

Hello! To create an account and access GC's Online Directory from your computer, follow the instructions below. Please contact the office with questions.

An online profile has been created for you if you are an adult active member or regular attendee of GC and we have your email address on file. Children's profiles are linked to their parent(s) accounts. Remember that profile information is only viewable online by others if you create an account, log in to access your family's profiles and specifically "opt-in" for each family member.

1. Creating an account

- a. Access GC's directory via your browser at gracecp.adjace.com. (Note no "www").
- b. Select the blue box, "Create your account".
- c. Enter your email address, create a password and click the blue "Register" box. (Your account has been set up using the most up to date email we have on file for you. *If your email address is unrecognized, please contact the office for assistance.*)
- d. Adjace will send a confirmation email to the address you provided. If you do not see it in your inbox, check your junk/spam email folder. Upon opening the email, click on the black box "Confirm your Adjace account!" This will automatically log you in to the Adjace site – a new screen with the message "Email Confirmed" will be displayed.
- e. On the top right hand side of the screen, click on the small round "person" icon with an arrow beside it, then click on "Profile".
- f. Your family account will display with a profile for each family member. You may update all of the profiles for your family or each adult listed can update their own.

2. Profile Updates

Any adult listed in your household account has the ability to update all profiles in your family. *Please note: profile updates are sent to a GC account administrator for approval before they will be "live" in the directory. While we anticipate a very quick turnaround time in general, please initially allow a few days for approvals.*

a. Update a profile

- i. Click on the name of any listed family member. Profile updates affect individual profiles only and do not carry over to other family members at this time. Please update each profile accordingly.
- ii. OPT-IN: *This must be done for each individual profile in your household if you would like their information to be viewable by others in GC. Under "OPT-OUT" on the top left of the screen, uncheck the box next to "Hide this profile from the directory".*
- iii. You have control over which profile information others can view. You may opt-out of sharing the following information by selecting the box in each area: street address, email address, phone, birthday, anniversary.
- iv. Update information in the profile as applicable. See specific info regarding anniversary dates and family portrait below.
- v. Before exiting, press the "SAVE" button at the bottom of the profile screen.

- b. Anniversaries
 - i. For married couples, anniversary dates are currently set to a default of 1/1/3000. Feel free to update this field with your actual anniversary date but please update both your and your spouse's profile, not just one of the two. If you do not want to update it, please leave it set to the default. This is necessary due to the way Adjace interfaces with Planning Center (another software program used within GC).
 - c. Family Portrait
 - i. Under the first profile listed, note the small oval with the word "portrait" written in it. Select this profile, then click on "Select Family Portrait" halfway down the left side of the screen and follow the prompts to add a photo. This is the only portrait that will be displayed in the master directory at this time.
 - d. Repeat the profile update process for other members of your family as needed, being sure to save your changes before exiting one profile and opening another.
3. Viewing the Online Directory
- a. To view the online directory, click on the "DIRECTORY" tab at the top of the Adjace screen. There may be very few entries until folks "opt-in" to share their profile information online. Remember that your updates will not be visible until they have been approved.
4. Printed Telephone Directory
- a. Printed telephone directories will be generated by the office from the online directory and will be printed after everyone has had a few weeks to log in to the online directory and update their information.
5. Confidentiality and Use of Directory Information
- a. The information listed in the online or printed directory may be used only to contact a fellow church attendee for church related or friendship purposes. It should not be used as a means for solicitation of any kind.