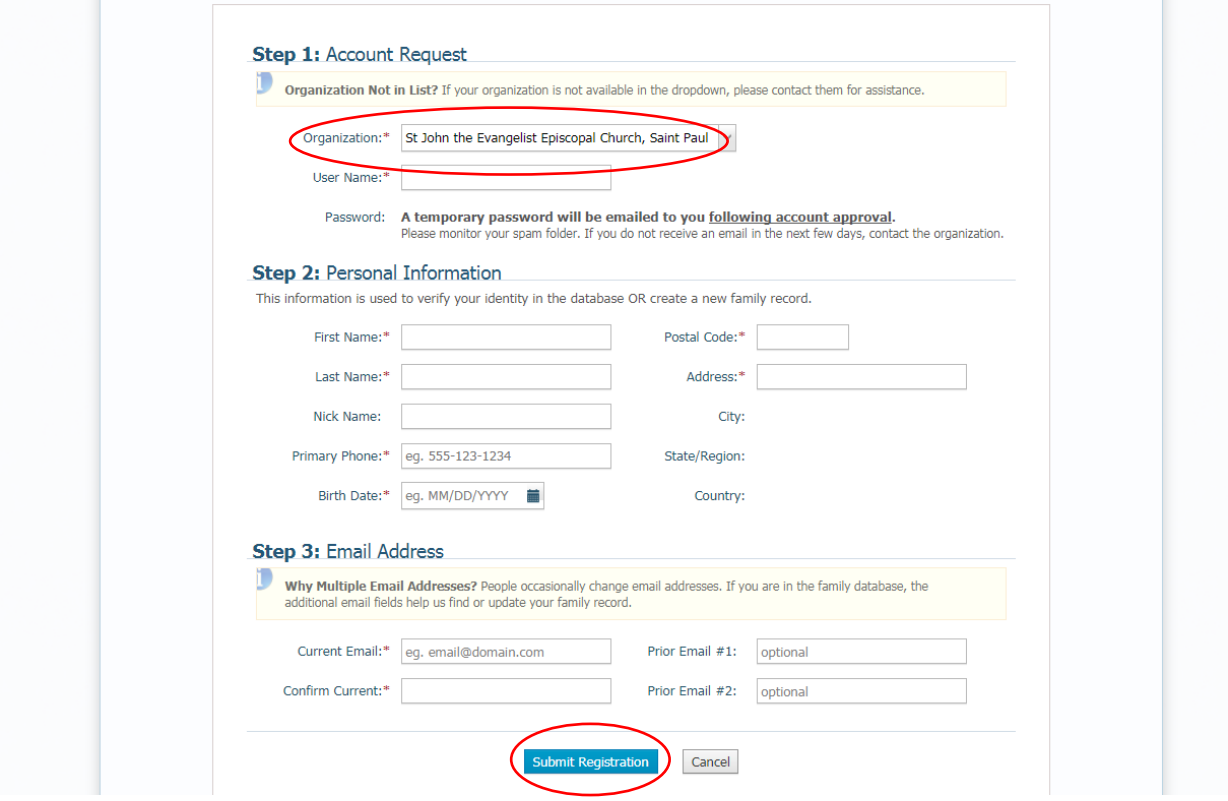
Register for My St. John's 2
Sign In 4
Change Password 4
View & Update Your Family Information 6
Adding a Family Photo 7
Family Name, Family Phone, Email Addresses 8
Address Options 8
Publish Contact Info 9
View & Update Your Family Members 10
Adding a Member's Photo 11
Member Info 12
Sacraments 13
Viewing Another Family Member 14
Adding a Family Member 15
Returning to the Home Page 16
Viewing the Parish Directory 17
Searching Members 17
Searching Families 18

Register for My St. John's

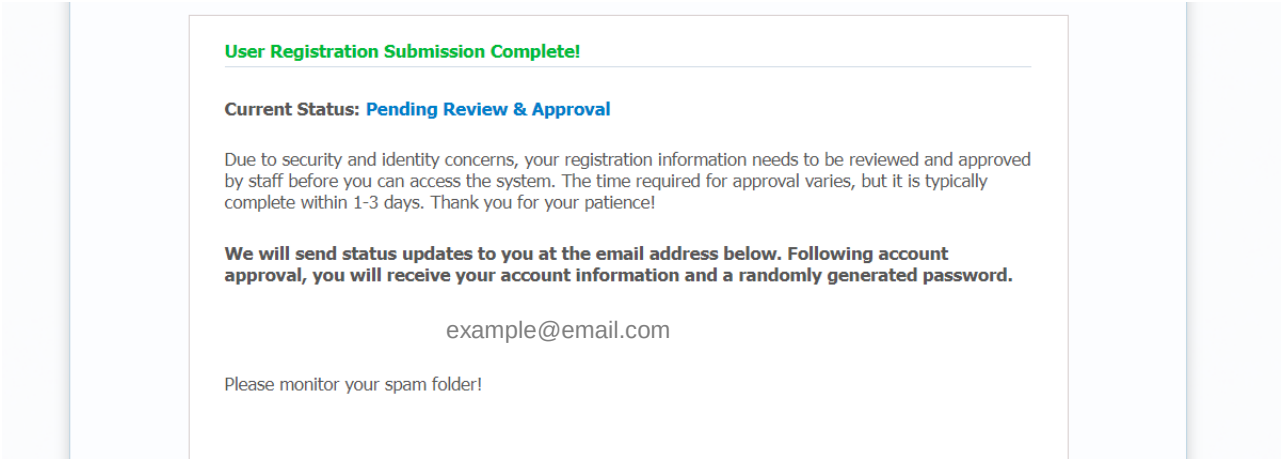
Go to http://tinyurl.com/mystjohns and click on "New User?"



Fill in the New User Registration form with your information. In the Organization drop-down, choose "St John the Evangelist Episcopal Church, Saint Paul."
Click Submit Registration when you are finished.



My St. John's is fully monitored to ensure that only people in the St. John's community are allowed to access the portal. (No spambots allowed!) This means that after you register, our parish administrator will need to approve your registration. Once that happens, you will receive an email with a temporary password to log in.



