

shelbynext

DIRECTORY HOW TO



SETUP

Contact online@christchurch1828.org to request a login email be sent to your email account. Your username should be Firstname.Lastname Use the link and temporary password provided in the email to log in and get started.



PASSWORD

To change your password you must login to the directory from a computer. Visit christchurch1828.org home page and click on "Online Directory" at the top right. Login and click the account tab. From there you can change your username and password.



PROFILE

Once logged into Shelby Next, click the Edit tab to change any of your profile information. The primary family member should update the children's information, also. Be sure to add a picture and remember to hit the green save button to save changes. Only CEC members can see your information.



PRIMARY

Only one person per family can be the primary member. If there is a husband in the family group, the system will assign him as the primary member. The primary member is the only member of the family who can see the full giving information and edit their children's profiles. If this is a problem you can use the same password for both husband and wife so you can easily login to either account.



GIVING

All giving information is confidential, except to the Parish Administrator. Online giving is available through the Shelby Next app and website.



Be sure to download the free "Shelby Next Membership" app from the app store. To login, enter [christchurch1828](http://christchurch1828.org) as the domain and then your username and password.



ON THE GO