

How to update your information in SUMC's online directory

(just the basics)

1. Begin at SUMC's homepage: www.SwansboroUMC.org
2. Scroll down menu to Member Directory and click on it.

Home - Swansboro United Methodist Church

www.swansboroumc.org/index.html

Local-SAC-wp Seaside Arts... NC > Log In WeTransfer BCBS Login PHONETREE - LogMeIn Worship | GB...g Disciples Saved Tabs Apple - Supp... session ... Scan for Privacy

Home - Swansboro United Methodist Church

SUMC

*Worship God
Love One Another
Serve the World*

Swansboro United Methodist Church, Swansboro NC

Home
About Our Church
Worship Services
Calendar/News/Events
Education / Nurture
Evangelism & Witness
Family Life & Ministry
Center
Fellowship Groups
Gifts of Grace
Member Care
Member Directory
Mission and Outreach
SUMC Child Care
Photo Albums
Links
Questions & Answers
Contact Us

[Site map](#)

Google™ Custom Search

Welcome!

We're glad you stopped in to see us. Come inside and learn more about this dynamic church and its vibrant congregation. We hope that this website will answer many questions you may have about Swansboro United Methodist Church...but most of all, we hope to see you soon!

If you're not sure where to find what you're looking for, click on [Site map](#) which is located near the top right of every page. This will show you every page with easy access.

Go to "http://www.swansboroumc.org/memberdirectory.html"

3. Click on the big button “Connecting Our Families”
(Please read the info on this page sometime.)

The screenshot shows the website for Swansboro United Methodist Church. At the top left is the SUMC logo, a red flame with a white cross. To its right is the church's motto: "Worship God, Love One Another, Serve the World". Further right is a photograph of the church building. Below the header is a navigation menu with items like Home, About Our Church, Worship Services, etc. The "Member Directory" item is highlighted. A yellow arrow with the number "3" points to a button labeled "Connecting Our Families" which also says "Online Family Directory/Album". A grey arrow points from the text "Click to access our new ONLINE church directory." to this button. Below the button, there is a warning: "Please note that use of this directory information for solicitation is strictly prohibited." The main content area contains three sections: "Access" (restricted to staff, members, and regular attendees), "Security" (hosted at Lifetouch, Inc.), and "Options" (ability to update information and add new members).

Swansboro United Methodist Church, Swansboro NC

Home
About Our Church
Worship Services
Calendar/News/Events
Education / Nurture
Evangelism & W
Family Life & Ministry
Center
Fellowship Groups
Gifts of Grace
Member Care
Member Directory
Mission and Outreach
SUMC Child Care
Photo Albums
Links
Questions & Answers
Contact Us

Online Member Directory

Connecting Our Families
Online Family Directory/Album

← Click to access our new ONLINE church directory.
(You will need your family's username and password on the following screen.)

Please note that use of this directory information for solicitation is strictly prohibited.

