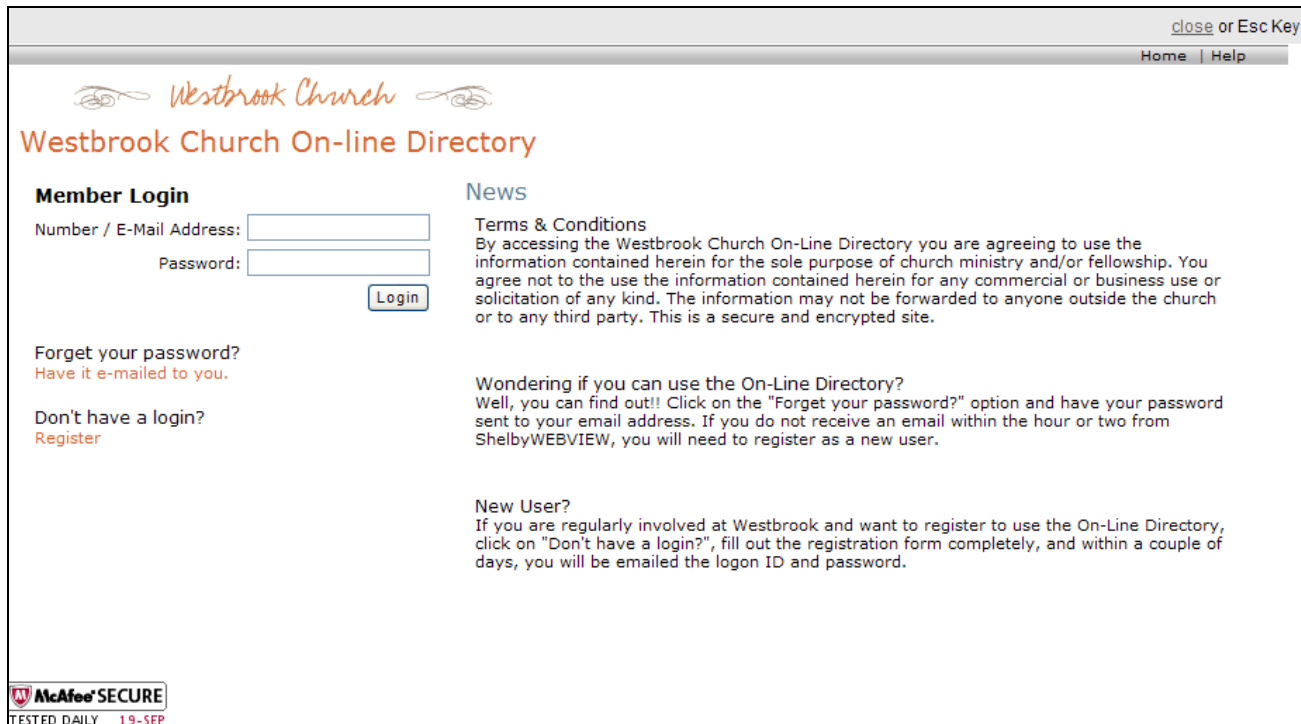


Westbrook Church Online Church Directory

What is the On-Line Church Directory (Webview)?

The Directory is an on-line version of the church database. Authorized congregation members can view address, email, and phone information for other congregation members and make changes to their own information. Congregation members have complete control over what information they want displayed in the directory. Once the information is updated by the church member through the on-line directory, information can be imported back into the church database.



The screenshot shows a web browser window with the title "Westbrook Church On-line Directory". The page features a logo for Westbrook Church at the top. Below the logo, there are two main sections: "Member Login" and "News".

Member Login

Number / E-Mail Address:

Password:

Forget your password?
Have it e-mailed to you.

Don't have a login?
[Register](#)

News

Terms & Conditions
By accessing the Westbrook Church On-Line Directory you are agreeing to use the information contained herein for the sole purpose of church ministry and/or fellowship. You agree not to use the information contained herein for any commercial or business use or solicitation of any kind. The information may not be forwarded to anyone outside the church or to any third party. This is a secure and encrypted site.