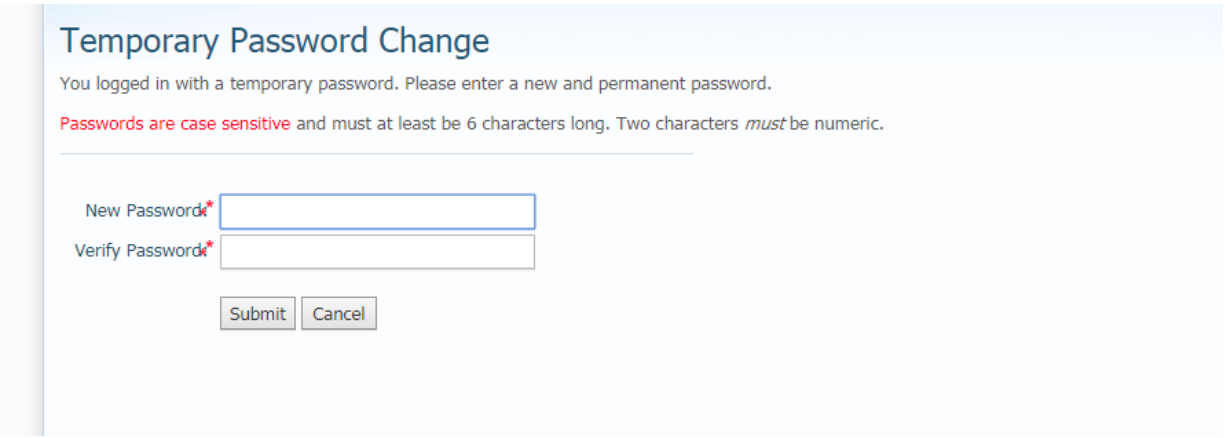
Sign In

Go to http://tinyurl.com/mystjohns

Enter your username and password. If you do not remember your password, click "Lost password?" and follow the instructions to have a new password sent to your email.

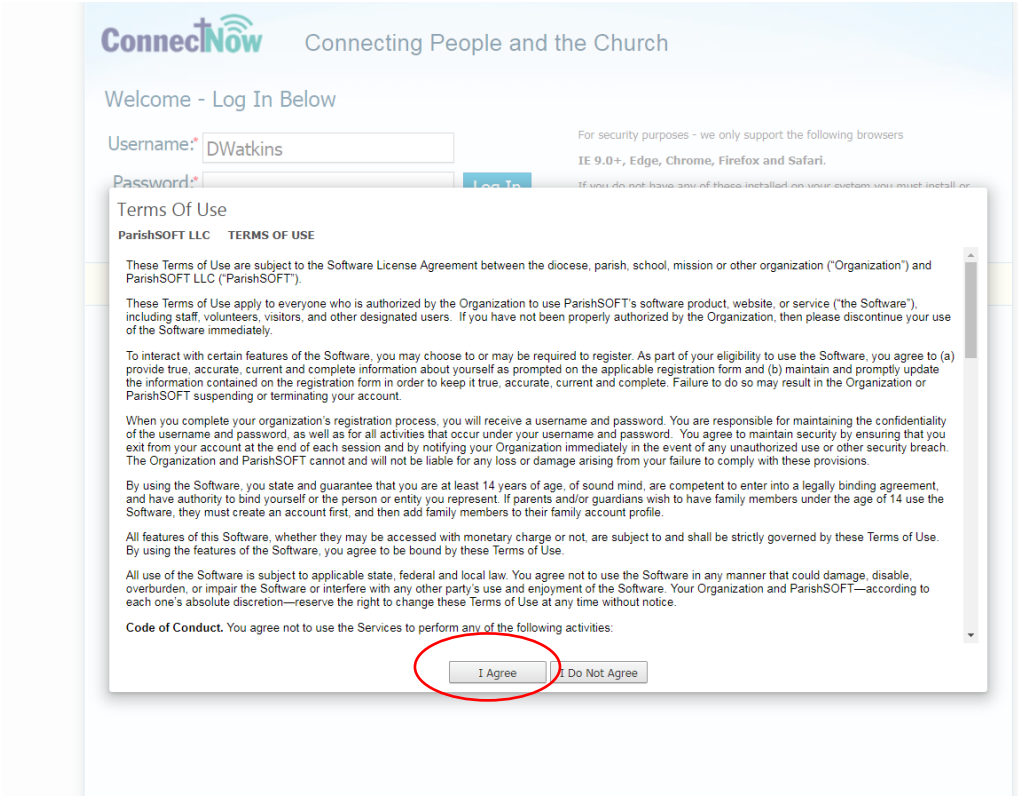
Change Password

If you are logging in for the first time with your temporary password, you will be prompted to change it. Your new password must be at least 6 characters long and include 2 numbers.



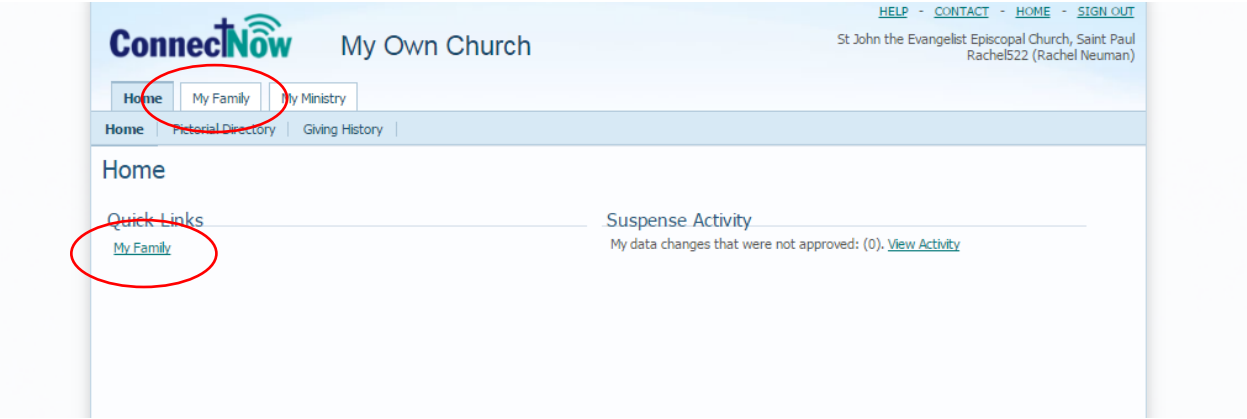
Then click to log in.

If you are logging in for the first time, you will also need to read and agree to the Terms of Use.

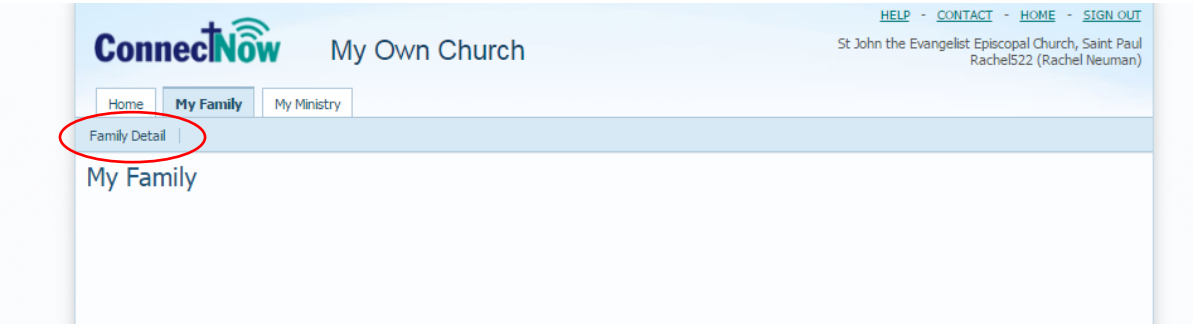


View & Update Your Family Information

Click on "My Family" – either in the tab at the top or the link under Quick Links.

