

Saint Luke's Church

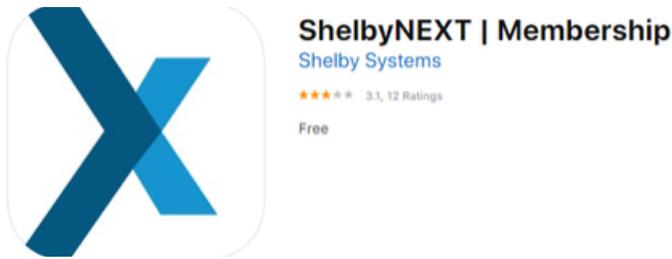
INSTRUCTIONS FOR ONLINE DIRECTORY



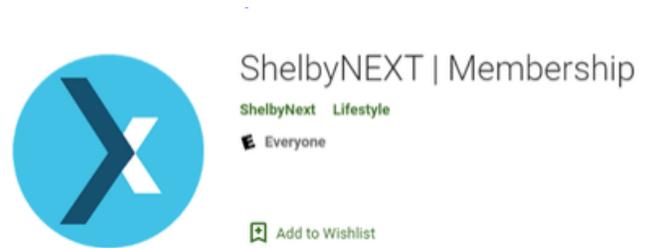
ShelbyNext is our church database and online directory program. Through ShelbyNext, you can see contact information of other Saint Luker's. If you do not wish to be included in the directory, you may opt out, however, please note that if you opt out, you will no longer be able to access the directory.

Please follow the instructions below to access our new Online Directory app.

From the App Store, download the ShelbyNEXT Membership App.



This is how the app looks in the Apple store.



This is how the app looks in Google Play.

1. Start the ShelbyNEXT app and the login screen will appear first. The screen will ask for the Domain and your Username and Password. For the Domain, please type saintlukes in all lower case with no space or hyphen. The app will automatically populate the rest of the Domain.

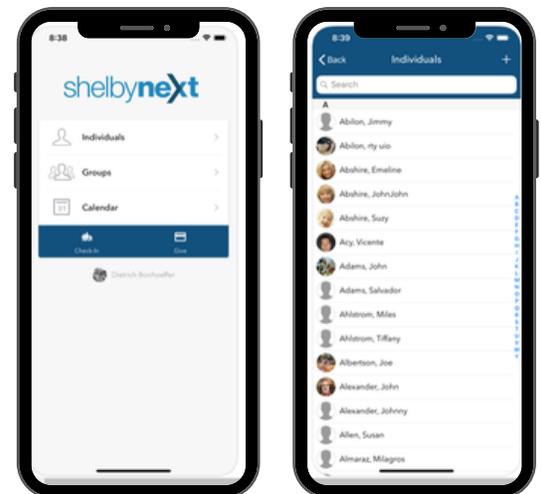
2. Next, enter your Username, which is the email address that we have on record for you in our Shelby System. In order to get access to this App and the Online Directory, we must have a valid email address for you.

3. For your first time logging in, click on the 'Forgot Password?' link. A password reset email is sent to the email that you entered.

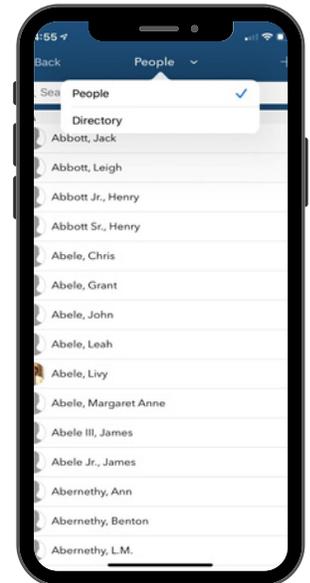
4. Go to your email and open the email from Shelby to reset your password and follow the directions.

5. After resetting your password, try signing into the app again. If it does not work the first time, please try again in 15-20 minutes to give the system time to update. Please note that if you have any trouble signing into the ShelbyNEXT App, please contact Camille Browning at cbrowning@saint-lukes.com, Erin Davis at edavis@saint-lukes.com, or Johnailla Wright at jwright@saintlukes.com.

6. Above are some additional screenshots of the App. The left is the main Home Screen and the right is the Online Directory.

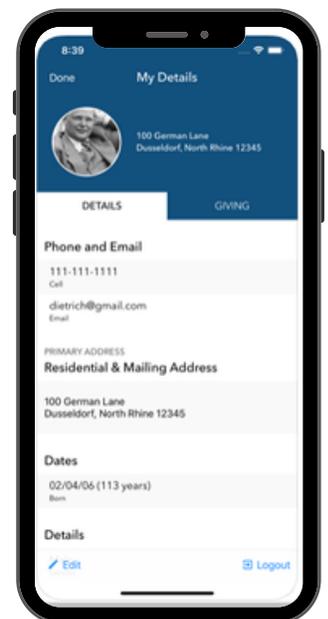


7. The default setting on your screen will be People. You will need to click on the drop-down menu and choose Directory. The Directory option is access to all church members that are in the Online Directory. You can toggle between People and Directory as in the screenshot below. The People option shows you the other individuals in a Group that you might be included, such as Acolytes. Currently, we are focusing on the Online Directory and not the Groups feature.



8. Once you are in the Directory, you can search for someone by entering a name in the Search box field. Once the person's name appears in a list, you can select them.

9. There is also a screen to view your own profile.



10. The photo to the right shows you to which groups you belong.

11. You can propose an Edit to your Profile by clicking on the Edit link in the lower left corner of the My Details screen. For example, you might want to add a phone number or update an email address. Be sure to tap/click SAVE when you are finished.

12. To change your password, go the bottom of the Details screen and tap Change Password.

13. For further information or assistance with the ShelbyNEXT app and Online Directory, please contact Camille Browning at cbrowning@saint-lukes.com or Erin Davis at edavis@saint-lukes.com. You can also call the Finance office at 205.802.6201.

