

ROCK - RMS

Mobile Application, Website, and Directory Access User Guide

June 2026

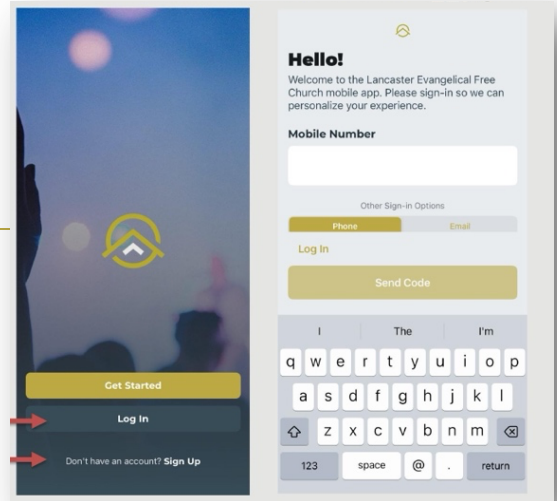
LEFC Mobile Application

How to Download

- The LEFC app is available on Google Play and the Apple App Store.
- Search for "LEFC" and install the app.

Signing In

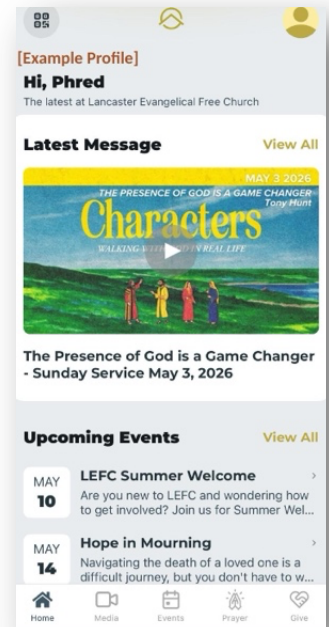
- After downloading the app, tap **Sign Up** on the Get Started page.
- Enter the same mobile number or email that you had in our previous system (Amplify). Then tap **Send Code**.
- When you receive the code, enter it. Then follow the prompts in the app to verify your information.



HOME PAGE

The Home Page displays the Current Sermon and Upcoming Events. Use the navigation bar at the bottom to access other sections of the app:


- **Home** — Returns you to this main view from anywhere in the app
- **Media** — Previous sermons and sermon series
- **Events** — Future church events and registration
- **Prayer** — Submit and pray for prayer requests
- **Give** — One-time or recurring giving
- **Profile** — Personal info, Directory, Groups, and more



YOUR PROFILE

Tap the person icon (or your photo) in the upper-right corner to access your Profile. From here you can:

- **Update Profile** — Update your phone number, email, photo, and mailing address
- **Saved Content** — Access sermons you have saved while watching in the app
- **Directory** — Search the church directory (only visible if access has been granted)
- **Invite Someone** — Send an email to someone with the LEFC website linked
- **Add Prayer** — Submit a new prayer request
- **My Groups** — See the groups you are actively attending
- **Giving History** — Review your personal giving history

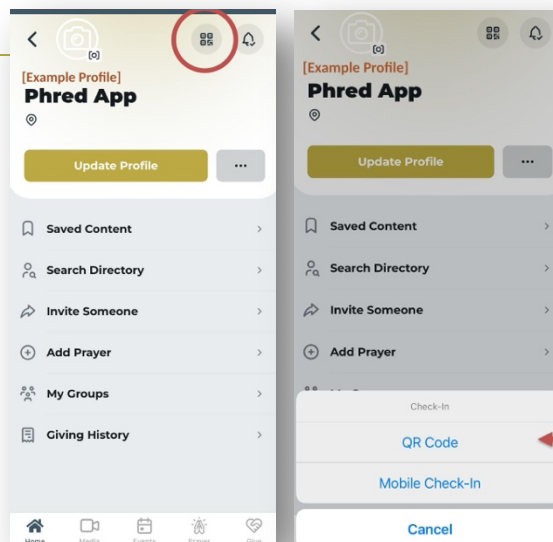
 *To delete your app access or log out, tap the three dots (...) in your profile menu. Deleting your account only removes access to the mobile app — it does not affect your church record.*

QR CODE CHECK-IN

A personal QR code is available that speeds up the check-in process.

How It Works

- Tap QR Code icon on your profile or home screen to display your family's unique code.
- Scan the QR code at any KidMin check-in station iPads — no sign-in needed.



MOBILE CHECK-IN Recommended!

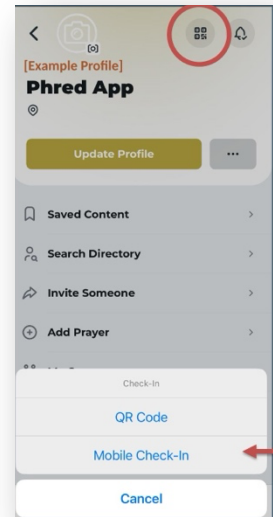
From the parking lot, you can check your family in through the app.

What Can Be Checked In

- KidMin Classes + Shepherds — nametags will be printed and ready at the Family Welcome Desk
- ABF Classes — (no nametags are printed for ABF)

Steps

- Tap QR Code icon on your profile or home screen.
- Select your family members who are attending.
- When you arrive, go straight to the Family Welcome Desk to pick up nametags — no waiting in line.



MY GROUPS

My Groups lets you see and interact with the groups you belong to at LEFC.

