



## **WebView: Personal Profile**

### **INSTRUCTIONS**

Did you get a new cell phone number or new e-mail address? Get a new occupation? Move to a new home? Update your Personal Profile! We want to stay connected as the RHCC church family!

When you open the **Personal Profile** tab, click on your name to update your Personal Profile record. The information that appears reflects RHCC's current database. Verify our current information or enter new information. The data you supply becomes the information we use for church communications including monthly and quarterly mailings, phone calls, e-mails, and E-newsletters. This page allows you to keep your data current, and make changes as frequently as needed.

**Each section in Member Details is explained below. After you make any changes to your record, please scroll to the bottom of the page and click **UPDATE**.**

#### **Personal Information**

This section updates the church database for your title, first and middle names, last name, birth date, your employer, your position, and occupation. Please verify that these are correct. Remember, any changes you submit will be entered into the church database and will affect future correspondence. You'll also see in this box where you can change your password. Click [Change Password...](#) and enter any alpha-numeric password of your choice between five and 20 characters. Remember that the password IS case sensitive.

#### **Address**

The address section displays the mailing address that the church uses for your church statements and correspondence.

#### **Phone Numbers:**

This section displays the phone numbers on record for the church.

#### **Electronic Contact Information:**

Please ensure your primary email address is accurate for the church records. Many congregants have more than one email address, and the primary e-mail address appears first. If you have a personal website, enter the URL.

### **Additional Comments:**

Under “Additional Comments,” share with the church where you are currently serving and what your interests are. This will help others to get to know you better. Note: in order for your “additional comments” to be submitted, you must update at least one (1) field in the sections above.

### **Directory Security:**

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. When the head of household logs in to WebView, this person will see a section entitled “Directory Security” directly below the personal information box:

#### *Pertaining to Me:*

By clicking on one or more of the check boxes you are granting viewing rights for the Online RHCC Directory (displayed in the Directory tab).

- ✓ **Show Me in the Directory** will display your name.
- ✓ **Allow Detail View Access** will display every field in the Personal Information section (see above).
- ✓ **Show Address** will show your main address on record with RHCC.
- ✓ **Show Phone Number** will show all your phone numbers on record (you cannot select only individual numbers).
- ✓ **Show E-mail Address** will show the email addresses on file with the church.
- ✓ **Show Photo** will display the photo from RHCC’s 2007 Pictorial Directory and is only visible when Allow Detail View Access is checked.

#### *Pertaining to My Family:*

- ✓ **Show My Family in the Directory:** Head of Household controls directory security for all persons in the family; if you want all family members listed in the directory, the Head of Household must check “Show My Family.” Otherwise, only the head of household record will display.
- ✓ **Inherit My Rights:** applies the same settings from the head of household to other family members. For example, phone numbers displayed (or not), Detailed view displayed (or not).

Again, **if you make any changes to your record, please scroll to the bottom of the page and click **UPDATE.****

Display changes are automatically updated. Data changes are submitted, reviewed, and accepted by the church database staff to ensure the integrity of the database. WebView is updated periodically.

Once you have updated the Directory Security section and clicked **UPDATE**, be sure to go to the **Directory tab** to verify your settings and that your information is displayed accurately.

If you have questions regarding how to update your profile information, the designated head of household for your address, or the Directory, please contact Brenda Stipa, the church database manager, at 310.521.2587 or email [WebViewAdmin@rhcc.net](mailto:WebViewAdmin@rhcc.net).

