CENTRALongmont – Smartphone App Instructions (08/10/2020)

There are two ways to download the app:
- Go to: https://shelby.ministryone.com/landing/JEv3 using a browser on your cell phone
- Click on either the "Download on the Apple Store" or "Get it on Google Play" button, depending on what type of phone you have

OR
- Open your app store on your phone and search for the Church app by MinistryOne

Either way you get there, this is what you want to see:
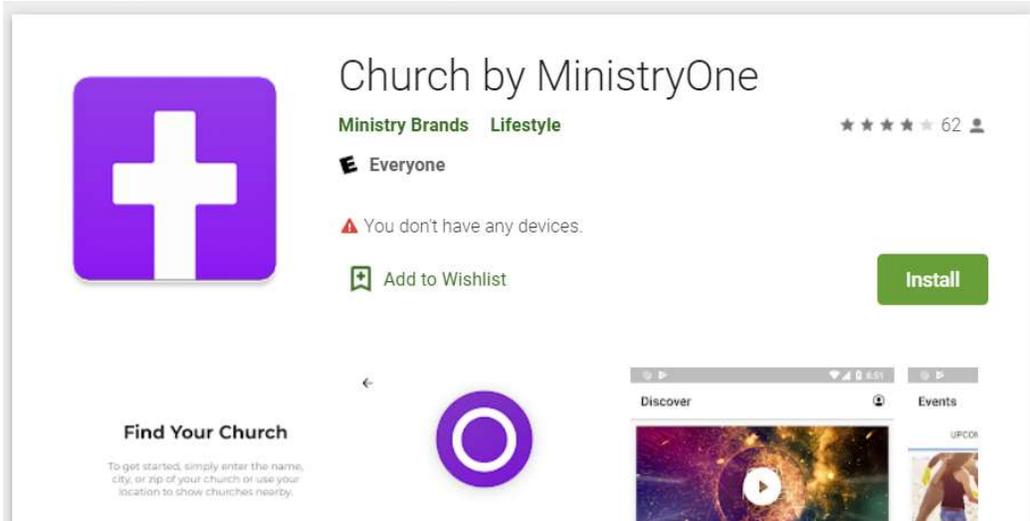
- Click on the Install button.
- When the app is finished installing, click on the Open button.
- If you used the browser method to find the app, it will ask you if you want to make CENTRALongmont your church and you can just click on "yes."
- If you searched for the app in your app store, you will need to search for CENTRALongmont in the app once it's installed – and then make it your church.
- Log in using your Shelby credentials – the same ones you use to access the digital directory.

If you don't have a log in or can't remember it, contact Laura at laura@centralongmont.net or 303-776-6833 for assistance.

If you don't log in, some of the app features will still be available, but to get the most out of it, you will want to log in.

You should see 7 icons once the app is installed, opened, and you are logged in. They are:
1. Services
2. Directory
3. Sign-in/-up
4. Prayer
5. Giving
6. Profile
7. Messages
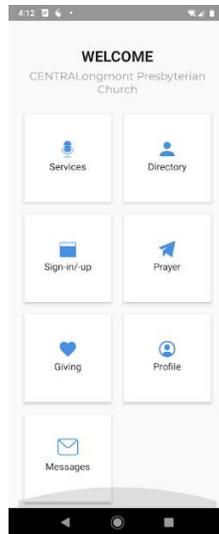
Here's a detailed description of what you will find under each icon:

1) Services. Click on this box to see the most recent Sunday service featured in a large-ish box at the top of the screen. Click on the right-pointing triangle in the middle of the picture to view the recorded service. New services are published weekly at 9:15 am on Sundays. When you first log in on Sunday morning, if it is before 9:15 am, you might see the previous week's service in the "featured" box. In this case, simply exit back out and click back on the icon at 9:15. You can scroll down to see a listing of several weeks worth of prior services, in backwards chronological order. Click on any one of them to view that service. To view or listen to older services, you will need to go to the website. There's an easy shortcut in Messages (Section 7) – see below. (IMPORTANT NOTE IF YOU ARE NOT ON AN UNLIMITED DATA PLAN WITH YOUR WIRELESS CARRIER: You will probably want to make sure that you are connected to a wifi signal to avoid incurring wireless data charges.)