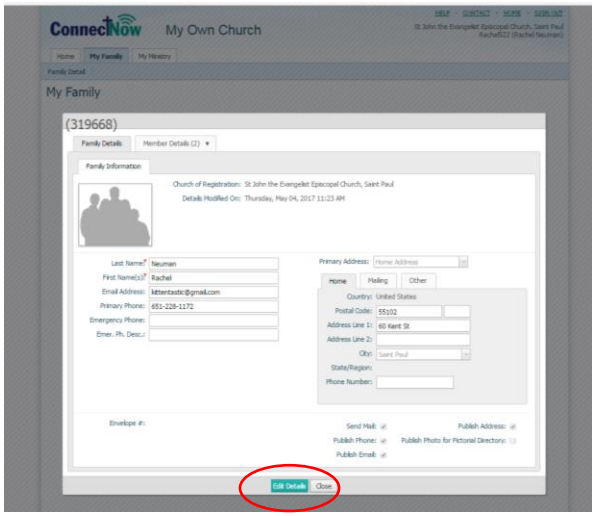


Then "Family Detail"



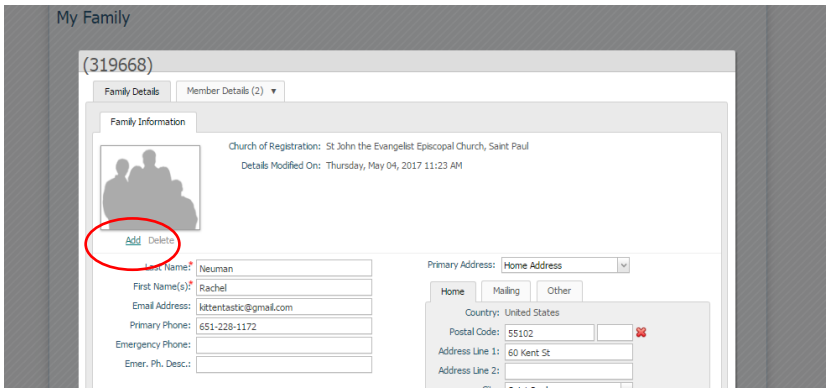
Here you can review the contact information for your entire household.

Click the "Edit Details" button to begin making changes.



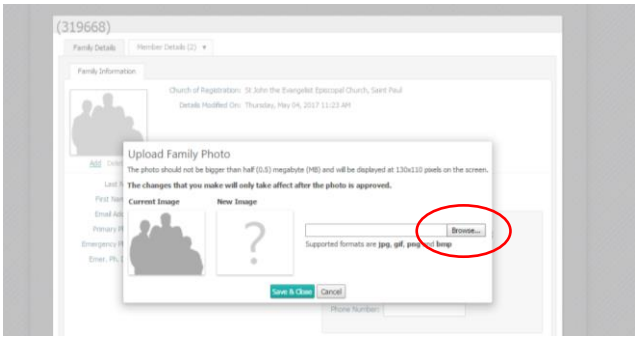
Adding a Family Photo

To add a family photo, click "Add":

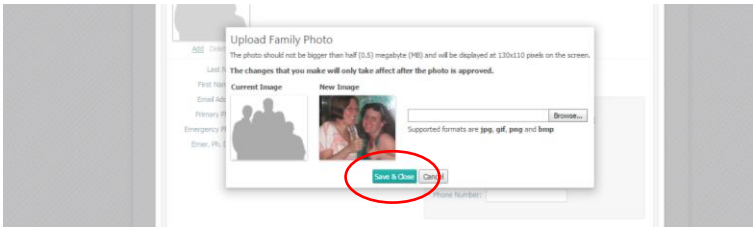


Then click "Browse" to find a photo on your computer. The photo needs to be a JPEG, GIF, PNG, or BMP file and should not be larger than 500KB. If it is too large, use a program like Paint to resize it.

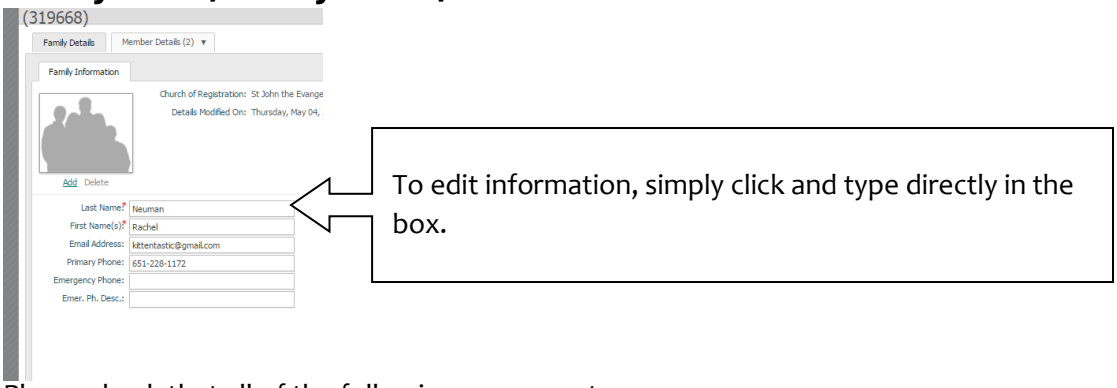
The photos are shown in a box that is 130 pixels wide and 110 pixels high. If you upload a photo with different dimensions, it will appear stretched out, so use a program like Microsoft Paint or Mac Paintbrush to crop it before you add it. If you're not sure how to do that, add the photo anyway and then email Ellie in the office at elizabeth.watkins@stjohnsstpaul.org to let her know you'd like to have your photo cropped.



After you've selected the photo on your computer, it will appear in the "New Image" box. Hit "Save and Close."



