

Steps to access ShelbyNext on your smart phone

Step 1 Get the App

- Go to the App Store or Google Play and search for **Shelby Next**, or use the QR codes here.

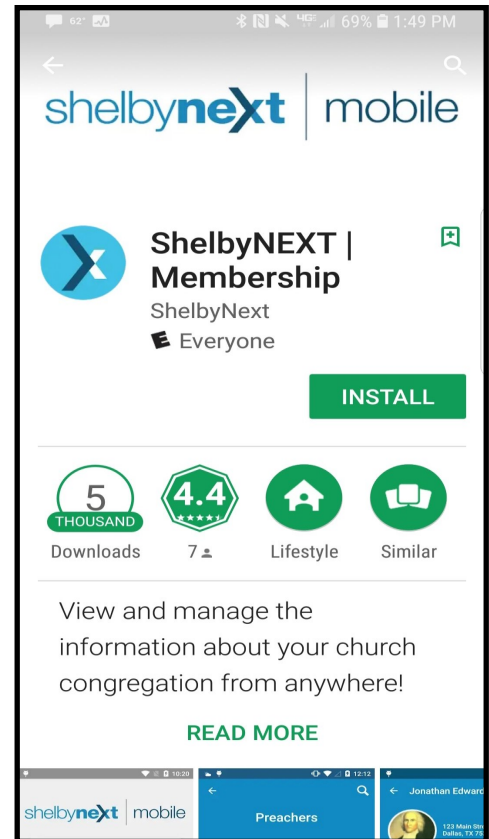


I-Phone



Android

- Be sure to choose **ShelbyNext—Membership** and install it on your phone.
- Open the ShelbyNext app once it is loaded on your phone.

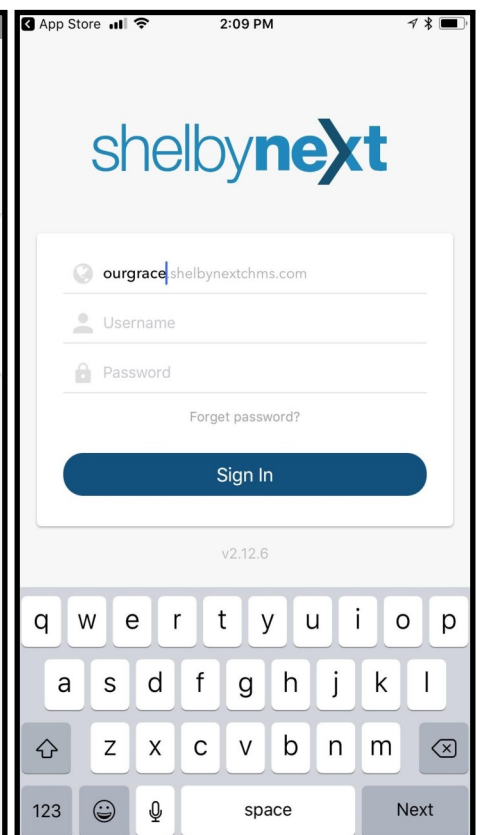
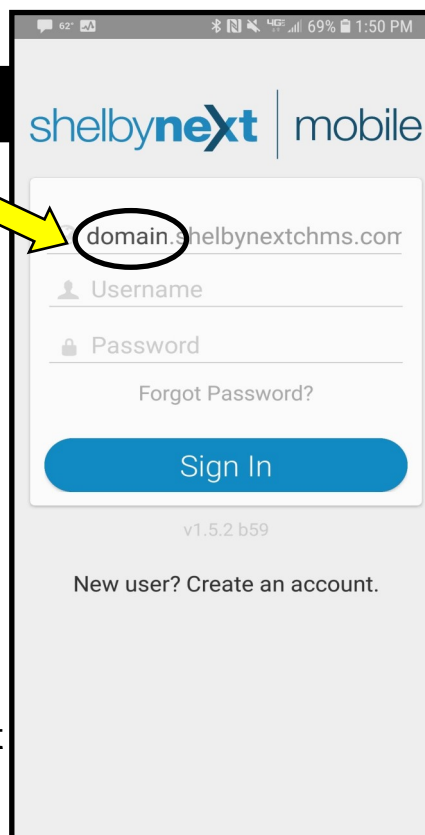


Step 2 Change the Domain

- Before you can sign in, you must first change the domain. To do this, tap on the word “domain” on the line just above “username”.