2) Directory. You must be in the Directory yourself in order to see the Directory and have access to some of the other functions in the app. Contact laura@centralongmont.net if you don't have, or can't remember, your Shelby credentials. Clicking on the Directory icon brings up an alphabetical list of CENTRALongmont congregants, with a search function at the top of the screen. Clicking on an individual will display their contact information, including mailing address, phone number and e-mail. If you scroll all the way down to the bottom of the screen there will be a place to click to add them also to your personal contacts list on your actual phone. You can place a call to someone simply by tapping the phone number and then the dial button. Or you can tap on their e-mail address to bring up an e-mail interface to write to them (if you also have e-mail set up on your phone).

3) Sign-in/-up. Under this icon, you will see details on events for you to attend in the future, or that you have attended in the past. As soon as it becomes available, the title graphics for the upcoming Sunday service will be shown on the Upcoming tab. On Sunday morning, click on the event title here to sign-in using the digital attendance form. The attendance form also has a section for a weekly offering, if you choose. After you've logged your attendance, the information about the service will be displayed under the My Events tab. (Note: eventually, this module will be expanded to include items other than Sunday Service Attendance; we plan to add items here such as purchasing books, registering for classes, and buying poinsettias and Easter lilies and other similar functions.)

4) Prayer. Under the Prayer paper airplane icon (we can't currently change the picture) is a Prayer Request Form that you can use to submit items that would like to have either placed on the published prayer list, or prayed for confidentially by the ecclesiastical staff. Simply complete the form and click on the Submit button.
5) Giving. This module of the app links directly to the Shelby system, providing a mechanism for secure giving, and for reviewing your personal giving history. If you ever have any questions about what you see here, please contact laura@centrallongmont.net for assistance.
6) Profile. This is where you will see information related to your own personal profile and stored payment methods for giving. You may edit your own contact information here, but please be aware that revised information will not show up immediately in the Directory as it must first go through a workflow process prior to publication; and that process may take a day or two. Payment information stored here is managed by Shelby, our trusted payment processing provider. Storing your credit card information in the system is not required. But doing so will expedite your processing of your payments, and avoid the need to type in your specifications each time you give or pay.
7) Messages. We can't at this time change the title for this module, but if we could, we would change it to Shortcuts, because this is where we will post links where you can quickly access content that is posted on our website, or other places online. In particular, you will always find here a link to the published prayer list; the weekly newsletter archives; the monthly missional outreach newsletter archives; the recorded services archive; and the home page of the website. Please note that these links will appear as individual communications, initially on the Unread tab. Once you have opened the Message, the information will be stored on the Received tab – you cannot delete, modify or forward them. The only option available to you is to mark the Message as Unread, which will simply move it to the Unread tab again. These links will always be available for access using the same link through the app. The content on the website is what will change. So, for example, if you want to access the current published prayer list, you would tap on the appropriate message and then on the link. Likewise, if you want to view the most current weekly newsletter, you would tap on the message and then on the link, and then select the newsletter from the list of dates displayed. Messages can only be sent, modified and deleted at the system level. To request additions or changes, contact laura@centrallongmont.net.

Navigation options within the app include a back arrow in the upper left corner, the menu squares in the upper right corner which will take you back to the home screen showing the 7 different modules, and the left-arrow at the bottom of your phone display. These options may or may not all display depending on where you are in the app, so if you don't see one, look for the others.

In general, if you have any questions about installing the app, using the app, understanding the information displayed by the app, or have ideas about how to improve the app, e-mail: laura@centrallongmont.net or call the office: 303-776-6833 (leave a message if no answer).