

How to Access the First Pres Website



Updated July 7, 2008

Please note: This feature is for First Presbyterian Church members only. Visitors are not allowed access to our online information.

Go to the First Pres website, www.firstpresaugusta.org. Click on the tab labeled 'Members' in the top left corner.

***** The church *MUST* have your current email address in our database to access the MEMBERS section*****

First time users:

Click on MEMBERS (top left corner of the First Pres home page). Enter your first name, last name, and email address in the box to the **right**. A username and password will be emailed to that email address. The church **must** have **that** email address in our database in order for this to work. If it responds with 'unable to identify' you, we probably do not have the correct email address for you, if any. To let us know your email address: email Mallory at msides@firstpresaugusta.org, or Shirley at sdavis@firstpresaugusta.org. We will put your email address in our database and you can try again. Once you obtain your username and password from your email, return to the log in page to change your password and follow the instructions.

Returning users:

Click on MEMBERS (top left corner of the First Pres home page). Enter your username and password in the box to the **left**. If you forget your password, click on 'Forgot your password?' and follow the directions. If you forget your username *and* password, or have any other problems logging in, contact Mallory at msides@firstpresaugusta.org or 706-823-6412.

How to navigate the MEMBERS section once you've logged in:

Edit Your Profile Information (i.e. phone number, address, etc.)

Click "Overview" in the top tab. In the "I Want to View" box, click "My Complete Profile." Your information will be displayed. Click on "Edit" (top right corner). Change the information and click Submit. When your change has been approved, it will be displayed on your profile.

To Upload a New Picture of Yourself or Your Family (as a jpeg file)

Click "Overview" in the top tab. In the "I Want to View" box, click "My Complete Profile." Click on "Edit" (top right corner). For an individual picture, click on "Picture" in the top right corner. Upload your new picture. For a family picture, click on "Family" in the top right corner. Click on "Family Picture" in the top right corner. Upload your new picture.

To Change Your Password or Other Settings

Move your cursor to "My Profile" in the top tab, and click on "My Personal Preferences." Change your information as desired.

Find a Member's Phone Number, Homes Address, and/or Email Address

Click on "Overview" in the top tab. A box will display near the top of the screen titled "Search." Enter the first or last name and click 'Search' to the right.

View and Print a Directory

Click on "Directories" in the top tab. Select the type of directory you want to view, "Individual" or "Family." A "Pictorial Directory" will show pictures along with the person/family, "Online Directory" will not show pictures. ("Family" and "Pictorial" is probably what you want.) **Note:** before clicking on "PREVIEW," **make sure your pop-up blocker is turned off** because the directory will come up in a pop-up screen. To print the directory, click on the printer icon in the top bar.

View Your Contribution Record

Click "Overview" in the top tab. In the "I Want to View" box, click "My Giving History". Your information will be displayed. You may view a date range or all year's giving. The previous year's giving is also available. All screens may be printed.

View the Church Calendar

Move your cursor to "Calendar" and click the type of calendar you would like to view, "Calendar" (like a wall calendar), or "Table" (a list of dates and events). You can also view the church calendar from the First Pres home page. (Note: The "Add Event" button on the calendar screen will not add an event to the church calendar, but will add an event to your personal calendar you can set up for yourself. Contact the church if you need to schedule a church event.)

View Your Parish's Information and Roster

There are two ways to find this information:

- A) Click on "Overview" in the top tab. Find the box "My Groups" and click on the name of your parish.
- B) Move your cursor to "Groups" in the top tab. Click on "My Groups" and click on your parish's name.

View a Map of a Parish Member's House

Please note: After your first time logging into the First Pres website, please wait 1-3 days and your profile will be updated to include the ability to view maps of parish members' homes. Then follow the steps below:

When viewing the Parish roster (see above) click on the blue microscope next to a name. The person's profile will appear, and next to their picture is their address. Click on "View Map" below their address. (Make sure your pop-up blocker is turned off!)

Send Group Email to Parish Members, View/Print a Directory of Your Parish, etc.

To send a group email to your Parish's roster see the above directions under "View Your Parish's Information." Click on the drop-down tab on the right that says "I want to..." Click on the down arrow, and you'll see the options:

Export to Excel – Creates a list of selected members in an Excel spreadsheet.

Group E-Mail – Will send an email to selected group members. You will have the option to email via this program, or through your default email application (to include attachments).

Print Mailing Labels – Will print mailing labels for selected members.

Print Directory – Will print a directory of selected members.

Note: For each of the above options, you will need to select the people you want by checking the box to the left of their name(s). To select the whole group, click the box to the left of "Name" at the top of the roster. Then select the function you desire and click "Go".

View Sunday school and Activity Group Information

Move your cursor to "Groups" in the top tab. Click on "My Groups," a list of the activities you are involved in will be displayed. Click on the name of the group to display the group's roster. Under 'Action' you can select various actions to do with the group roster, such as email the group, or print mailing labels and a directory of the group (see above).

PLEASE NOTE

**The FPC website is continually growing and changing.
Watch for more updates and features
coming soon.**

Contact Mallory at msides@firstpresaugusta.org or 706-823-6412
if you have any questions/problems.