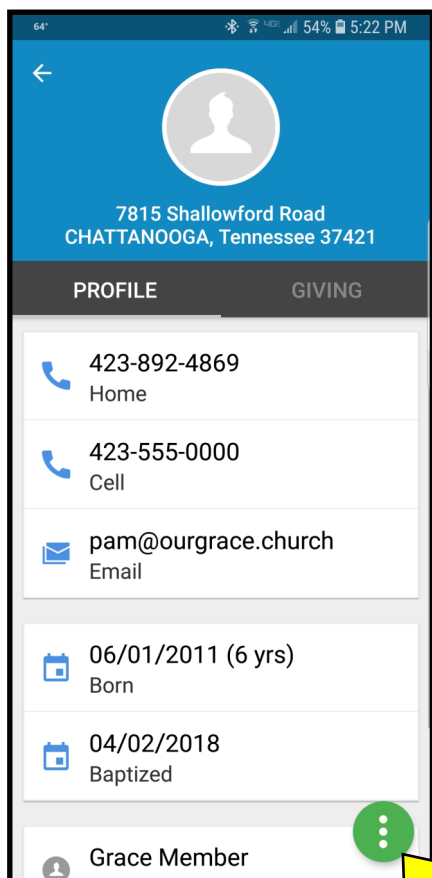
(the log in screen may look slightly different on your phone than it does in the accompanying examples)

- In place of the word “domain”, type the following: **ourgrace**
- You can then input the username and password that was emailed to you from the church office.



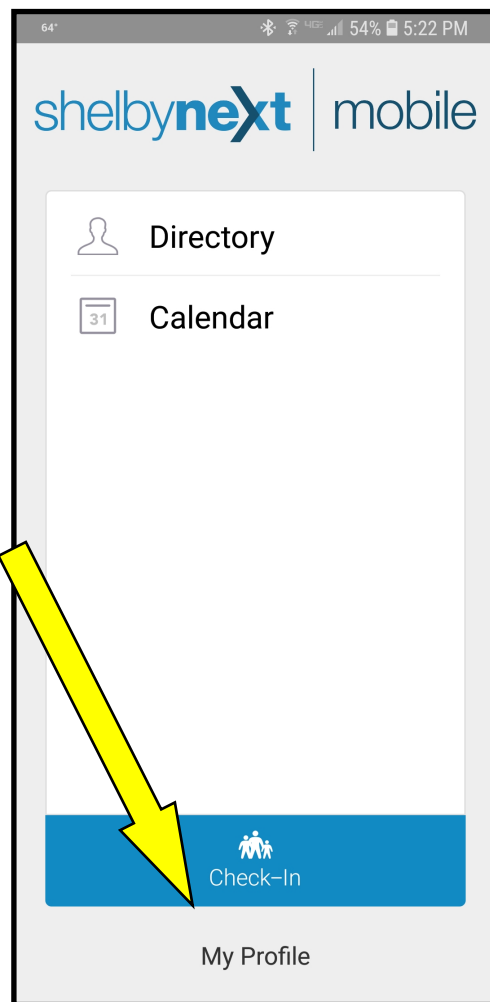
If you did not receive an email with your temporary username and password, please contact the church office.

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Step 3 Log In and Change your Password

- Once you have logged in with the username and password that the church office emailed to you, the first screen you see should look similar to this.
- Tap on “My Profile” to go to your personal information.
- On your personal information screen, a green “button” at the bottom will give you access to an option to change. Tapping on “change” will take you to a screen on which you can change your login password.



- The same “green button” gives you access to the screen on which you can edit/correct your own personal information. All changes to the information on this screen must be approved and may take 24 hours for the changes to be seen.

At this time, the calendar and check-in functions are still being prepared for use. The main area for use at this time will be the directory. Your phone’s programs for making calls, sending text messages, and sending emails can each be accessed directly by tapping on phone number or email address of someone in the directory.

Additionally, an option to open a map showing the geographic location of an address listed for a member in the directory is available as a link when tapping their address.

Should you need assistance, contact Pam Dratnol pam@ourgrace.church or Mike Swanson mike@ourgrace.church or by calling the church office.