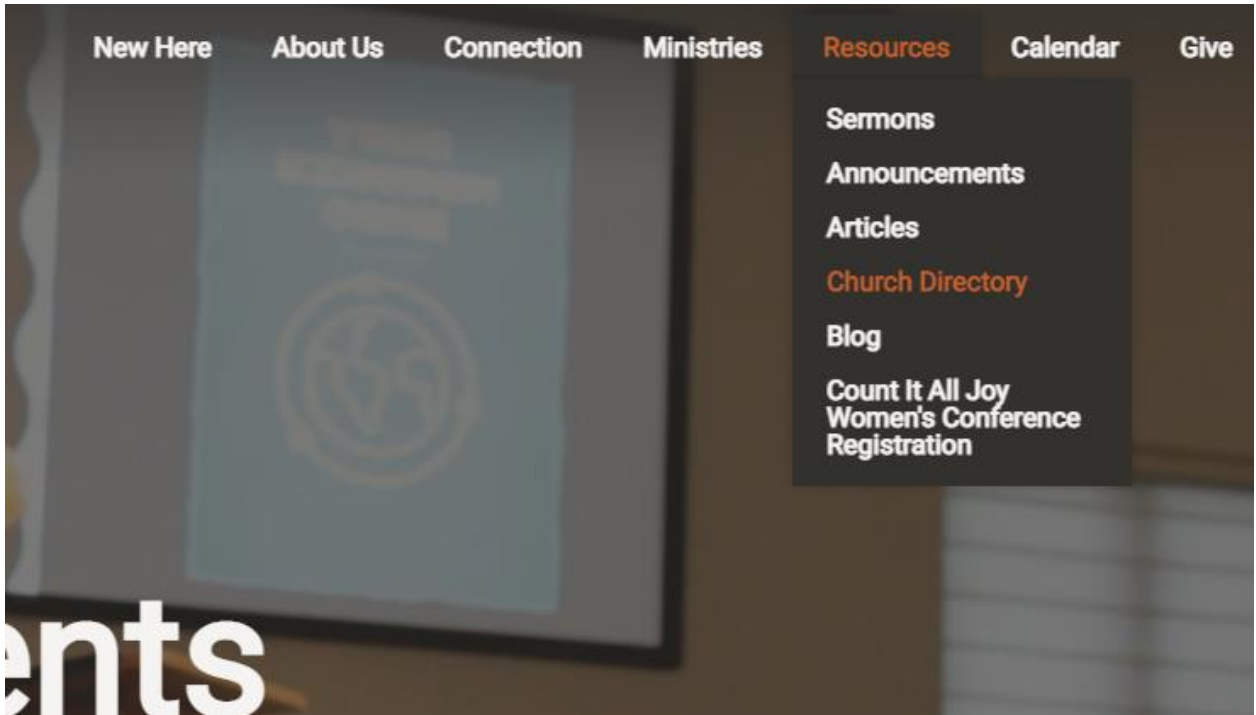


Planning Center Account Update (On a Computer)

1. Go to **Rivervalleyalliance.org**

- a. Under the Resources Tab, click **Church Directory**



- b. To log in or create a new account (everyone who had an account in Elexio will already have an account in Planning Center) you can:
 - i. **Put in your phone number (must be a mobile phone)** and click next Or
 - ii. **Click the “Use email address instead”** button under the Blue-Green Next Button.
 1. **Then enter your email address** and click Next

To get started, enter your mobile number.
We'll send you a code you can use to log in or create an account.

By continuing, you agree to Planning Center's [Terms of Service](#) and [Privacy Policy](#).

Next

Use email address instead

To get started, enter your mobile number.
We'll send you a code you can use to log in or create an account.

By continuing, you agree to Planning Center's [Terms of Service](#) and [Privacy Policy](#).

Next

To get started, enter your email address.
We'll send you a code you can use to log in or create an account.

By continuing, you agree to Planning Center's [Terms of Service](#) and [Privacy Policy](#).

