

To Register for your WoodsLink ID:

- Click on the WoodsLink Logo above to open a new window.
- On the WoodsLink login page, click “get your username and password” under “Not Registered?”
- Enter your first and last names and your current primary email address.
- You will receive a login ID and password via e-mail. The first time you login, you will have the opportunity to change your password to whatever you would like it to be.
- If the system is unable to locate a record matching the information you provided, email info@woodschurch.org with your first and last names and current primary email address. An account will be created for you and the login ID and password will be emailed to you within 72 hours.

What Can I do when I login?

- Update your information

You can manager your personal information, such as your address and phone number. When you are changing your information, the changes are not directly applied to the records, but you are submitting a request to change information. After the request is approved by a Woods administrator the information will be updated on the website.

To view or update your information, click the “My Complete Profile” tab in the “I Want To View” section. Click the pencil icon next to the area you need to change, put in new information, and click “Submit”.

- Complete your Spiritual Gifts Inventory which helps you find where to use the gifts God has given you.

To complete your Spiritual Gifts Inventory, click the “My Complete Profile” tab in the “I Want To View” section and click the “Serving” tab. On the “Attributes” bar, click “Add Attributes”. You will then see tabs to “Manage Personal Attributes/Qualifications. Put a check in the areas you feel are appropriate. If you hold your cursor over the attributes, you will see a brief explanation of that gift. Click between the six tabs until you are finished. You can also indicate the times you are available to serve. Remember to click **SAVE** at the bottom.

When an opportunity arises that matches with your gifts, you will receive an e-mail to see if you are interested in serving.

- Make online contributions and view your contribution record.

To view your contribution record, click the “My Complete Profile” tab in the “I Want To View” section. Then click the “My Giving History” tab. To give online, click the “Give Online” tab.

- View an online directory.

From your “Home” page, click on “Directories”. To view an online family photo directory with photos, names, addresses, and phones, click on “Pictorial Directory” & “Family”, then “Preview”. Note: To view e-mails, click on “Individual” directory type since there may be more than one e-mail in a family.

- View church calendar.

Click on the “Calendar” tab from your “Home” page.

- Find a ChristCare group to become a part of.
From your “Home” page, in the “I Want To View” section, click “Available Small Groups”. Put a check in the “Browse All Small Groups” box. You will now see the many varied groups that are offered. If you would like more information, click on the envelope for the leader and you will receive a response.