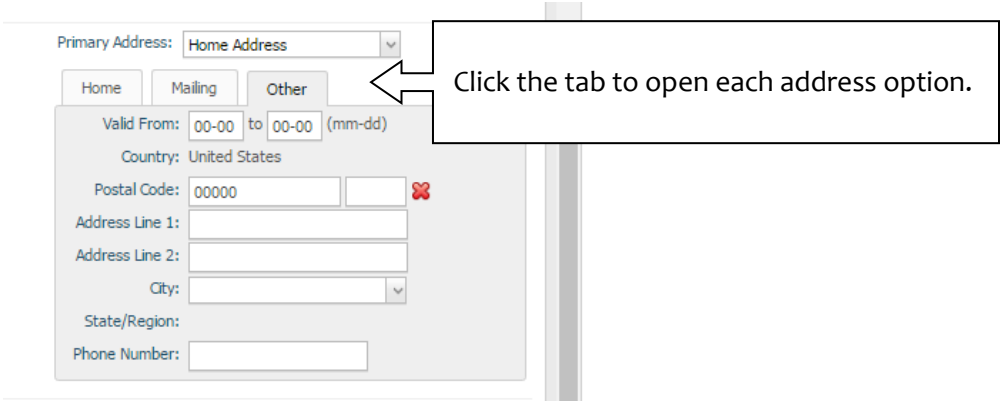
Family Name, Family Phone, Email Addresses



Please check that all of the following are correct:

- Last name (If the adults in your household have different last names, please enter it in as hyphenated. For example, Jim Smith and Stephen Wilson would enter "Smith-Wilson" in the last name field)
- First names of adults (For example, Jim Smith and Stephen Wilson would enter "Jim and Stephen")
- Email address (use semicolons with no spaces to separate multiple emails)
- Primary phone number for household

Address Options



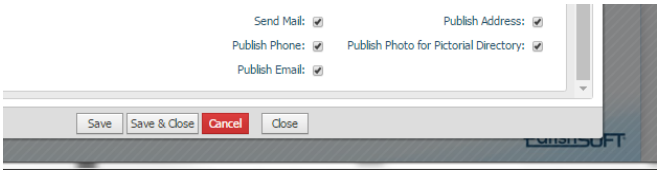
There are three address options available. If your home address is also your mailing address, you only need to fill in the Home tab.

If you would like your mail sent to a different place than your home address, fill out the Mailing tab as well.

If you are going to have a different address temporarily (for example, staying at a cabin for the summer) you can put that address in the Other tab, along with the dates that you will be there.

Use the "Primary Address" dropdown above the tabs to select which is your primary address.

Publish Contact Info



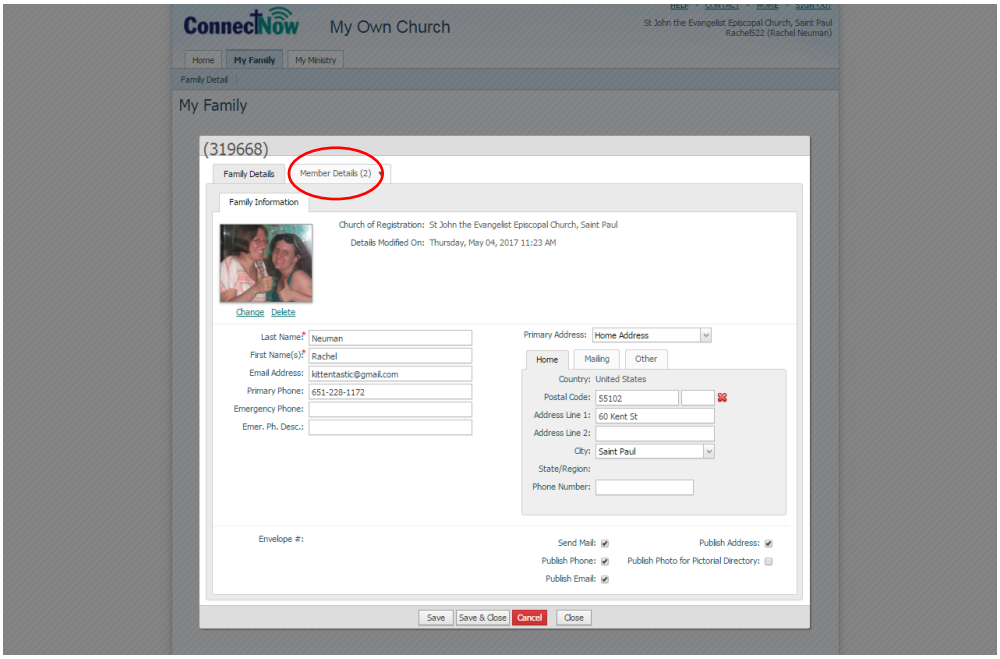
At the bottom of the Family Details page, there are a number of checkboxes. If you do not want your phone number, email, or address to appear in the parish directory, uncheck that box. The information will only be visible to staff.

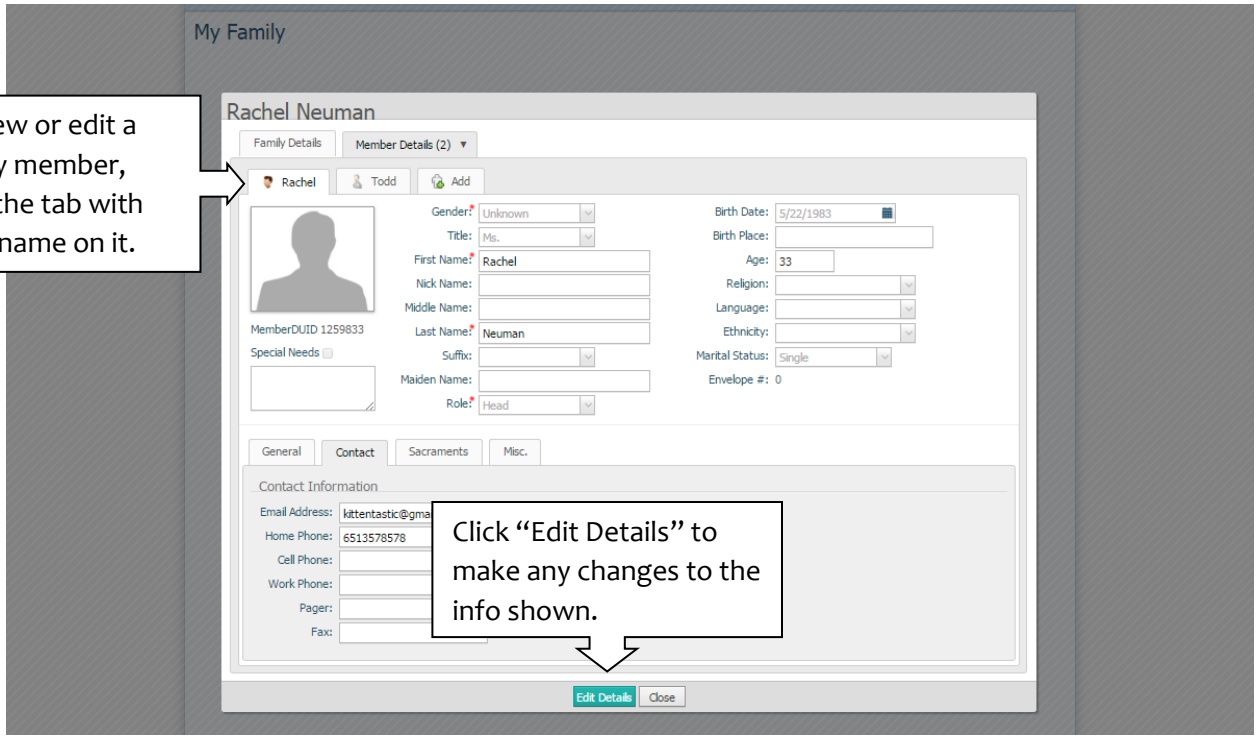
Please make sure your contact info is entered in your record, even if you do not want it published. This database is what clergy use to be able to get in touch with you if they need to, so it is important to have your information correct.