Next

Use mobile number instead

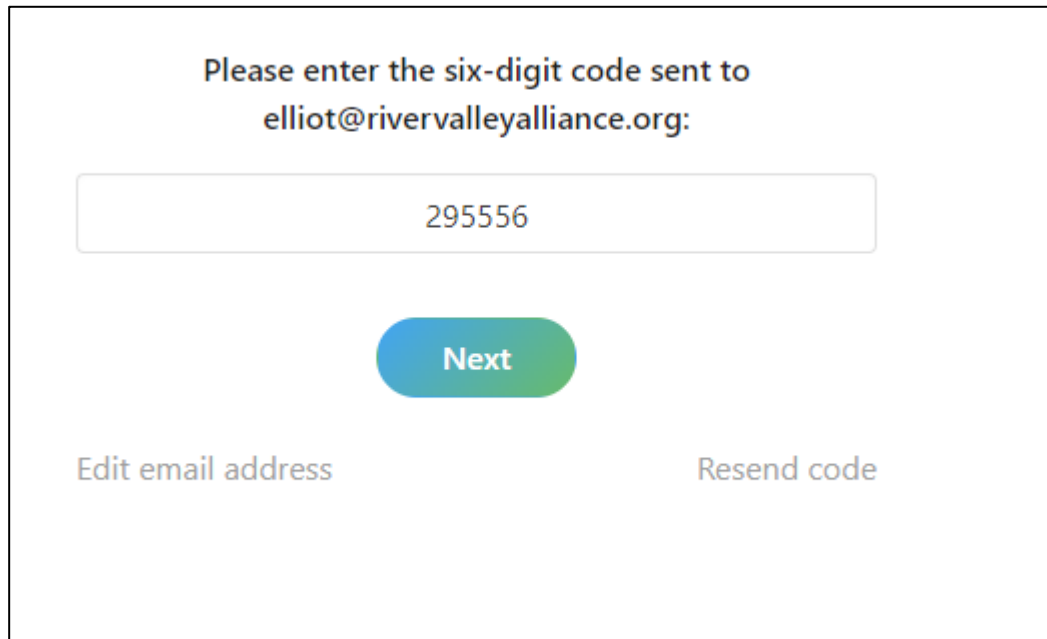
- c. Go to your **Text Messages** (if you used a mobile phone number) or **login into your email** that you entered and look for a *message with a pin code*

Please enter the six-digit code sent to
elliott@rivervalleyalliance.org:

Next

Edit email address Resend code

- d. **Back on the website, enter the code** into the box and hit next.



Please enter the six-digit code sent to
elliott@rivervalleyalliance.org:

