



ONLINE CHURCH DIRECTORY

Did you know that Okotoks EFC has an online directory for our church? Many of you signed up in 2012 or have signed up through event registration (women's retreat, clubs, VBS), but if you haven't signed up, please do!

If you have already signed up but your email address has changed since then, you will need to create a new account with your new email address.

BENEFITS

- Gain access to the online church directory
- Update your profile and control your privacy settings (only those who sign up for the OEFC *online* directory will be able to view your info)
- Update your address, phone, or email address so the church database is always current
- Upload your photo to build community at OEFC
- Register and pay for church events online (women's retreat, clubs, VBS, etc.)

SETTING UP YOUR InFellowship ACCOUNT

An email address is required to set up an account. If you do not have an email address, then you do not have to worry about this!

1. Go to <https://okotoksefc.infellowship.com/> (this will bring up a "sign in" page.)
2. Click on "register" in the top right corner.
3. Enter the email address you have on file with OEFC and create a password. An activation/confirmation email will be sent to that address.

NOTE: if you use an email address other than the one on file with OEFC, you will not be able to complete step 7 below until the church staff have corrected the issue...please allow 3 business days.

4. When you receive a confirmation email, click on the link in that email to activate your account. If this email does not arrive in your inbox within 24-hours, please contact the church office (tmorris@okotoksefc.ca).
5. You will be asked to provide your date of birth, gender, address, and home and mobile phone.
6. Click on the "Privacy Settings" link.
7. Check the box at the bottom of the page (*Include me in the Church Directory*) and then "Save Privacy Settings."

NOTE: if you do not see this box, you have probably used a different email address than the one OEFC has on file. This is fine, but please allow 3 business days for OEFC staff to address this.

If you are not granted immediate access to the church directory after opting in, please use the *Contact us* link at the top of the screen to advise church staff.

8. At any time, you can alter your privacy settings to change what information is available for others to see online. Only *InFellowship* users 18 years of age or above can opt in or view the church directory.
9. You may upload a photo of yourself by clicking "change" under the generic photo on the *Update Profile* page.