

Dear Church Family,

We are excited to announce the implementation of a new church management software called Church Center. **Church Center is accessible by mobile app and will be used for communication purposes within the church.**

With the integration of Church Center, we will be adopting a new **Member's Only Directory**. The directory will be a private place for members in our church to share their contact information with one another. Only people who have been invited to the directory will be able to see the directory and share their information. If you are not a member you can download the Church Center app and have access to everything in church center except for the directory.

Here are the steps for setting up Church Center:

Step 1: Install Church Center

****For parents who check-in their children on Sunday mornings, you should already have the app downloaded. If you already have it installed, you can skip to the next step.**

1. Open your App Store (Apple) or Google Play Store (Android)
2. Search for 'Church Center App'
3. Download the app, and once downloaded, open the App.
4. You may be asked if you would like Church Center to show you notifications - we recommend choosing 'Allow', as this can be changed later.
5. Click 'Get Started'.
6. The app will want to use your location to find NBCC. You can turn this on, but we recommend that you choose 'Search manually' and enter "Newbranch Community Church." Please ensure that you spell "Newbranch" correctly.
7. 'NewBranch Community Church' should appear - tap on our logo.
8. Click 'This is my church'
9. Enter your mobile number to receive a six-digit code. You will have to check your text messages for that code. You will also have the option to enter your email address (This must be the email address we have on record for you - if we don't have this email address, please contact us to update your record).
10. You may be asked to use 'Touch/Face ID' to confirm your sign in... you can do this if you wish.
11. Congratulations, you have now successfully installed the Church App.



Step 2: Update your Profile Information

1. Tap on the person icon on the top right of your screen which will lead you to "My Church Center"
2. Tap on "My profile & settings" underneath your name
3. Tap on "Contact & profile information"

4. Double check that all information is correct and update any information on your profile. This information is only accessible to administrators unless you provide permission when joining the directory (See Below in Step 3).
5. Please add a picture of yourself by selecting “update photo”
6. Note: You cannot add new members to your household. If you would like to do so, please contact [Sam Her](#).

Step 3: Join the Directory (Members Only)

**For privacy reasons, the new directory will be Members Only.

**Parents, the decision is yours whether you would like your children to download the app and join the directory.

1. Tap the directory icon on the bottom of your screen
2. Tap on “Share now”
3. Select yourself or anyone in your household that you would like to display. You may choose how much information you would like to share. We suggest that you include your profile picture, phone number, email, birthday, and anniversary. Your information will only be public for members of Newbranch Community Church.
4. Update your household photo.
5. Once you finish, tap save. You are now added to the directory.
6. There are two view options within the directory. You can choose to view each member by name, or you can choose to do so by household. The default setting is view by member, but if you would like to view the directory by household, you can tap on the house icon by the search bar.

Groups

To check which group, you are a part of, tap the “Groups” icon on the bottom of your screen. All your groups will be under “My Groups.” Take this time to join any groups that you are interested in. If you have not been added yet, we would encourage you to join the “Church-wide” Group, which will include any announcements/prayer requests. It is our hope that as our people transition to using Church Center, we will become less reliant on using our Church Facebook Group for this kind of communication. We would also encourage you to join your base group and the men and women groups.

Groups Privacy: You can choose what personal information you want to be visible to other people within groups. To do this:

- Select the group you want.
- Tap “members” near the top of the screen
- Tap on “edit visible info” under your name
- From there you can choose what information you would like to be displayed in that group. You can also choose to apply this to all your other groups.

Sign Ups

You can now sign up for events through the church center app. Once you’ve

signed up for an event you can see all your registrations in “My Church Center” under “My schedule.”

If you have any questions or concerns, please contact [Sam Her](#).

To access church center via computer/laptop please click [here](#).