Wondering if you can use the On-Line Directory?
Well, you can find out!! Click on the "Forget your password?" option and have your password sent to your email address. If you do not receive an email within the hour or two from ShelbyWEBVIEW, you will need to register as a new user.

New User?
If you are regularly involved at Westbrook and want to register to use the On-Line Directory, click on "Don't have a login?", fill out the registration form completely, and within a couple of days, you will be emailed the login ID and password.

At the bottom left, there is a McAfee SECURE logo with the text "TESTED DAILY 19-SEP".

Logging into On-line Church Directory

You can log into the secured and encrypted site to view/change your information in the church directory using the e-mail address you have provided to the church or use your Name ID which is provided through the system. If you have lost or forgotten your password, you can click on the "Forget your password?" link and a password will be sent to your e-mail address. The key to access the directory is the e-mail address we have recorded in the church database. If Westbrook does not have an email address recorded for you in the church database, you will not be able to access the on-line church directory.

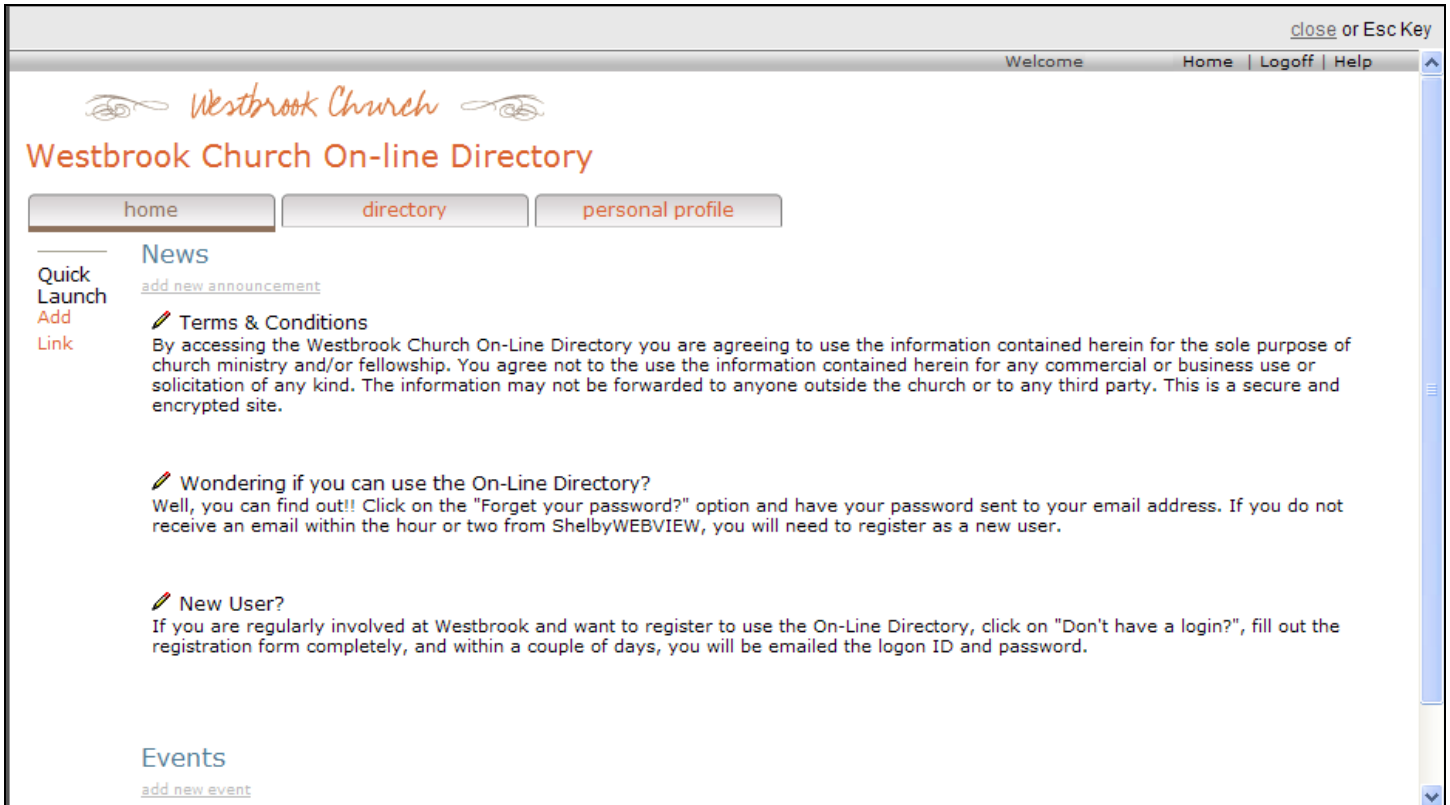
If you are not currently on the church database, you will use the Register link which is found on the left side of the screen under Don't have a login? ONLY use this Register link if you are **not** already in the church database, and are new to Westbrook. This option will allow you to enter your information, and, upon Administrator approval, be imported into the church database.

