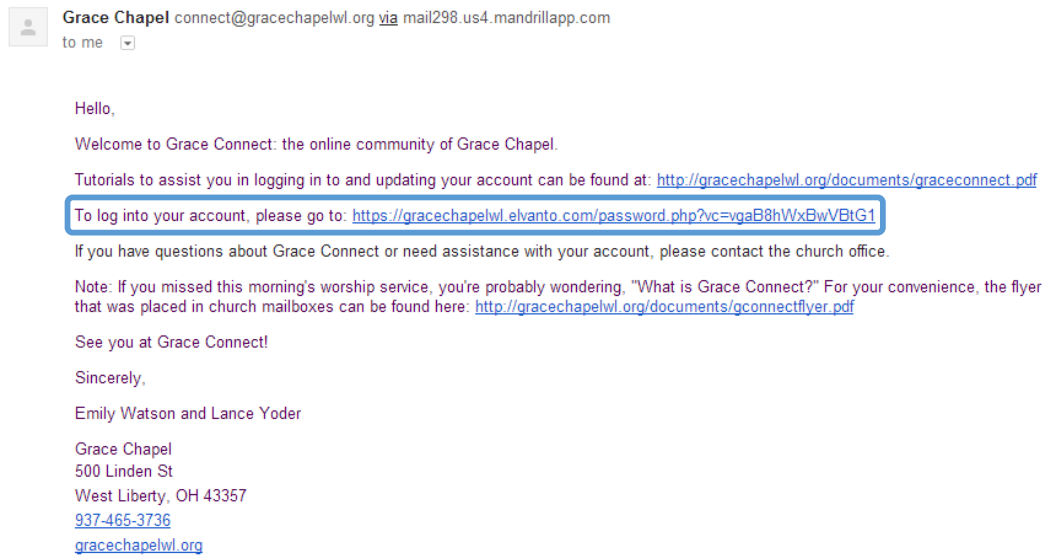


Grace Connect

Creating your Grace Connect account

To set up your account for the first time:

1. Open your **Welcome to Grace Connect** email
2. Click the **To log into your account...** link



3. Choose a username and password for your account, then click **Continue**

The screenshot shows the account creation form for Grace Chapel. The form has a header with the Grace Chapel logo and the text 'WEST LIBERTY, OHIO'. Below the header, it says 'Please enter a username and password for your account.' There are two input fields: 'Username' with the value 'john.smith' and 'Password (twice)' with two rows of dots. A green 'Continue' button is at the bottom of the form.

4. After you create your account, you should be taken to the Grace Connect home page

Note: If you are asked to log in, enter the username and password you created in step #4.

Update your account information

After you create your Grace Connect account, please take some time to update your account information:

1. Click on **My Account** at the top right hand corner of the page

The screenshot shows the top of the Grace Chapel website. The header includes the logo for Grace Chapel, West Liberty, Ohio, and a user profile for Janel with a 'My Account' link highlighted. Below the header is a navigation menu with links for Home, Church Calendar, Church Directory, Worship Services, and Helpful Links. There are also buttons for 'Link your Facebook account' and 'Subscribe To RSS Feed'. The main content area features a 'Welcome to Grace Connect' message and an 'Upcoming Events' section listing a 'Worship Service' on Sunday, October 27, 2013.

2. [Optional:] **Link your Facebook account** to import your profile picture and account information
3. Complete your profile by providing as much information as possible

The screenshot shows the 'My Account' page for Janel. It features a profile picture placeholder and a 'Save My Details' button. The 'Your Profile' section contains a form with the following fields: First Name (Jane), Last Name (Smith), Gender (Female), Date of Birth (Friday, October 25, 2013), E-mail (admin@gracechapelwi.org), Marital Status (Married), Anniversary (Friday, October 25, 2013), School Grade (None), Primary Phone, and Cell Phone. There are also checkboxes for 'Receive general emails', 'Receive emails when scheduled on a service', 'Receive general messages', and 'Receive messages when scheduled on a service'.

Note: Please include the area code for your Phone and Mobile numbers

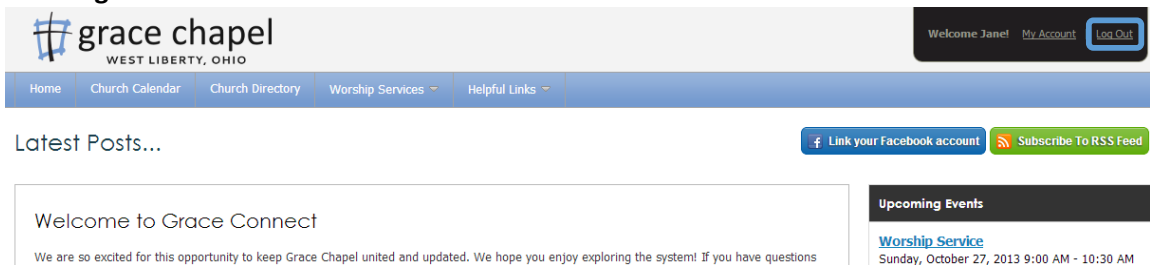
4. Enter your **Mailing** and **Home Addresses**
5. Click **Save My Details**



Logging Out

To log out of your account:

1. Click **Log Out**



Getting back to Grace Connect

To get back to Grace Connect:

1. Go to the church website (gracechapelwl.org)
2. Click **Grace Connect**
3. Enter your login details, or click **Log In with Facebook** and follow the prompts

—OR—

1. Go directly to connect.gracechapelwl.org
2. Enter your login details, or click **Log In with Facebook** and follow the prompts

To reset your password

If you've already logged in, but don't remember your password:

1. Go to the Grace Connect and click **I forgot my password**
2. **Enter your email** address
3. Click **Get New Password**
4. Follow the instructions in the password reset email