Hit "Save" when you are finished updating your family information.

View & Update Your Family Members

To review the information on individual members of the family, or to add a family member, click "Member Details."



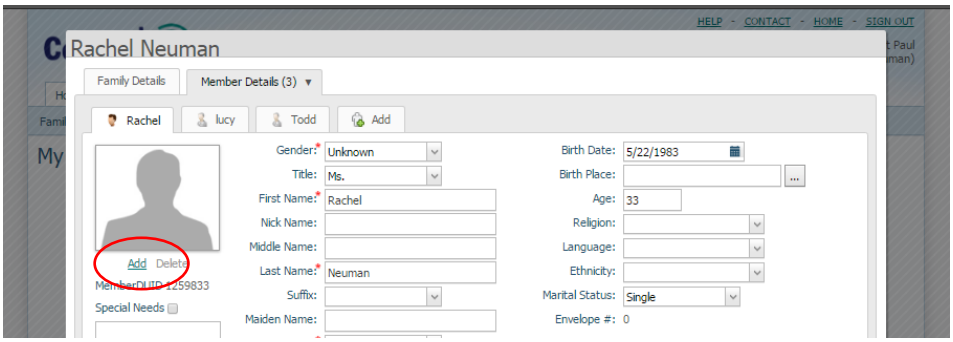


To view or edit a family member, click the tab with their name on it.

Click "Edit Details" to make any changes to the info shown.

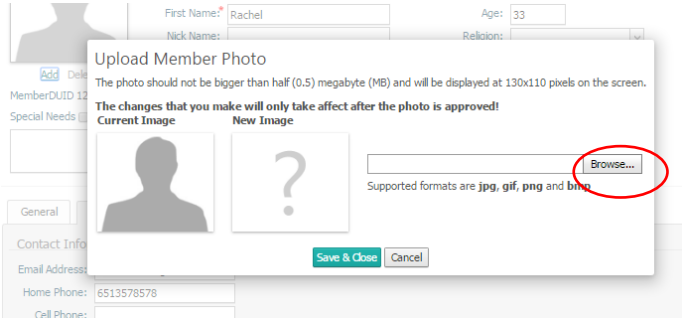
Adding a Member's Photo

To add a member's photo, click "Add":



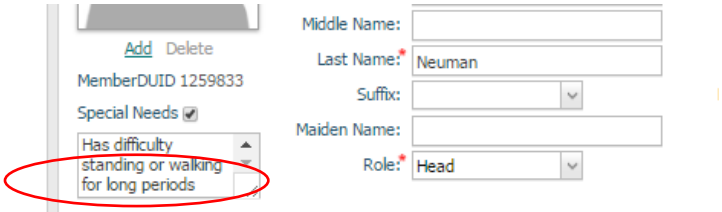
Then click "Browse" to find a photo on your computer. The photo needs to be a JPEG, GIF, PNG, or BMP file and should not be larger than 500KB. If it is too large, use a program like Paint to resize it.

The photos are shown in a box that is 130 pixels wide and 110 pixels high. If you upload a photo with different dimensions, it will appear stretched out, so use a program like Microsoft Paint or Mac Paintbrush to crop it before you add it. If you're not sure how to do that, add the photo anyway and then email Ellie in the office at elizabeth.watkins@stjohnsstpaul.org to let her know you'd like to have your photo cropped.



After you've selected the photo on your computer, it will appear in the "New Image" box. Hit "Save and Close."

If a family member has special needs that you would like the church to know about, please click that checkbox and explain them in the box below.



Click "Save" when you are done.

Member Info

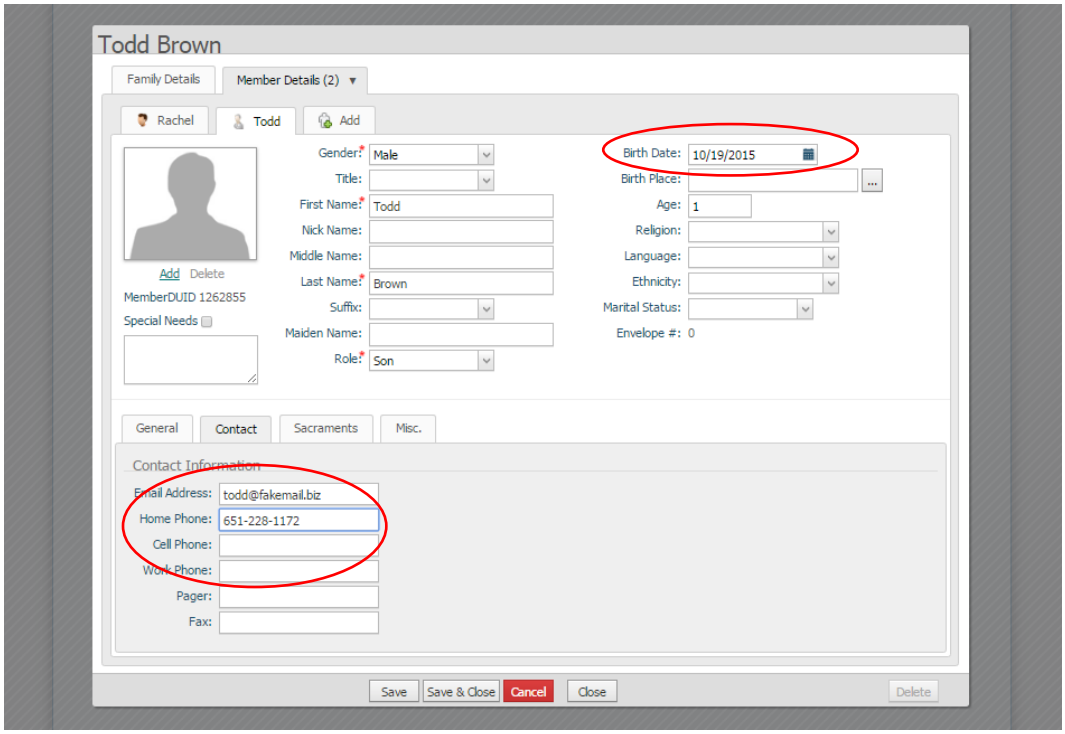
There are four entries that are required to be filled in for each family member:

- Gender: this software requires this to be filled in, and only gives the choices Male, Female, and Unknown. If you prefer not to respond or you identify as nonbinary, please choose Unknown.
- First Name
- Last Name
- Role: Ideally, each household will have one adult set as Head of Household. Other adults can have the role of wife, husband, adult, etc. Minors can be son, daughter, grandson, granddaughter, etc.