TIP: If you are unsure whether or not you are authorized to use the church directory, email the Administrator at wb-online@westbrookchurch.com

Westbrook Church Online Church Directory

HOME SCREEN

As you log into the Directory, the first screen that appears is the Home screen or Home tab. This screen displays news, announcements, and other information. To access your personal information, click on the Personal Profile tab.



TIP: It would be a good idea to read the Terms & Conditions and the instructions. It will greatly enhance your understanding of the Directory 😊


Westbrook Church Online Church Directory

Personal Profile

The Personal Profile page will display general information about your family. In order to view more detailed information, you can click on a name.

[close](#) or Esc Key

Welcome Fred! | [Home](#) | [Logoff](#) | [Help](#)




Westbrook Church On-line Directory

home directory personal profile

Family Members

Name	Address	Home Phone	E-Mail Address
Fred Flintstone	456 Gravel Trail Bedrock , WA	(262) 999-4323	Fred@wi.rr.com
Pebbles Flintstone	456 Gravel Trail Bedrock , WA	(262) 999-4323	
Wilma Flintstone	456 Gravel Trail Bedrock , WA	(262) 999-4323	


TESTED DAILY 19-SEP

Westbrook Church Online Church Directory

In the Top Half of the Personal Profile/Member Details, there is basic demographic information. This information can be changed or added to at anytime by the head of the household; in this case, Fred Flintstone. Once you submit the changes, the Administrator will import the data into the church database. (Note: If you change your data, log off the directory, and logs back into the web page before the Administrator has imported the data, you will not see the changes.) The import will usually take place within 24 hours.

Notice the Change Password option about half way down on the screen. You can change your password to something you can easily remember.

[close](#) or Esc Key

Member Details

* Indicates Required Field

Personal Information Login: 6661 Title: Mr. <input type="text"/> * First and Middle Names: <input type="text" value="Fred"/> Salutation: <input type="text" value="Fred"/> * Last Name: <input type="text" value="Flintstone"/> Suffix: <input type="text"/> Birth Date: <input type="text"/> (MM/DD/YYYY) <small>The year is used for internal purposes only and will not appear in the directory.</small> Employer: <input type="text"/> Position: <input type="text"/> Occupation: <input type="text"/> Change Password...	Address Address 1: <input type="text" value="456 Gravel Trail"/> Address 2: <input type="text"/> City: <input type="text" value="Bedrock"/> State: <input type="text" value="WA"/> Postal Code: <input type="text"/>
Directory Security Pertaining to Me: <input checked="" type="checkbox"/> Show Me in the Directory <input checked="" type="checkbox"/> Allow Detail View Access <input checked="" type="checkbox"/> Show Address <input checked="" type="checkbox"/> Show Phone Number <input checked="" type="checkbox"/> Show E-mail Address <input type="checkbox"/> Show Photo Pertaining to My Family: <input checked="" type="checkbox"/> Show My Family in the Directory <input type="checkbox"/> Inherit My Rights	Phone Numbers Home Phone: <input type="text" value="(262) 999-4323"/> (999) 999-9999 Business Phone: <input type="text"/> (999) 999-9999 Mobile Phone: <input type="text"/> (999) 999-9999 Pager: <input type="text"/> (999) 999-9999 Electronic Contact Information * E-mail Address: <input type="text" value="Fred@wi.rr.com"/> Web Address: <input type="text"/> Additional Comments <input type="text"/>

