

## my.StPetersfw.org – Quick Start Guide

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Welcome to my.StPetersFW.org! This powerful new tool provides a wealth of St. Peter's information at your finger tips. These instructions will give you a quick overview of how to use this site. If you need additional assistance, please try the full instructions.

<b>Setting Up Your Account</b>	<p>In your web browser, go to my.stpetersfw.org. Request a login. Enter the email address St. Peter's has on file for you. (This is likely the email address at which you typically receive the monthly Key Notes newsletter.) Enter your first and last name. Then, click "Find me."</p> <p>Note: If you do not have an email address on file with the church, please contact the church office at 749.5816.</p> <p>You will then receive an email confirming your registration. This email will provide your user name and a link to verify your account and to set your password.</p>
<b>Viewing/Editing Your Contact Info &amp; Personal Info</b>	<p>From the home tab, click on "I Want to View... My Complete Profile." Under the Contact Info &amp; Personal Info tabs, you will see all the information St. Peter's has on file for you. <b>Please review this information for accuracy.</b> You can edit your information by either clicking on the pencil icon or clicking the "Add" button.</p> <p>Notes:</p> <ul style="list-style-type: none"><li>• By clicking on the green "Change Preferences" button, you can tell us how you most like to be contacted (phone, email, or text).</li><li>• If you edit or add a phone number, there is a place you can click to make your number unlisted. If you mark a number as unlisted, it will not show up in the directory for anyone other than the pastor(s), staff or administrators of the site.</li><li>• Please mark whether you are willing to receive texts. This can be marked when you add or edit your cell number.</li><li>• All changes must be approved by the church office before they take effect. Therefore, your changes will not show immediately. Change requests should be approved in 1-2 business days.</li></ul>
<b>Completing Your Spark Inventory</b>	<p>From your Profile page, click on the "Serving" tab. Click on the pencil icon to enter the inventory. There are six tabs in this section. From each of the tabs, please check the box for any attribute you feel applies to you. When you have completed all tabs, click the green "Save" button.</p> <ul style="list-style-type: none"><li>• <b>Spiritual Gifts:</b> If you know your spiritual gifts, please indicate them under this tab. If you do not know your spiritual gifts or are uncomfortable answering this, please leave this section blank.</li><li>• <b>Heart:</b> These are ministry areas or groupings of people. Please place a check next to any area/group that pulls at your heart strings. Where do you have a passion for serving/helping?</li><li>• <b>Abilities:</b> These are skills and/or hobbies. You do not necessarily have to have had professional training in the area.</li><li>• <b>Personality Traits:</b> These traits just help us better understand who you are. Complete this tab as if a friend or loved one were completing this section for you.</li><li>• <b>Experience:</b> There is nothing to complete under this tab at this time.</li></ul>

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	<ul style="list-style-type: none"> <li>• <b>Qualifications:</b> These are specialized qualifications. Please complete as applicable.</li> <li>• <b>Availability for Serving:</b> If your schedule is fairly set, please indicate your availability for serving.</li> </ul>
<p><b>PLEASE NOTE: ONCE YOU HAVE REVIEWED YOUR CONTACT INFORMATION AND COMPLETED THE SPARK INVENTORY, YOU CAN NOW RETURN YOUR POSTCARD FOR THE DINNER/MOVIE DRAWING AND THE DONATION FOR SOLE HOPE.</b></p>	
<b>Finding Serving Opportunities</b>	<p>Once you have completed the Spark Inventory, the site will work to match you with current serving opportunities. To view all available serving opportunities, click on the “Serving” tab.</p> <p><b>Please Note:</b> If you are a ministry leader and would like to post a serving opportunity, please contact Michelle Leahy at <a href="mailto:mleahy@stpetersfw.org">mleahy@stpetersfw.org</a>.</p>
<b>Viewing Giving and Pledge History</b>	<p>From the home tab, you will see “My Giving Summary.” This will summarize your giving for 2015 as well as your Giving on the Rock pledge balance. You can also click on “I Want to View... My Giving History.” The “My Giving History” tab will list your contributions to the general fund. Please note: It takes some time before weekly contributions are posted to your account. Please allow one-two business weeks for a contribution to show in your account. The “My Pledge History” tab will show your pledge for the Building on the ROCK campaign. It will also show all payments you have made and your outstanding pledge balance. (This is not your official tax statement.)</p> <p>You can now give online! You can schedule either a one-time gift or a recurring gift using your checking account or credit/debit card. Click on the green “Give Now” button found on the home screen or in the “Giving” menu.</p>
<b>Finding Contact Information</b>	<p>You can find member contact information by searching from the home tab or printing a full directory from the “Directories” drop down menu.</p>
<b>Small Groups</b>	<p>The my.StPetersfw.org site will track and manage your small group Bible study. If St. Peter’s has a record of the small group you attend, your group will be listed on your home tab under “My Groups.” Please note: If you are part of a small group that is not listed, please contact the church office to register your group.</p> <p>From the small group roster page, small group leaders can add members to the group, remove members from the group, edit the small group, email the entire group, or text the entire small group by clicking on the “I want to...” drop down box.</p>
<b>Registrations</b>	<p>You can register for various St. Peter’s events from my.StPetersfw.org. From the home tab, click “I Want to View... Available Registrations.” This will provide a list of all events open for registration.</p>
<b>Utilizing the Church Life App</b>	<p>Once you have registered an account with my.StPetersfw.org, you are registered to use the Church Life App. This App is available in the <a href="#">App Store</a> or in <a href="#">Google Play</a> or for a <a href="#">Windows phone</a>. Load the free app on your phone. Use your email and password to log into the app. Within the app, you can search for St. Peter’s members.</p>