

# How Members Submit Updates to Their Information

## — How members can make a request to update —

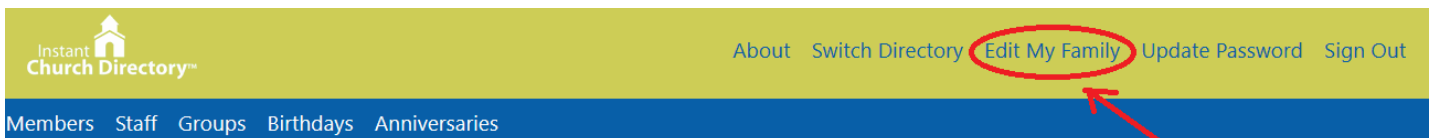
**IMPORTANT:** As a member, you must create a login to access the members' website or mobile app in order to view your details and submit changes to be approved. Get help accessing the member website or mobile app (<http://help.instantchurchdirectory.com/category/1090-creating-a-login-for-the-member-app>).

Once your updates are submitted, they will go to the Admin who will accept them before they show up live on the member website or mobile app.

If you change your email address, you will need to choose Create Login the next time you open the member website or mobile app.

## Requesting an update on member *online directory*

After you (a member) are logged into the Online Member Directory at [members.instantchurchdirectory.com](https://members.instantchurchdirectory.com) (<https://members.instantchurchdirectory.com/>), you will be able to go to Edit My Family from the link at the top of the page.



## Edit My Family

Edit your family details or your photo and then click the Submit Edits button to post your changes to your directory administrator for review.



Choose a new photo:

Family Last Name:

Adults/Parents:

Rick



Andrea



[+ Add Adult/Parent](#)

Children:

Elissa



Jonah



James



[+ Add Child](#)

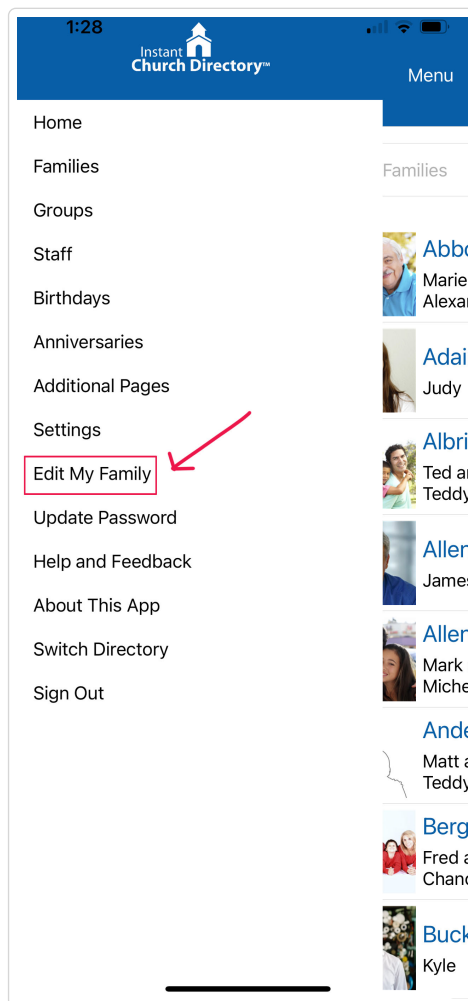
Here, you will be able to request to add or change your family photo, the spelling of your names, email address(es), phone number(s), birthdays and anniversaries. You can also do this from the member app (see below).

You will not be able to edit your member status, additional details or group listings at this time. You will also only be able to edit the details in the family you are listed in, not to any other member's details or staff listings.

Once you have submitted a request to change your information, an alert will show on the Admin website.

## Requesting an update on member app

To update your member information in the mobile app, go to Menu >> Edit My Family.



*Mobile App Menu*

This will launch a screen to Edit the Family Details. Here you can request to add or change your family photo, the spelling of your names, email address(es), phone number(s), birthdays and anniversaries.

Once you have submitted a request to change your information, an alert will show on the Admin website.

**Watch the brief demonstration video to see how members can submit updates to their information from the online members' website and the mobile apps:**



## **4409 - ICD Church Members Update Info Online and Mobile**

Communication Resources, Inc.

01:20

✉ *Still need help? Contact Us (#)*

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