So we can connect with you, St. John's would also like to know your

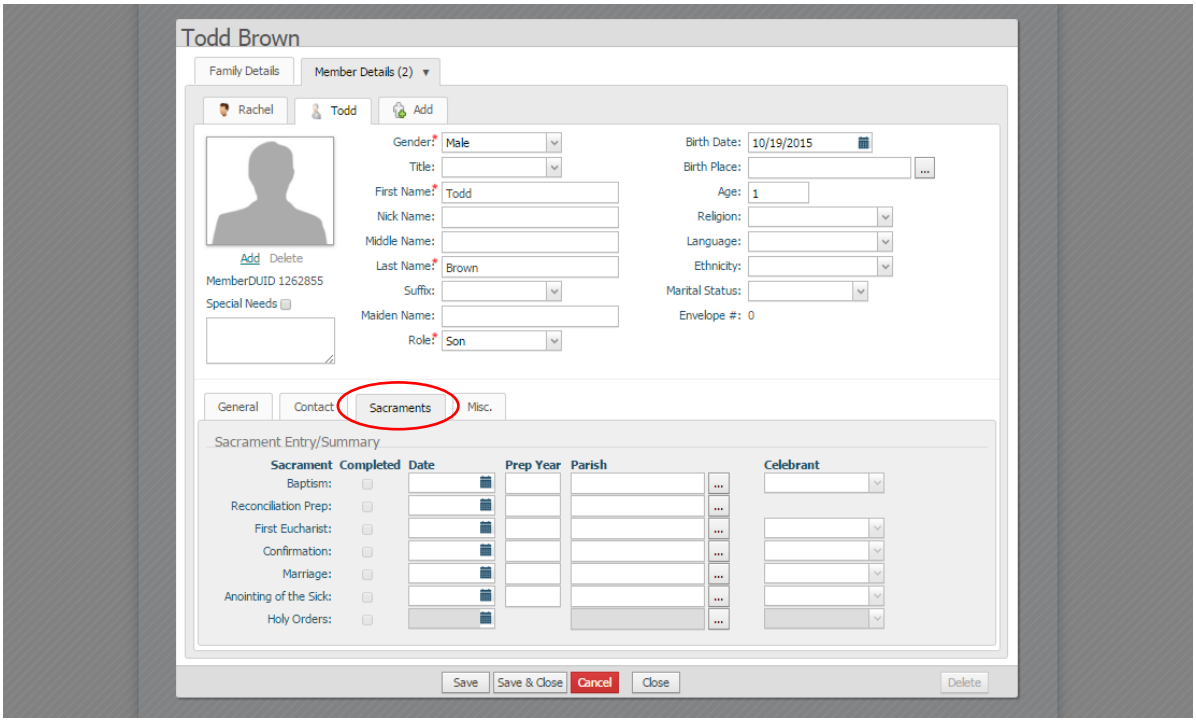
- Date of birth
- Email address
- At least one phone number

All other fields are optional. We do **NOT** recommend entering your Social Security Number on the general tab.



Sacraments

You can also see information on baptisms, confirmations, and marriages, under the "Sacraments" tab:

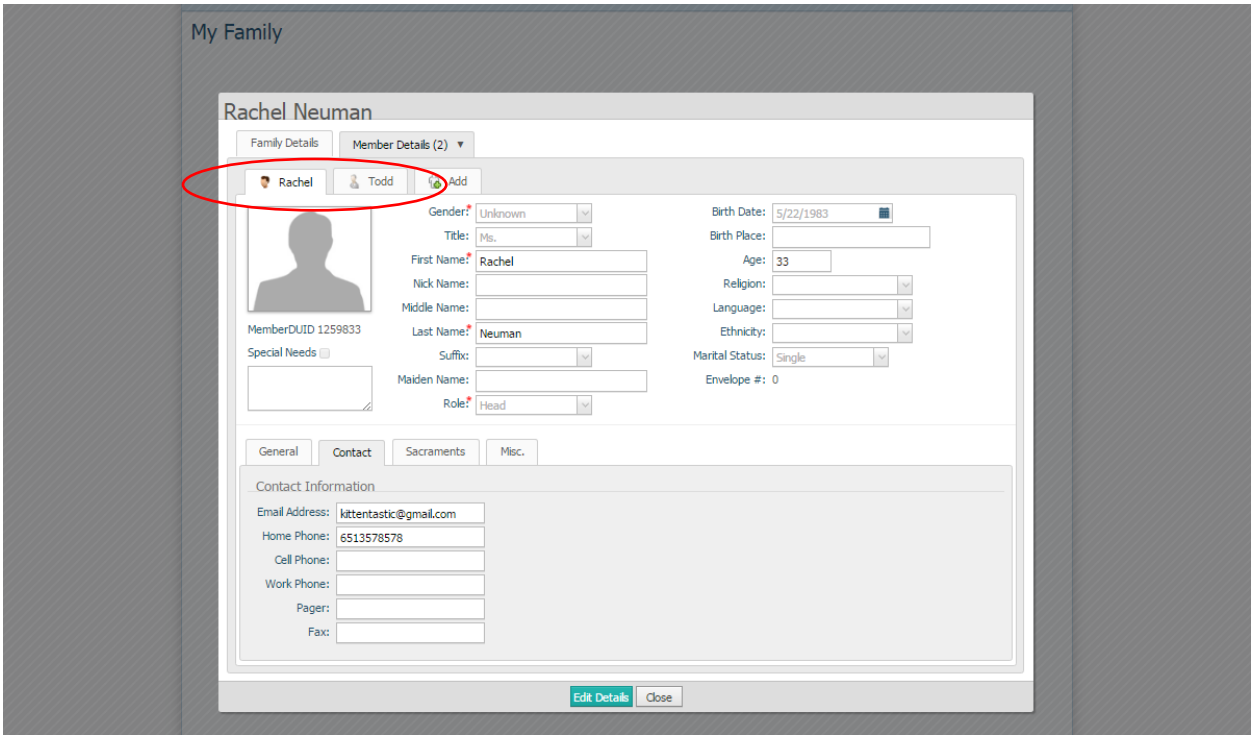


These can only be edited by the church office. If you see something is missing or incorrect, contact Sarah Dull at church@stjohnsstpaul.org to have it updated.

After you are done viewing and updating the member's information, click "Save."