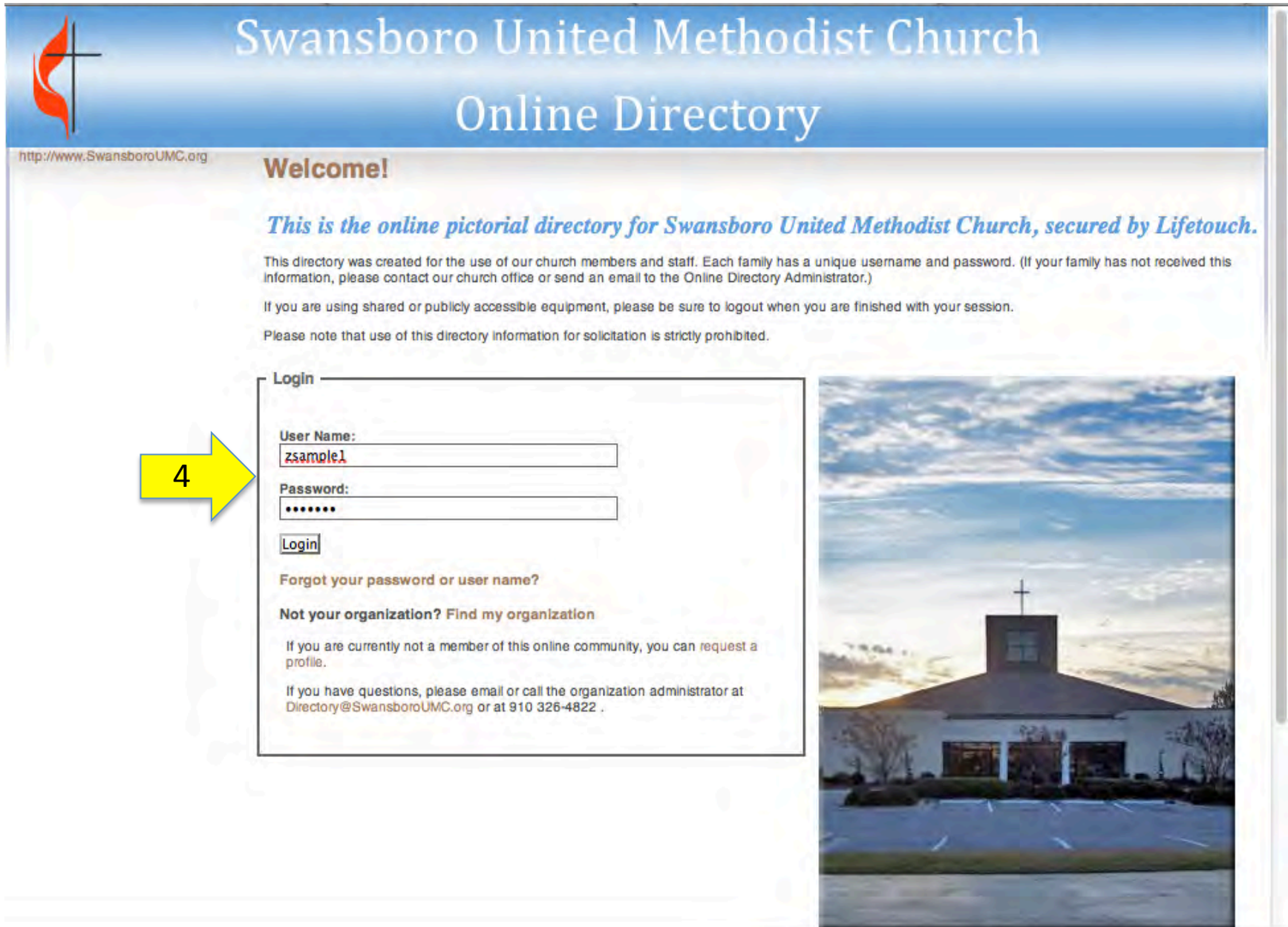
Access: Access to this online directory is restricted to staff, members, and regular attendees of SUMC. Each family has been assigned a username and password. Letters with this information and instructions for access will be available for pickup before and after the worship services on July 29th and August 5th. (If you are a member of SUMC and do not receive a letter by August 15th, please contact the church office.)

Security: This directory is securely housed at Lifetouch, Inc. - the same company that handles many of our school systems and other churches. Each included family has been issued their own family username and password for access to the directory.

Options: You now have the ability to update your information as well as add new information about your family members.

- Got a new or additional phone number or email address? Enter it in your profile.
- Add your birthday (month and day only) and you may get lots of birthday greetings.

4. Enter the username and password supplied to your family.



The image shows the login page for the Swansboro United Methodist Church Online Directory. The page has a blue header with the church's logo (a red flame and a black cross) on the left and the text "Swansboro United Methodist Church Online Directory" in white. Below the header, the URL "http://www.SwansboroUMC.org" is visible. The main content area is white and features a "Welcome!" message in brown text. Below this, a blue italicized line reads "This is the online pictorial directory for Swansboro United Methodist Church, secured by Lifetouch." Three paragraphs of text follow, providing instructions for users. A "Login" section is enclosed in a black-bordered box, containing a "User Name:" field with the text "zsample1", a "Password:" field with seven dots, and a "Login" button. A yellow arrow with the number "4" points to the "User Name:" field. Below the login box are links for "Forgot your password or user name?" and "Not your organization? Find my organization". At the bottom of the page, there is a photograph of the church building, a white structure with a steeple and a cross, set against a sunset sky.

