

# Getting Started!

Lenape Valley Church

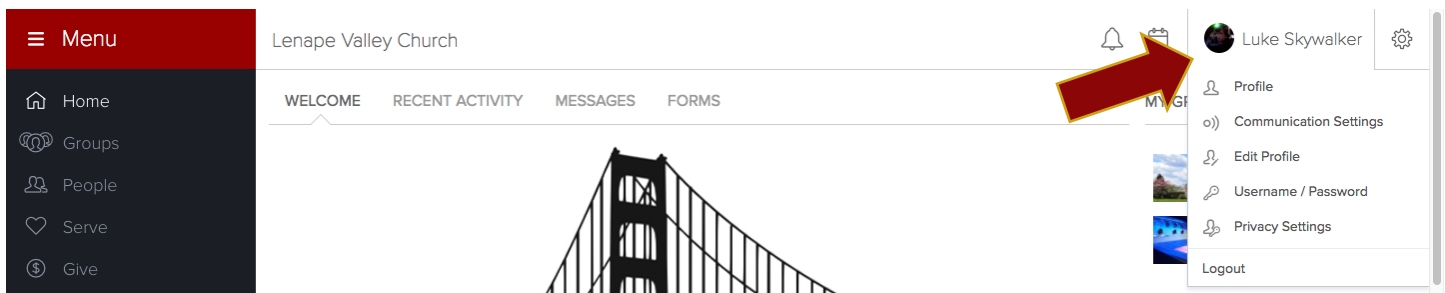


## Setting Up Your Profile

The first thing you should do after getting signed up on The Bridge is make sure you've updated your profile to ensure the best online community experience. This allows people in the software to connect with you. Updating your profile also allows church staff and leadership to better attend to your needs as a congregation. Before getting started, you should know that your information is safe! In order to see any of your information, people need to have an approved login for The Bridge. Also, not everyone can see your information, only a handful of administrators can see everything in your profile. If you have any questions you can always contact the church office.

### Step 1: Locate Your Settings

After logging into The Bridge, on the upper right corner of the screen, click on your name. A dropdown menu should appear with options for you to choose from.



### Step 2: Click on 'Edit Profile'

This is where you would fill in information about you. Your contact information, specific dates, spiritual gifts and more! This is also where you would add a profile picture to help staff and leadership better identify you. **Make sure you click on SAVE, at the bottom of the screen when done.**

### Step 3: Click on 'Communication Settings'

Communication is key! Here is where you can set how you want groups to communicate with you. You may also add your mobile number so you can receive text messages from groups. **Make sure you click on SAVE, at the bottom of the screen when done.**

### Step 4: Click on 'Privacy Settings'

Here is where you can determine who exactly can see what when it comes to your information. Please know that we encourage community and want you to know this is a safe place to do so. **Make sure you click on SAVE, at the bottom of the screen when done.**

## You are done and ready to go!

You should also be able to edit your family's information as well. If you have any questions please contact the church office at **(215) 345-1099** or **[Office@lenapevalleychurch.org](mailto:Office@lenapevalleychurch.org)**.

# Create a Login

Lenape Valley Church



## How to Sign Up!

Signing up is easy and it only take a couple simple steps. Make sure you have access to your email while you are signing up.

### Step 1: Locate the Sign Up Page!

You will need to go to the Church Website ([LenapeValleyChurch.org](http://LenapeValleyChurch.org)). Then you will find The Bridge on the home page in multiple places; the rotator, right side of the screen, or the bottom next to social links. Click on any one of those to get to the Login page that looks like this:

### Step 2: Sign Up!

Under the login section you'll see a button called 'Sign Up', click on it and it should bring you to a page where you can fill out your name, email, and mobile phone. Click on submit when you are done.

### Step 3: Locate The Email

After filling out the form and submitting it, you should get an email from Lenape Valley Church that says 'Activate Login'. Click on that to create your password. Finish by clicking on 'Submit'.

### Step 4: Login!

After you have created your password, you can login. Your username will be the email address you used in Step 2. You can always get to The Bridge through the Church Website on the home page. If you have any questions please contact the church office at (215) 345-1099 or [Office@lenapevalleychurch.org](mailto:Office@lenapevalleychurch.org).