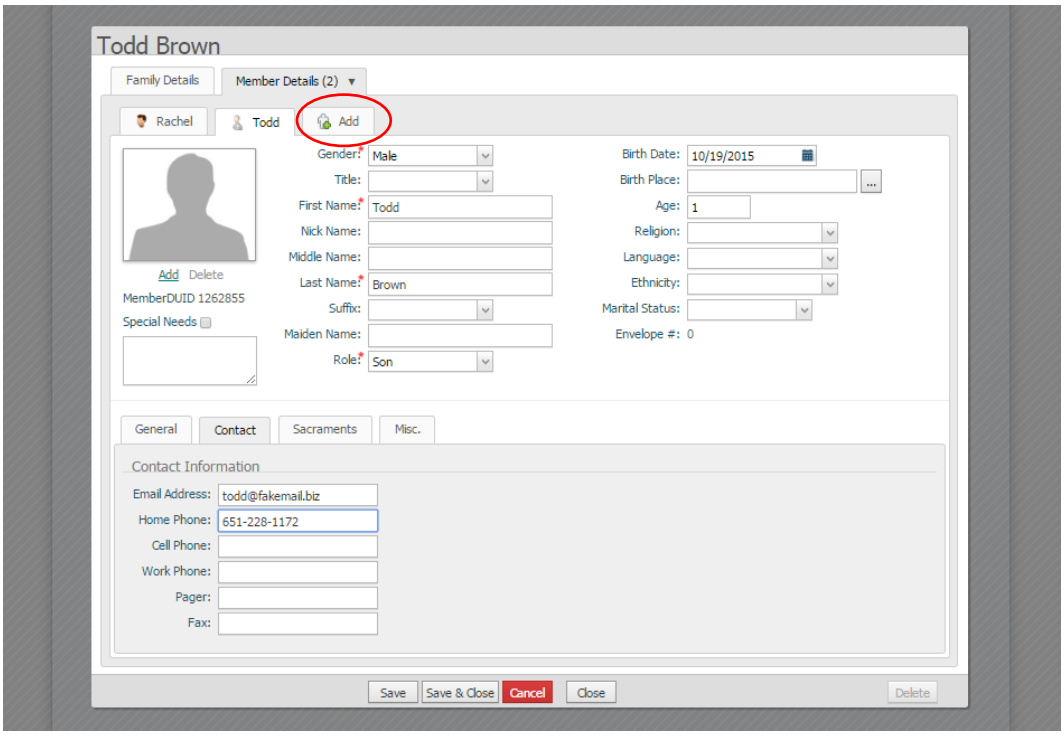
Viewing Another Family Member

If you have additional members to view, click on the tab with the next member's name.



Adding a Family Member

Click the "Add" tab:



Add a photo by following the "Adding a Member's Photo" instructions.

Then fill in the new member's information. Four of the items are required:

- Gender: this software requires this to be filled in, and only gives the choices Male, Female, and Unknown. If you prefer not to respond or you identify as nonbinary, please choose Unknown.
- First Name
- Last Name
- Role: Ideally, each household will have one adult set as Head of Household. Other adults can have the role of wife, husband, adult, etc. Minors can be son, daughter, grandson, granddaughter, etc.

So we can connect with you, St. John's would also like to know your

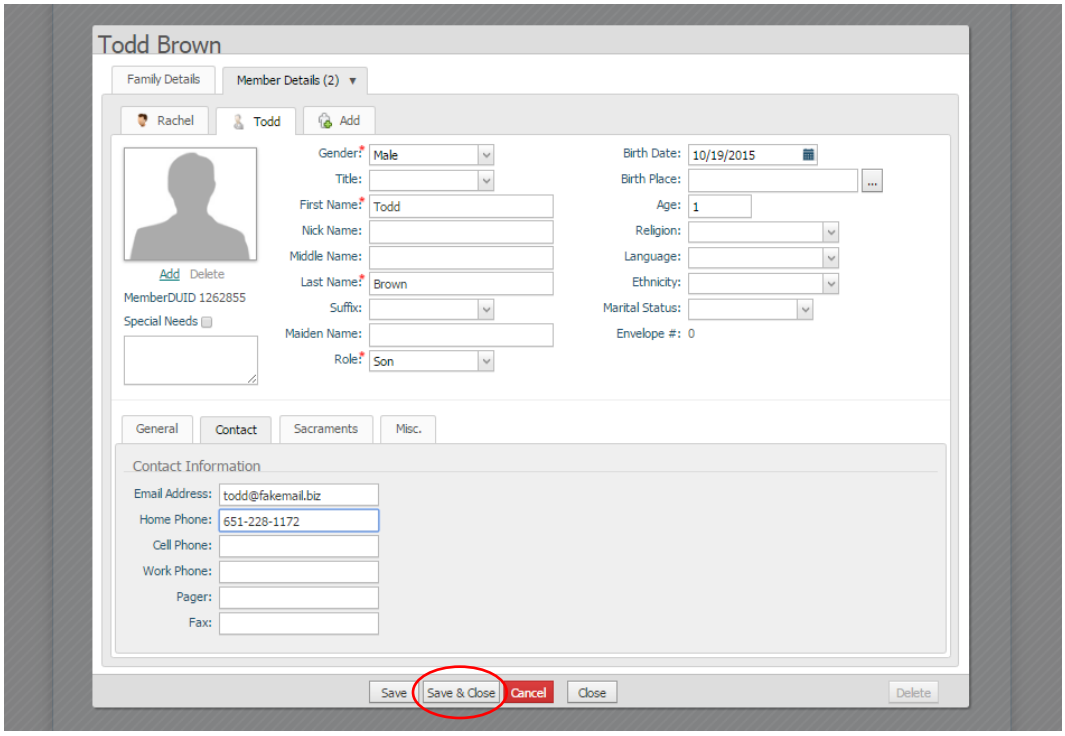
- Date of birth
- Email address
- At least one phone number

All other fields are optional. We do **NOT** recommend entering your Social Security Number on the general tab.