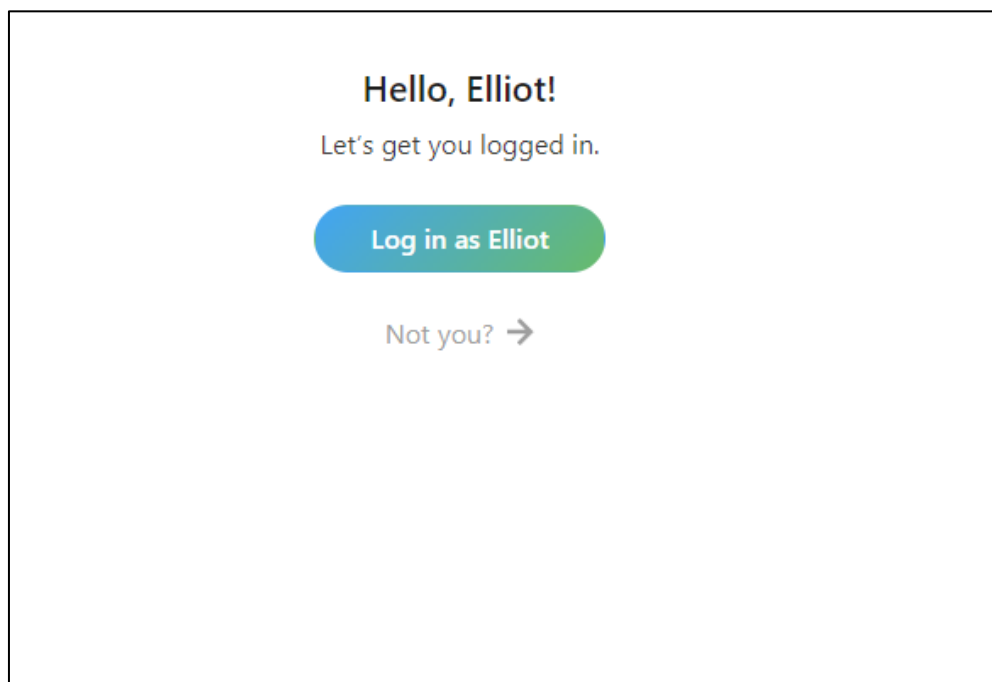
295556

Next

Edit email address Resend code

This screenshot shows a web form for entering a verification code. At the top, it says "Please enter the six-digit code sent to elliott@rivervalleyalliance.org:". Below this is a text input field containing the code "295556". Under the input field is a blue and green "Next" button. At the bottom of the form, there are two links: "Edit email address" on the left and "Resend code" on the right.

- e. If you have an account it should display your name in the middle, if not you will be prompted to create an account.
- f. Then Click **Log in as “ “**



Hello, Elliot!

Let's get you logged in.

