

Church Center App- How To

1. Download the Church Center app onto your phone- can be found in your app store.
 - a. It looks like this:



2. Open the app, and follow the prompts to find our church South Shore Trinity.
3. It will ask you for your phone number- enter that and follow the prompts with the code to verify.
4. Then select your profile.
5. Hit "allow" to allow notifications from this app.
6. You did it! You're in!
7. Next, click on Groups at the bottom of the app.
8. Then select the groups you would like to join.
9. Once you are approved into that group, to access all things regarding communications and such, click on the group image that appears in "My Groups" From there at the top you can access messages (a place for us to chat), events (please subscribe to the calendar), and more!
 - a. To register you or your kid(s) for any upcoming events (ex. Sunday School, MOPS, Youth Game Night, Christmas party, etc)- you can do so by clicking on the events button at the bottom of the app in the grey bar.
 - b. This app allows you to also Give online by click the "give" button at the bottom of the app, or view other members within the directory.
10. **PRIVACY:** In order to select how much you want others to see of your personal info- click on the "home" button at the bottom of the app. In the top right corner your picture (in a circle) (it may be your initials) will appear- click on that.
 - a. From there click on "My Directory Settings"
 - i. Then un-check any of the things you do not want people in your groups to see/access
 - b. Then hit update- and you are done!