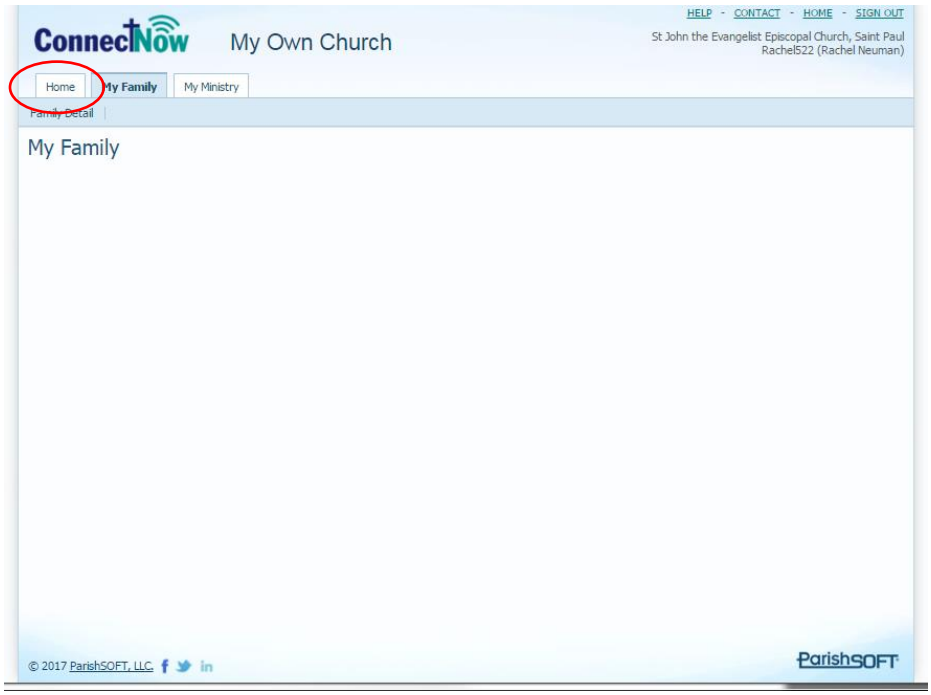
Hit "Save" when you are finished.

Returning to the Home Page

When you are done editing your Family Details and Member Details, click "Save & Close."

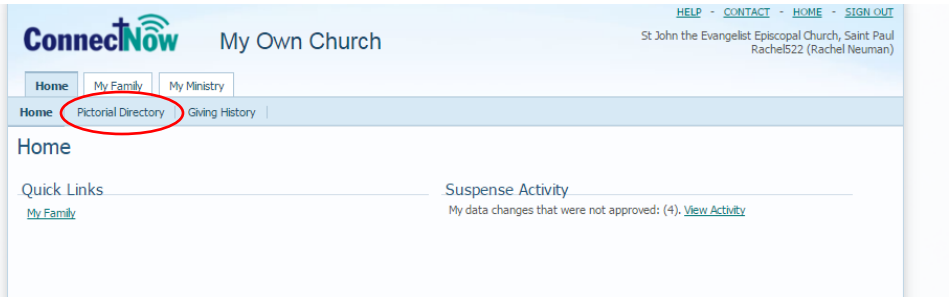


Then click "Home."

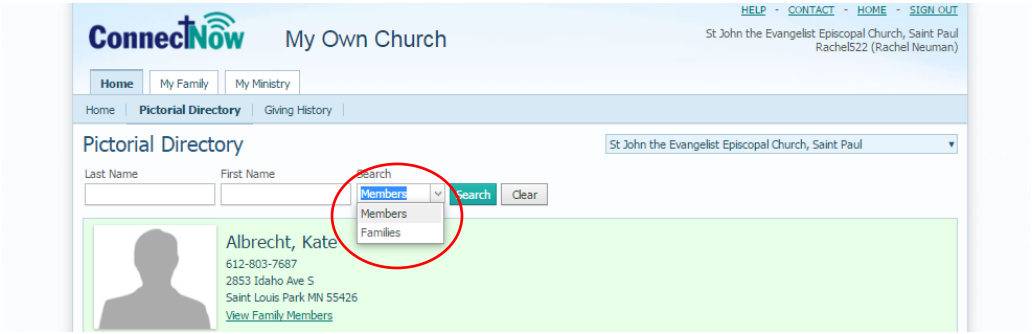


Viewing the Parish Directory

From the Home Screen, click on "Pictorial Directory."



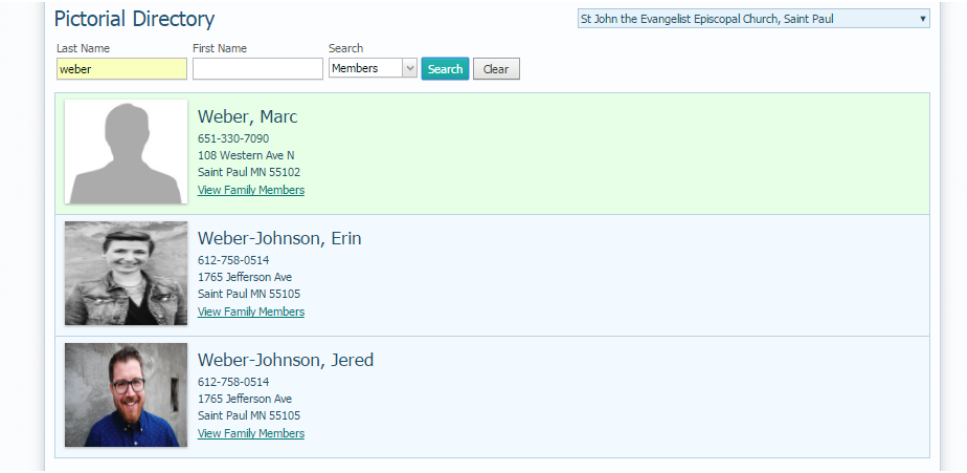
A list of all active adult members will appear, with contact info and with photos (if they have added a photo). You can search by either individual members, or families.



Searching Members

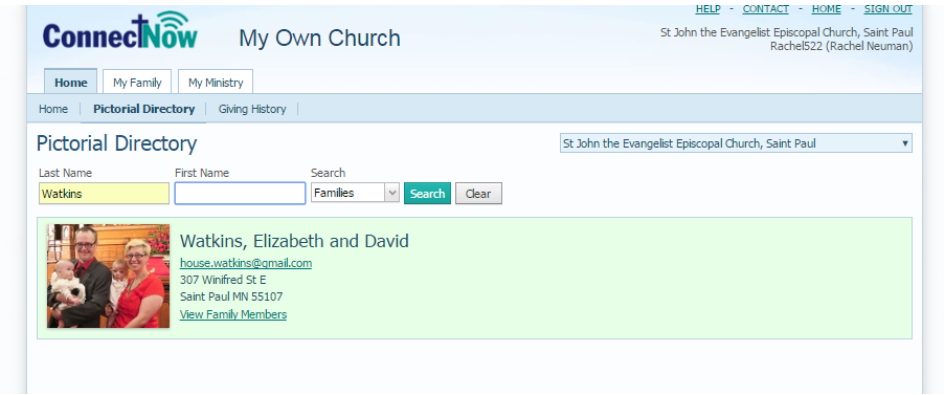
Select "Members" in the Search drop-down. You can enter a first name, last name, or both. You can also enter part of a name (for example, searching "Hans" in the last name will bring up both Hansen and Hanson). Click "Search" to run the search.

Please note that only adult members will be listed in the parish directory; minors will not be shown.



Searching Families

Select "Families" in the Search drop-down. You can enter a first name, last name, or both. You can also enter part of a name (for example, searching "Hans" in the last name will bring up both Hansen and Hanson). Click "Search" to run the search.



You can click on "View Family Members" to see the adult members of that family.

You can also email the family directly through web-based email by clicking the email address shown on their profile.