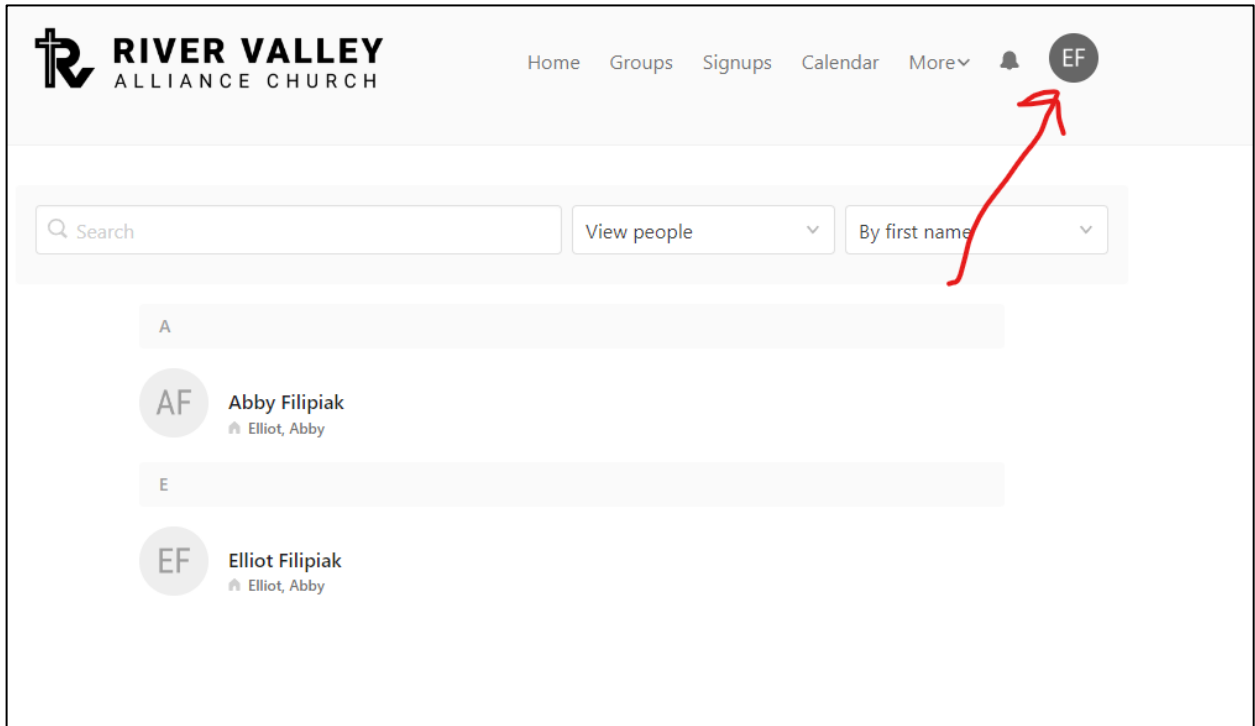
Log in as Elliot

Not you? →

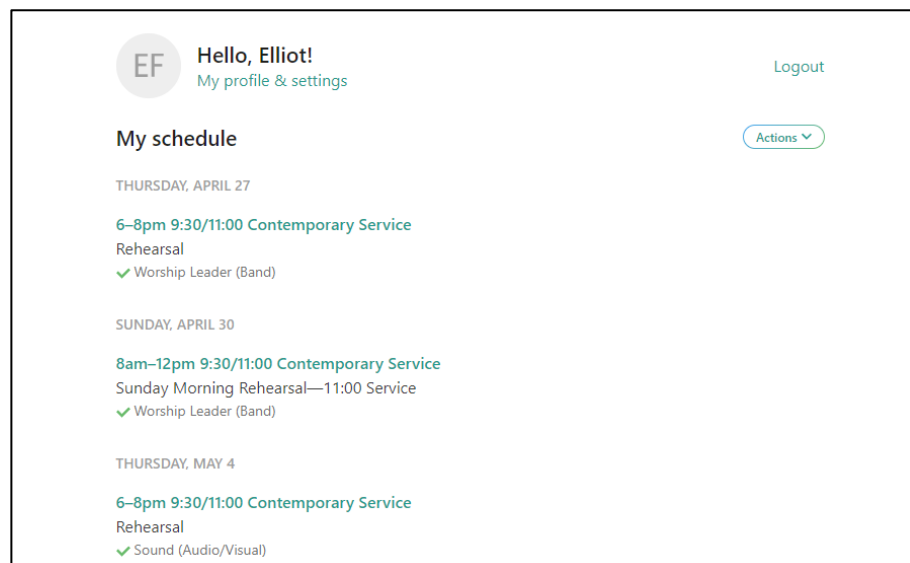
This screenshot shows a login confirmation screen. It starts with "Hello, Elliot!" followed by "Let's get you logged in.". Below this is a blue and green button that says "Log in as Elliot". At the bottom, there is a link that says "Not you? →".

g. The Directory should come up

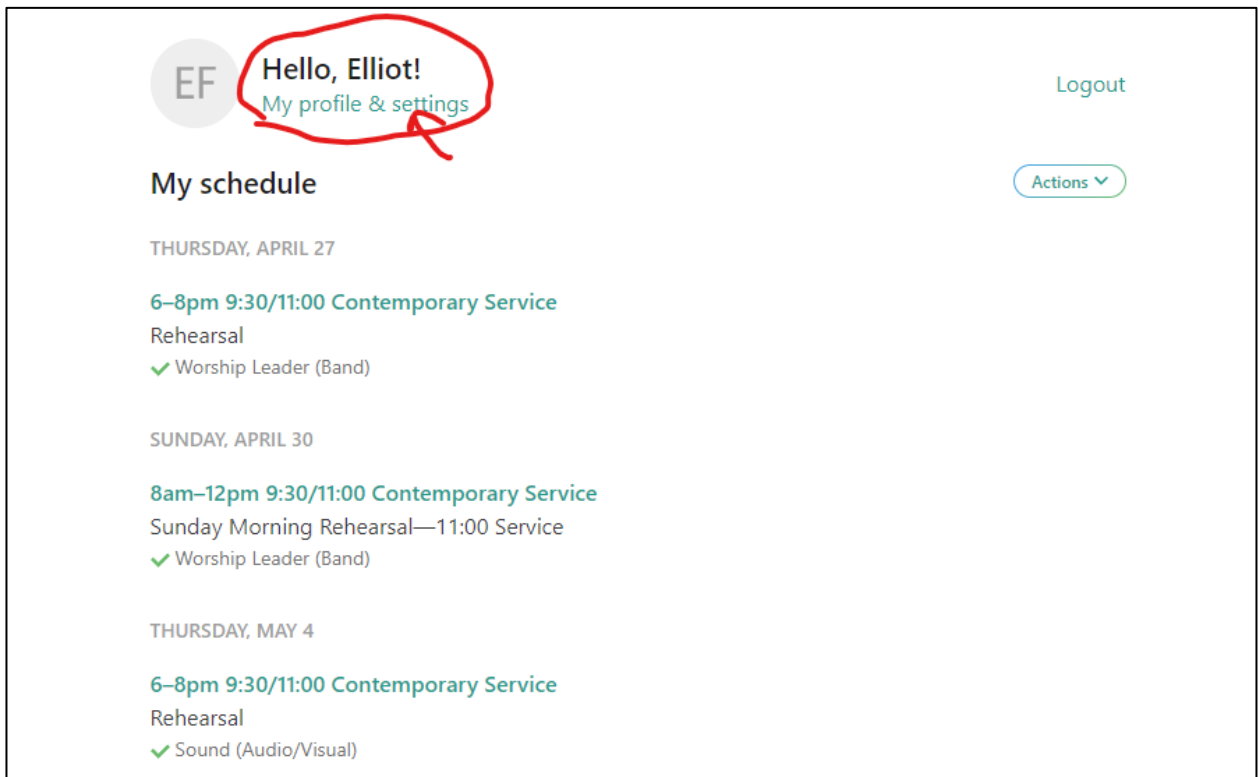
h. In the upper right hand corner there will be a circle with a picture or your initials->click on that circle will bring up your profile