<http://www.SwansboroUMC.org>

Welcome!

This is the online pictorial directory for Swansboro United Methodist Church, secured by Lifetouch.

This directory was created for the use of our church members and staff. Each family has a unique username and password. (If your family has not received this information, please contact our church office or send an email to the Online Directory Administrator.)

If you are using shared or publicly accessible equipment, please be sure to logout when you are finished with your session.

Please note that use of this directory information for solicitation is strictly prohibited.

Login

User Name:


Password:

[Forgot your password or user name?](#)

[Not your organization? Find my organization](#)

If you are currently not a member of this online community, you can [request a profile](#).

If you have questions, please email or call the organization administrator at Directory@SwansboroUMC.org or at 910 326-4822 .



5. First page of directory appears. (Pictures and addresses shown here are not real.)

6. Click on "My Profile"

Swansboro United Methodist Church
Online Directory

http://www.SwansboroUMC.org Logout

Member Directory

enter name, hobby, occupation, city, etc.

ALL I A B C I D I E I F I G I H I I J I K I L I M I N I O I P I Q I R I S I T I U I V I W I X I Y I Z

1 2 3 4 5 6 7 8 9 10 11 Next « Last »»

View only My Group members

Abba, John
123 First St
First Town, NC 28584
notarealemail@email.com
(999) 555-1212

Abba, Will
223 First St
First Town, NC 28584
notarealemail@email.com
(999) 555-1212

Allen, Jane
123 First St
First Town, NC 28584
notarealemail@email.com
(999) 555-1212

Allen, Suzie
123 First St
First Town, NC 28584
notarealemail@email.com
(999) 555-1212

Bar,, John
123 First St
First Town, NC 28584
notarealemail@email.com

Car,, John
123 First St
First Town, NC 28584
notarealemail@email.com

Update

Photo Not Available
Update my Portrait

Photo Not Available

Photo Not Available

Photo Not Available

Photo Not Available

7. Your family's profile page appears. Click on "Edit" under your family's name.



The screenshot shows the 'Swansboro United Methodist Church Online Directory' page. At the top left is a logo with a red flame and a black cross. The main header is a blue gradient bar with the text 'Swansboro United Methodist Church Online Directory'. Below the header, the URL 'http://www.SwansboroUMC.org' is on the left, and 'Logout' is on the right. A navigation menu on the left includes 'My Profile', 'My Group', 'Member Directory', 'Birthdays', 'Staff Directory', and 'Member Roster List'. The main content area is titled 'The ZSampleMember family' with links for 'Member Detail | Edit | Return'. A yellow arrow points to the name 'Sam Z7 SampleMember' in a profile box. Below it are boxes for 'Sue' and 'Sean'. To the right is a large profile box with a blue silhouette and the text 'Photo Not Available'. At the bottom left, there is a 'Photo Not Available' placeholder with an 'Update my Portrait' button. The footer contains copyright information and contact details.

Swansboro United Methodist Church
Online Directory

http://www.SwansboroUMC.org

The ZSampleMember family
Member Detail | Edit | Return

Logout

- My Profile
- My Group
- Member Directory
- Birthdays
- Staff Directory
- Member Roster List

Update

Photo Not Available
Update my Portrait

Sam Z7 SampleMember

Member Since: 2012

Sue

Sean

Photo Not Available

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8. The member profile appears showing info for the 1st listed family member & info that applies to all family members.)

★ If you haven't changed the username and password from those originally assigned, you might want to do that before proceeding – see the Change Login box to the left.

