



WebView: Online RHCC Directory

INSTRUCTIONS

Welcome to Rolling Hills Covenant Church's secure online directory. This section presents all the information compiled by registered congregants under the Personal Profile tab. Only individuals who have signed in using their approved login ID and password have access to their personal profile and the Directory.

You will only be able to see information that congregants have given permission to be viewed, just as others will only see what you have given permission to see. Viewing permission is granted by the designated head of household. In most cases, the head of household is the male adult of the family. If there is no adult male, the head of household will be a woman. (Questions about who is the designated head of household for you? Contact WebViewAdmin@rhcc.net or call Brenda Stipa at 310.521.2587).

There are two ways to search for a congregant or staff member.

1. By Last Name: Click on one of the alphabetical letters to display all records where the last name begins with the letter selected, or
2. Choose a criteria field from the drop down list (last name, first name, city, postal code, etc.)

Congregants will only be viewable in the Directory tab if they have allowed themselves to be viewed from the **Personal Profile tab**. If you enter "Johnson" to search for all the families with this last name and a friend of yours does not appear, this means that your friend has not yet allowed their information to be viewed. Similarly, if one friend has a photo displayed but another does not, this is a reflection of how they designed their viewing rights for the Directory. These rights are set in the "Directory Security" area of the **Personal Profile tab**.