NOTE: Changes will not be visible in the Directory until approved by your administrator

Westbrook Church Online Church Directory

The lower half of the Head of Household Record displays information about directory security and additional comments. Directory security allows you to control how your information is viewed in the directory. If you uncheck a certain item and click update, that information will no longer be viewed in the directory. The options below are available when the Head of House is logged onto the directory. These settings pertain to the entire family's information.

- **Show Me in the Directory** - displays your name in the directory.
- **Allow Detail View Access** - allows other church members to see your detail information.
- **Show Address** - display your address in the directory.
- **Show Phone Number** - display your phone number in the directory.
- **Show E-mail Address** - display your e-mail address in the directory.
- **Show Photo** - display your photo in the directory (if one exists on the database)
- **Pertaining to My Family:** These check boxes only appear on the head of household record.
 - **Show My Family in the Directory** - includes your family in the directory.
 - **Inherit My Rights** - gives everyone in your family the same rights that you have.

When an individual selects "Allow Detail View Access" their name will be **orange** on the Directory tab. This option allows other congregation members to click your name in the directory and get more detailed information about you. If the Head of Household has turned off this option, their names appear in black and only the information displayed on the first screen of the directory tab can be viewed by other members.

After you have finished updating your record, you must click the Update button on the bottom of the page to save the changes. Note: Changes will not be visible in the Directory until approved by the Administrator through the import process.

Westbrook Church Online Church Directory

On-Line Directory

The Directory is accessed by clicking on the Directory tab. A last name may be typed in the blank field or you may click on one of the letters of the alphabet. You may choose any of the search options shown below to locate someone in the church database.

The screenshot shows the Westbrook Church On-line Directory search page. At the top, there is a navigation bar with "Welcome Fred!" and links for "Home", "Logoff", and "Help". Below this is the church logo and the title "Westbrook Church On-line Directory". There are three tabs: "home", "directory" (which is selected), and "personal profile". Under the "directory" tab, there is a search section with a dropdown menu for "Last Name: A B C D E F G H I J K L M N O P Q R S T U V W X Y Z". Below the dropdown is a search input field and a "Search" button. A dropdown menu is open, showing options: "Last Name (or Last, First)", "First Name (or First Last)", "Address", "City", "State", "PostalCode", "Home Phone", and "E-Mail Address". A "choose a search option" button is also visible. In the bottom left corner, there is a McAfee SECURE logo with the text "TESTED DAILY 19-SEP".

Once the directory search has displayed results, you click on any an address to display a map. If the E-mail address is clicked, your default e-mail client creates a blank message to that e-mail address. If the person's name appears in orange, you can click the person's name and a new page will open with more detailed data.

The screenshot shows the Westbrook Church On-line Directory family members page. At the top, there is a navigation bar with "Welcome Fred!" and links for "Home", "Logoff", and "Help". Below this is the church logo and the title "Westbrook Church On-line Directory". There are three tabs: "home", "directory", and "personal profile" (which is selected). Under the "personal profile" tab, there is a section titled "Family Members". Below this is a table with the following data:

Name	Address	Home Phone	E-Mail Address
Fred Flintstone	456 Gravel Trail Bedrock , WA	(262) 999-4323	
Pebbles Flintstone	456 Gravel Trail Bedrock , WA	(262) 999-4323	
Wilma Flintstone	456 Gravel Trail Bedrock , WA	(262) 999-4323	

In the bottom left corner, there is a McAfee SECURE logo with the text "TESTED DAILY 19-SEP".