Swansboro United Methodist Church
Online Directory

http://www.SwansboroUMC.org **Edit Member Profile** Logout

- My Profile
- My Group
- Member Directory
- Birthdays
- Staff Directory
- Member Roster List

Change Login

(Note: Changing username or password will log you out of the system and you will have to log back in again)

New User Name:
ZSample1

New Password:
[]
4-12 alpha/numeric characters (case sensitive)

Confirm New Password:
[]

Save

Update

Edit Member Profile

Save Cancel

Display
All | None

Last Name:
 ZSampleMember

First Name:
 Sam

Street:
 []
[]

City:
 []

State/Province:
 Select a State

Postal Code:
 []

► Add Secondary address

Email Address:
 zmember1@ec.rr.com

Phone Number:
 []

Alternate Phone Number:
 []

Member Since (Year):
 2012

Current Active Message from family:
[]

Current Pending Message from family:
[]

Photo Not Available

Display portrait online

I want to update my portrait

Profile Caption


[]

9. Scroll down to see the rest of the info and additional family members. Add any family members not already listed by clicking on the “+ Add another member.”
10. Save any changes you made on this page.

(case sensitive)

Confirm New Password:

Update


Update my Portrait

Requested new portrait session.

Email Address:
 zmember1@ec.rr.com

Phone Number:

Alternate Phone Number:

Member Since (Year):
 2012

Current Active Message from family:

Current Pending Message from family:

Profile type:
Church Member

CMS ID:

Display Additional Family Member Information

Additional Family Members

Name:
Sue

Relationship:
Spouse

Name:
Sean

Relationship:
Child

Addition Member Info

to edit Additional Profile Information
[Click here](#)

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11. Click on the word “here” to edit additional information. (This is where you get to the birthdays, activities, etc.)

(case sensitive)

Confirm New Password:

Update


Photo Not Available
Update my Portrait

Requested new portrait session.

Email Address:

Phone Number:

Alternate Phone Number:

Member Since (Year):

Current Active Message from family:

Current Pending Message from family:

Profile type:

CMS ID:

Display Additional Family Member Information

Additional Family Members

Name:

Relationship:

Name:

Relationship:

[\[+\] Add another member](#)

Addition Member Info

to edit Additional Profile Information
[Click here](#)

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12. Select a family member.

Swansboro United Methodist Church
Online Directory

http://www.SwansboroUMC.org Logout

Edit Member Profile

Edit Member Profile

Additional Member Information
All additional information entered will be shown in the online member directory.

- ▶ Sam ZSampleMember
- ▶ Sue
- ▶ Sean

Update

Photo Not Available

Update my Portrait

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13. Enter and choose information for this family member.

14. You can select each of the family members and add additional information particular to each member from this screen.

http://www.SwansboroUMC.org **Edit Member Profile** Logout

- My Profile
- My Group
- Member Directory
- Birthdays
- Staff Directory
- Member Roster List

Update

13 → Update my Portrait

Edit Member Profile

Additional Member Information
All additional information entered will be shown in the online member directory.

▶ **Sam ZSampleMember**

Birthday (MM/DD):
08 / 28

Email:
zmember1@ec.rr.com

Occupation:
Accounting/Finance
Administrative/Clerical
Babysitting
Banking/Real Estate
Biotech/Science
(Ctrl + click to select multiple)

Organization Activities:
Acolyte
Angel Tree Volunteer
Appalachia Service Project
Band
Bible School Teacher
(Ctrl + click to select multiple)

Hobbies:
Baseball
Basketball
Bicycling
Boating
Bowling
(Ctrl + click to select multiple)

▶ **Sue**

14 →

15. To make multiple selections for Occupation, Organization Activities, and Hobbies, hold down the Control key while you click on a selection. (Mac users hold down the Command key.) Use the same keys to unselect.

http://www.SwansboroUMC.org **Edit Member Profile** Logout

- My Profile
- My Group
- Member Directory
- Birthdays
- Staff Directory
- Member Roster List

Update

Photo Not Available
Update my Portrait

15

Edit Member Profile

Additional Member Information
All additional information entered will be shown in the online member directory.