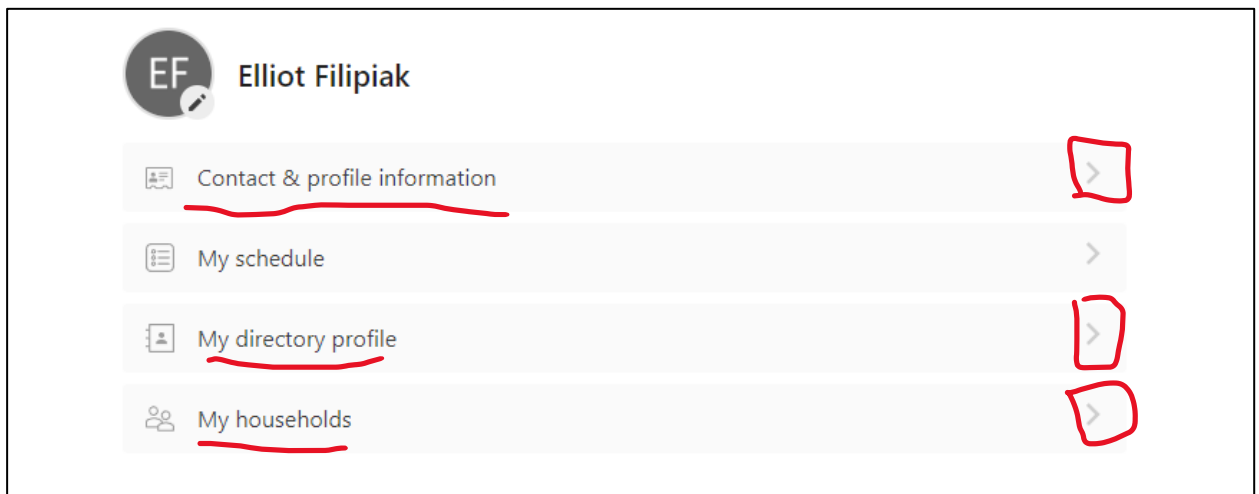
i. You should see a screen like this



- j. Right in the middle under “Hello, <Your name here>” click on **My profile & settings**



- k. From here you can **click any of the categories**



- l. We would like you to check your information and put in any extra information that isn't filled out by **clicking the edit button**.

m. Please select the **“My Directory Profile”** and join the directory choosing any information you want to be public.



Elliot Filipiak

Contact information

Edit

Email

Home

elliott@rivervalleyalliance.org Primary

Phone

Mobile

(920) 545-1333 Primary

Personal information

Edit

Gender

Birthdate

No Birthdate

Marital status

No status

Medical notes

No notes