Accessing My Groups

- From your Profile, tap My Groups.
- A list of all groups you are a member or leader of will be displayed.
- Tap any group name to see all members and leaders of that group.

Member vs. Leader

- **Members** — Can view the list of group members and leaders.
- **Leaders** — Can additionally:
 - Take attendance for the group
 - Update the membership list
- Contact any member directly via call, text, or email

PRAYER PAGE

The Prayer Page allows you to support your church family through prayer and to ask for prayer yourself.

- **Pray for Others** — Browse prayer requests submitted by others in the church body and pray for their needs
- **Ask for Prayer** — Submit a new prayer request to share with the congregation
- **My Prayer List** — View and manage all of the prayer requests you have personally submitted
-

The Media Page gives you access to previous LEEC sermons and series directly from your phone.

MEDIA PAGE

- **All** — Browse all media currently available in the app
- **Sermons** — Find and watch individual past sermons
- **Series** — Browse previous sermon series from start to finish

GIVE PAGE

First-Time Givers

- Tap the Apple Pay dropdown on the Give screen.
- Select Add New Payment Method and enter your preferred payment information.
- This method will become your default going forward.

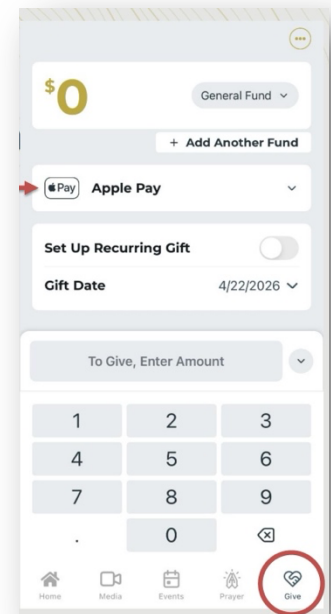
Making a Gift

- Adjust the giving amount.
- Select your payment method.
- Choose a fund to designate your gift.
- Set your giving frequency (one-time or recurring).

Gift Management

Tap the three dots (...) in the upper-right corner of the Give screen to access additional options:

- **Giving History** — View a record of all past gifts you have made to the church
- **Manage Payment Methods** — Add a new payment method or remove an existing one



LEFC Directory

Requesting Access

Directory access is available to regular attenders and members of LEFC.

The LEFC Directory is a searchable database of church members and regular attenders. Access requires approval.

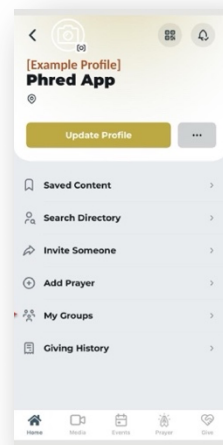
- To request access to the LEFC Directory, visit: lefc.net/rock
- After a one-time staff verification, you will be able to access the directory on the website or the app. *This may take up to two business days.*

If you had directory access in Amplify, you will need to complete this form again.

Thank you for helping keep our data secure!

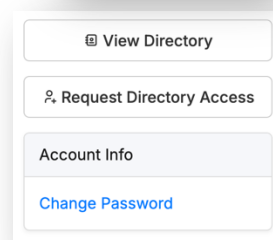
Viewing the Directory in the App

- Once access has been granted, choose search directory on your profile.
- You can search by name, phone, or email.
- Tap the person you are looking for to view more of their information.



Viewing the Directory on the Website

- Once access has been granted, choose view directory.
- You can search by name, phone, or email.
- Click the person you are looking for to view more of their information.

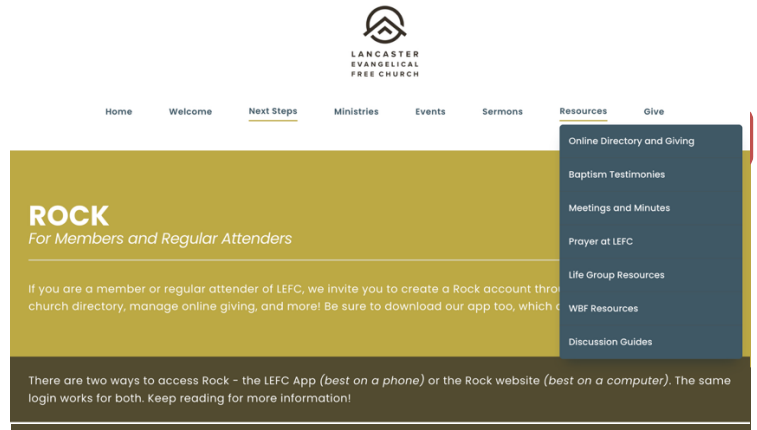


ROCK RMS Website

How to Navigate

- ROCK RMS (relationship management system) web version is available by navigating to lefc.net/rock
- Click the **Rock Website** button
- You'll arrive at your account page (rock.lefc.net/myaccount)

Recommend bookmarking this website for easier access.




Signing In

- If you had an Amplify (old platform) profile, please use your **same email and phone number** to sync account data. You can update your information, if needed, after logging in.
- First time? Click **register for an account**.

WHAT CAN I DO ON THE WEBSITE?

- **Church Directory** — find and connect with your LEFC family
- **Online Giving** — give once or set up recurring gifts
- **Contact Your Group** — message the members and leaders of your groups
- **Your Profile** — keep your contact information up to date

 Looking for event registration, sermon videos, or kids check-in? Those are in the **LEFC App** — see above. Sermons videos and event registration are also available on the [LEFC Website](#).

Thank you for using Rock!

For additional help or questions, please contact:

help@lefc.net