

gateway church
Online Directory
FAQ's

- **Why are we changing to an online directory?** By using the online directory through Servant Keeper, we save time and resources. With your participation, our directory will contain the most up-to-date contact information. You may update your family's information any time you wish. You will also be able to access your contribution statements from home at any time.
- **How do I access the directory online?** Email Michelle at michelle@gatewayweb.org to receive an email invitation from Michelle with a link to the Servant Keeper website. Click the link and enter the password provided in the email (keep this password for future login).
- **How do I update my contact information?** Visit the Servant Keeper website at <https://servantkeeper.com/member-portal/gatewaycc/login>. Create your unique member login by entering your email and creating a password (this is a different password than the one provided by Michelle). Write down your email and password for future use. You will be directed to the Membership Portal where you can edit your family's information.
- **Who will be able to see my information?** The Online Directory is private and password protected. It is managed by our office administrator, Michelle, and only those who have the password will be able to view it. The directory is intended for personal use only and not for business or other commercial or marketing purposes.
- **What if I don't want to be in the Online Directory?** If you provided your contact information for the previous, paper church directory, you will automatically be visible in the online directory. However, If you do not wish to have your information visible to others online, you must set up your unique account and choose the option to disable your profile visibility. If you make your profile invisible, you will still be able to log into the directory and see the profiles of other Gateway members, but they will not see yours.