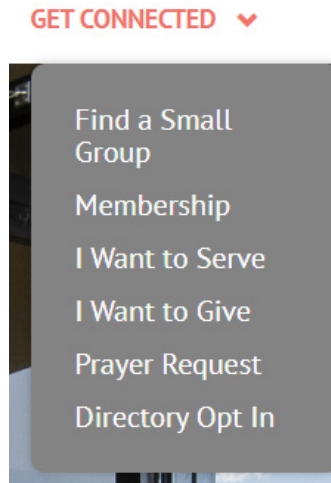


Using the Keller UMC Online Directory

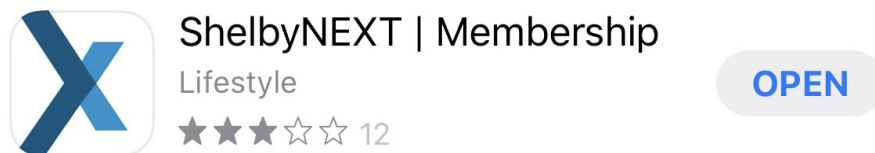
Have you already received an email with your User Name? You can skip the first step!

1. To have access to the directory, you must have given permission to include your own profile for others to view. The first step is to fill out the form requesting to be included. Go to www.kellerumc.org and choose Directory Opt In from the Get Connected menu.

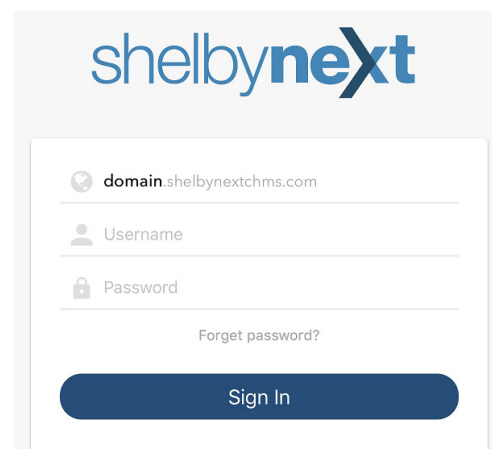


Click the Directory Opt In Form, fill out and submit. You may not receive a response immediately, especially if not during business hours. A staff member must review each request and assign a User Name. Once you receive an email with your User Name, move on to Step 2.

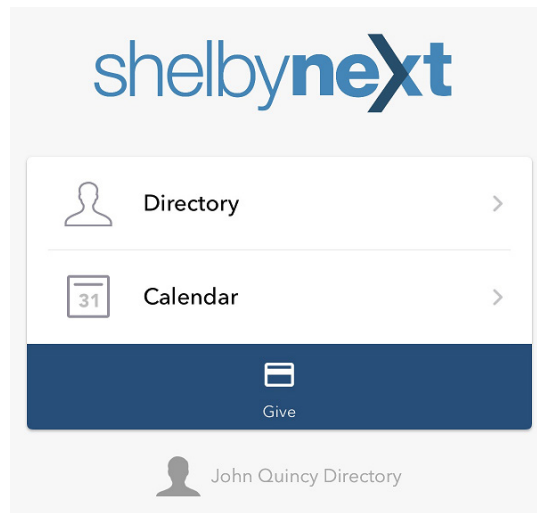
2. The directory is available as either an app for your phone or other mobile device, or on a website for access with a desktop or laptop computer. Skip to Step 4 if you would prefer to use a computer.
For an iPhone or iPad, go to the App Store and download the ShelbyNext Membership app.
For an Android or tablet, go to the Google Play Store and download the ShelbyNext Membership app.



Type over domain and replace with kellerumc.org.
Type in the User Name provided by Keller UMC staff.
The first time you use the app, click Forgot Password.
The software will automatically generate a password and email it to the address you provided when you signed up.



3. Once you log in, you will see options to view the Directory, the Calendar or Give.



Click on Directory to see a list of participants in alphabetical order. Scroll through to find the person you are seeking, or type the first few letters of a first or last name in the search box.

For your own profile, you will see Edit in the top right corner. At this time, we recommend that you only edit your profile on a computer rather than using the app. Shelby Systems is still working out some bugs in using the app to make profile edits.

Click on Calendar to see a list of church events.

Click on Give to make a one-time or recurring gift to the General Fund or to Debt Reduction.

Click on your Name at the bottom of the screen to see a Giving tab. Here you can see your history of giving, pledges, saved payment methods and recurring gifts. Note that you can only see your own giving. You cannot see others' giving and others cannot see yours.

4. To access the directory from a computer, go to <https://kellerumc.shelbynextchms.com>. For easy later access, create a shortcut to this link on your desktop.



Type in the User Name provided by Keller UMC. If this is the first time you are accessing the directory, click on Forgot Password. The software will automatically generate a password and email it to the address you provided when you signed up. If you also use the app, use the same password.

5. Once you log in, you will see the same options as on the app, but displayed differently.

Hello, Jack!