► **Sam ZSampleMember**

Birthday (MM/DD):
08 / 28

Email:
zmember1@ec.rr.com

Occupation:
Accounting/Finance
Administrative/Clerical
Babysitting
Banking/Real Estate
Biotech/Science
(Ctrl + click to select multiple)

Organization Activities:
Acolyte
Angel Tree Volunteer
Appalachia Service Project
Band
Bible School Teacher
(Ctrl + click to select multiple)

Hobbies:
Baseball
Basketball
Bicycling
Boating
Bowling
(Ctrl + click to select multiple)

► **Sue**

16. When you've finished, click on Save. Don't forget this part!

Bible School Teacher
(Ctrl + click to select multiple)

Hobbies:
Baseball
Basketball
Bicycling
Boating
Bowling
(Ctrl + click to select multiple)

► Sean

Birthday (MM/DD):
08 / 30

Email:

Occupation:
Accounting/Finance
Administrative/Clerical
Babysitting
Banking/Real Estate
Biotech/Science
(Ctrl + click to select multiple)

Organization Activities:
Acolyte
Angel Tree Volunteer
Appalachia Service Project
Band
Bible School Teacher
(Ctrl + click to select multiple)

Hobbies:
Baseball
Basketball
Bicycling
Boating
Bowling
(Ctrl + click to select multiple)

16 Save Cancel

17. Check to make sure all of your information was entered. (Click on “Edit” under family name if you need to add more info. That was #7 in these instructions.)

18. Click on “Update my Portrait” if you’d like to be added to the list for a session with Lifetouch, Inc.

The screenshot shows the website for Swansboro United Methodist Church's Online Directory. The header features a logo of a cross with a flame and the text "Swansboro United Methodist Church Online Directory". The main content area is titled "The ZSampleMember family" and includes a "Logout" link. A sidebar on the left lists navigation options: "My Profile", "My Group", "Member Directory", "Birthdays", "Staff Directory", and "Member Roster List". The main profile section displays information for "Sam ZSampleMember", including his birthday (08/28), email (zmember1@ec.rr.com), membership start date (2012), occupation (Accounting/Finance), activities (Appalachia Service Project, Bible School Teacher, Building Project), and hobbies (Boating, Fishing). Below this is a profile for "Sue" with email (zmembersue@ec.rr.com) and birthday (08/29), and the start of a profile for "Sean". A large blue silhouette placeholder for a photo is on the right. A smaller "Photo Not Available" placeholder is on the left, with a red "Update" label above it and a yellow arrow pointing to the "Update my Portrait" button below it.

http://www.SwansboroUMC.org

Swansboro United Methodist Church

Online Directory

The ZSampleMember family Logout

Member Detail | Edit | Return

- My Profile
- My Group
- Member Directory
- Birthdays
- Staff Directory
- Member Roster List

Update

Photo Not Available

Update my Portrait

18

Sam ZSampleMember

Birthday: 08/28

zmember1@ec.rr.com

Member Since: 2012

Occupation
Accounting/Finance

Activities
Appalachia Service Project
Bible School Teacher
Building Project

Hobbies
Boating
Fishing

Sue

zmembersue@ec.rr.com

Birthday: 08/29

Occupation
Editorial/Writing

Sean

Photo Not Available

19. Check out the other features of this program if you'd like, and then **Logout**.

Swansboro United Methodist Church
Online Directory

<http://www.SwansboroUMC.org> Logout

- My Profile
- My Group
- Member Directory
- Birthdays
- Staff Directory
- Member Roster List

Update

The ZSampleMember family
Member Detail | Edit | Return

Sam ZSampleMember
Birthday: 08/28

zmember1@ec.rr.com

Member Since: 2012

Occupation
Accounting/Finance

Activities
Appalachia Service Project
Bible School Teacher
Building Project

Hobbies
Boating
Fishing

Sue
zmembersue@ec.rr.com
Birthday: 08/29

Occupation
Editorial/Writing

Sean

Photo Not Available

19