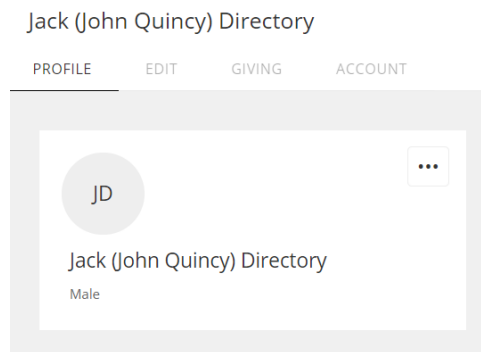
Click on My Giving to either make a contribution or to view a Statement of Giving.

Click on Directory to see a list of participants in alphabetical order. Scroll through to find the person you are seeking.

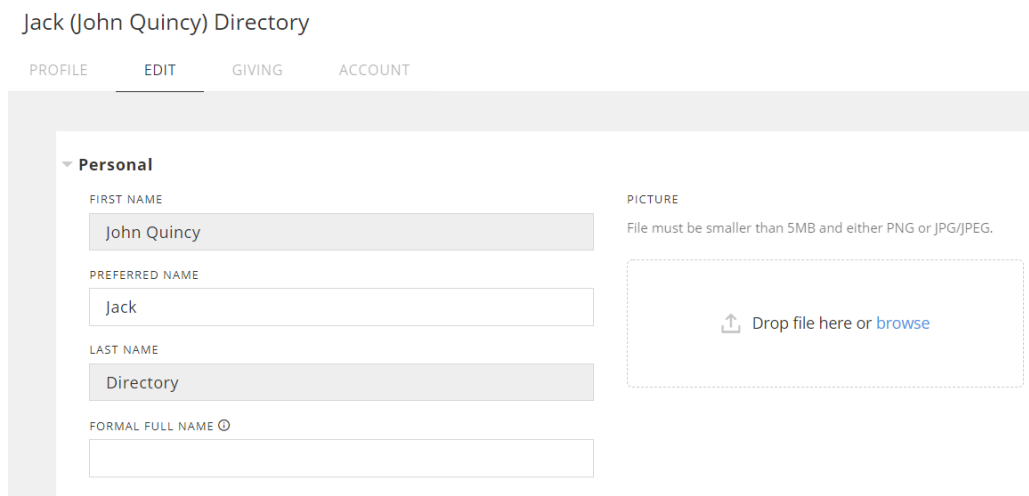
Click on Calendar to see a list of church events.

6. We recommend making changes to your profile through the website using a computer rather than using an app.

Click on My Info to see your own information. See something that needs to be updated? Want to display a more recent picture?



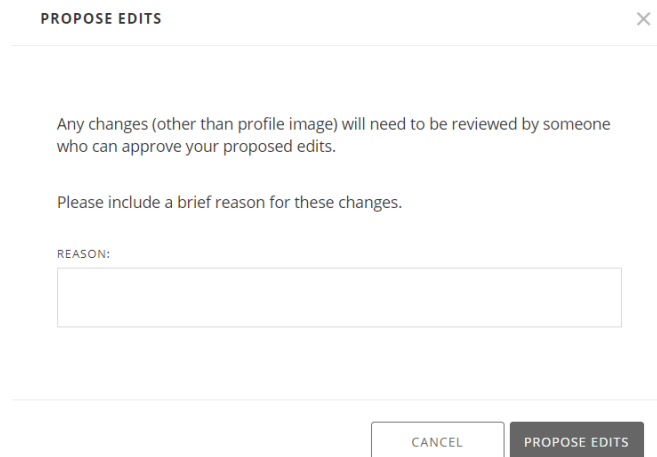
Choose the Edit tab.



Note that you cannot change your first name or last name yourself. Please call the church office if you need to make a change to one of those two fields.

Click Browse at the right side to find a picture on your computer to use as your profile picture. You may receive a message asking why you are making a change, but pictures update immediately after you fill in the pop-up field.

For changes to address or phone numbers, make the change and click Save. You will see this pop-up message.

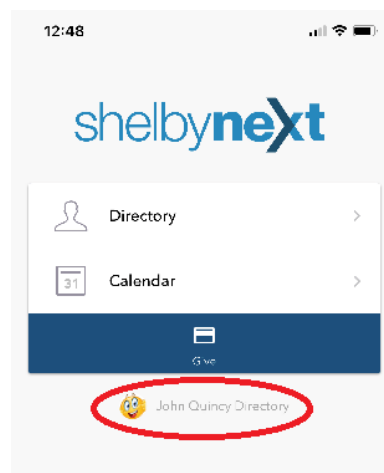


The screenshot shows a pop-up window titled "PROPOSE EDITS" with a close button (X) in the top right corner. The text inside the window reads: "Any changes (other than profile image) will need to be reviewed by someone who can approve your proposed edits." Below this, it says "Please include a brief reason for these changes." There is a text input field labeled "REASON:". At the bottom of the window, there are two buttons: "CANCEL" and "PROPOSE EDITS".

Fill in the reason and click the Propose Edits button. This will notify church staff that you would like to make a change, but the profile will not change until a staff member has approved. Generally staff members check for changes each Monday through Friday at least once per day. If a change is urgent, please call the church office for immediate assistance.

You will receive an email to the primary email address in your profile when changes have been approved.

7. Changing your password. You can keep the same password you received in the email when you clicked "Forgot password" if you like. The app does not sign you out automatically, so you will not use your password often. If you would like to change the password, click your name:



Scroll to the bottom of the screen and select Change Password:

