

FBC Member Online Directory Guideline

Welcome!

- * Please read and/or print this FBC Online Directory Guideline
- * FBC Members remote access to their membership data, 24 hours a day - 7 days a week, by using any Internet connection.
- * FBC Members may view and/or update information about themselves and their families by using this program.
- * The Member Online Directory is safe and secure. Each person has their own unique password that guarantees protection against unauthorized access.
- * FBC Members can change personal data to reflect moving, changed phones, new or changed e-mail address, etc.

Note - Prerequisites for logging into this site is you must be an active FBC Member and you must have an email on file with FBC Membership in order to receive an email with your private login number and password.

Log In Process

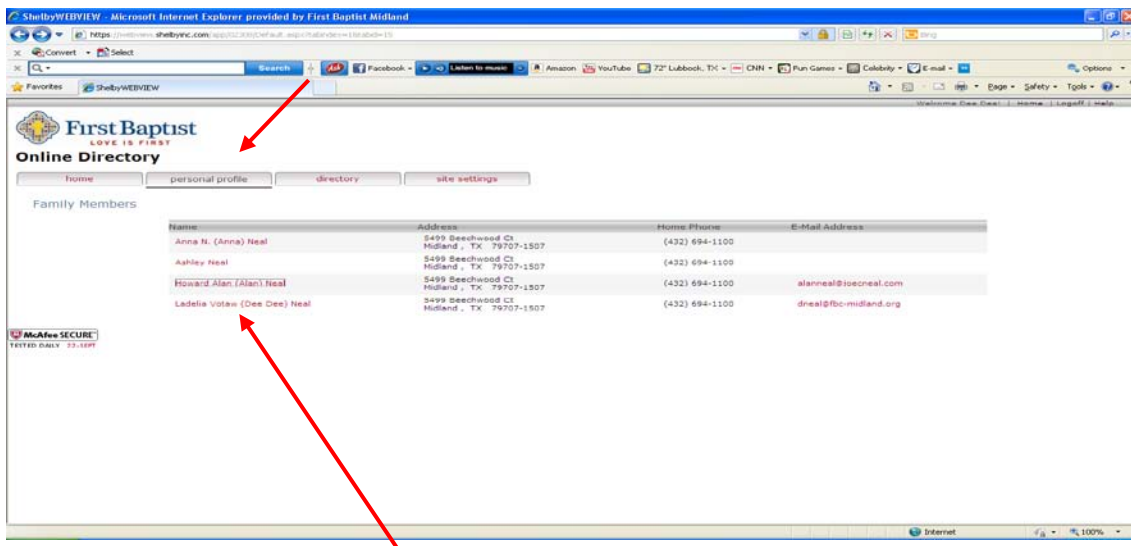
Log in to our FBC Website @ www.fbc-midland.org/memberdirectory . Please use your **Login number** and **Password** which was emailed to you from Jeri Schantz (jschantz@fbc-midland.org), Subject: FBC Member OnLine Directory.

Forgot Your Password

A user who has forgotten their password can click the forget password link. The **Have it e-mailed to you** link brings up the **Forgot Password** screen. Here a user can enter his or her e-mail address and click the **Continue** button. The password for this individual will be sent to the e-mail address provided. **Note:** This e-mail will be sent from shelbywebview@shelbyinc.com. **Members will need to make sure to allow this address.**

Personal Profile Tab

Clicking on the **Personal Profile** tab displays the **Family Members** page. **If the logged in individual is a head of household or spouse**, all of the **active** members of his or her family will display so that he or she can edit information for anyone in the family. If a child logs in, he or she will only see his or her record on the **Personal Profile** tab.

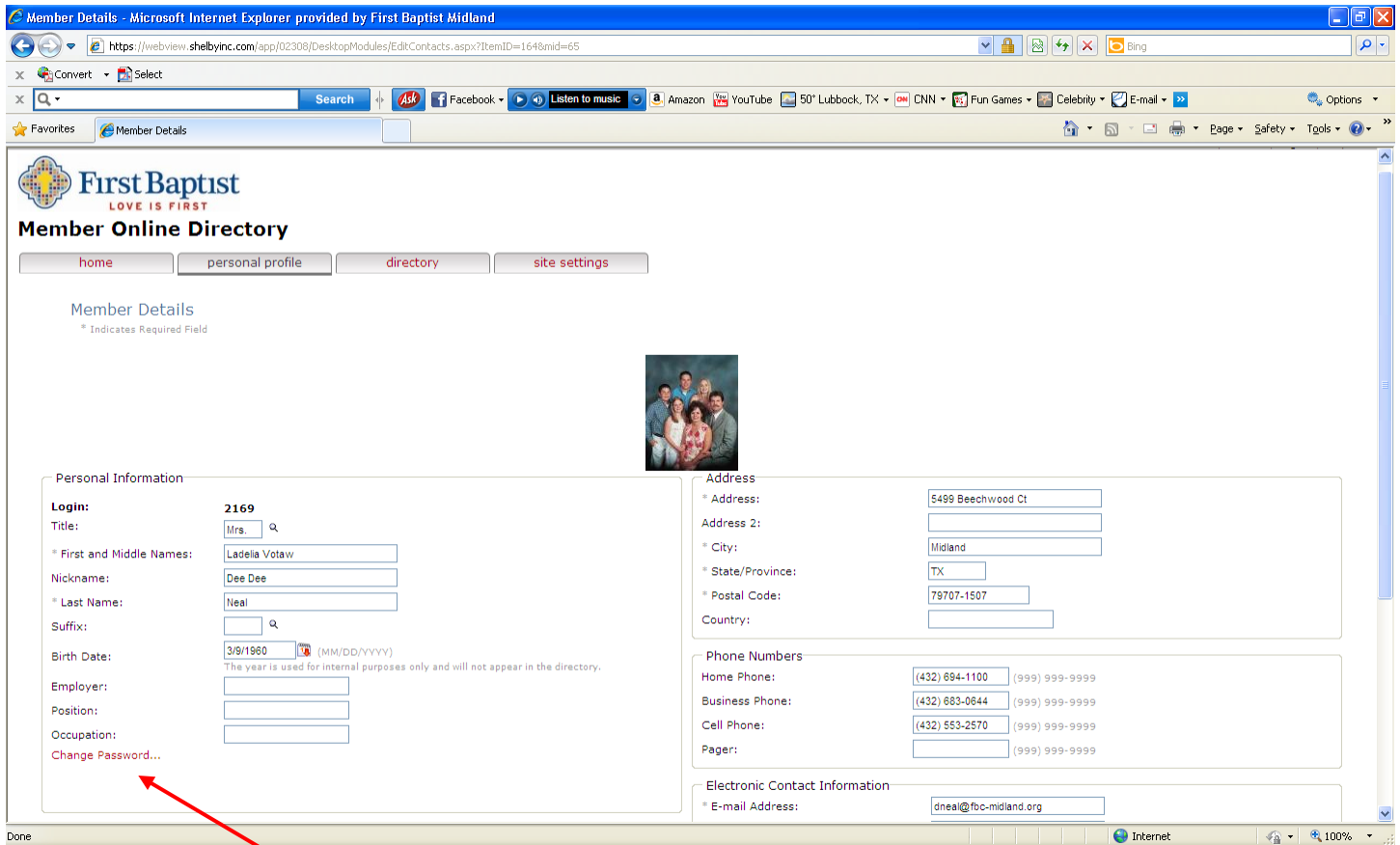


Clicking any listed name link will bring up an editable **Member Details** screen. This screen is broken down into the following sections: **Personal Information, Directory Security, Address, Phone Numbers, Electronic Contact Information, Profiles, and Additional Comments**. When finished, click the **Update** button to save changes or **Cancel** to discard changes and return to the previous screen.

Personal Information

The **Personal Information** section contains the following fields:

- Title
- First and Middle Names
- Salutation
- Suffix
- Birth Date
- Employer
- Position
- Occupation



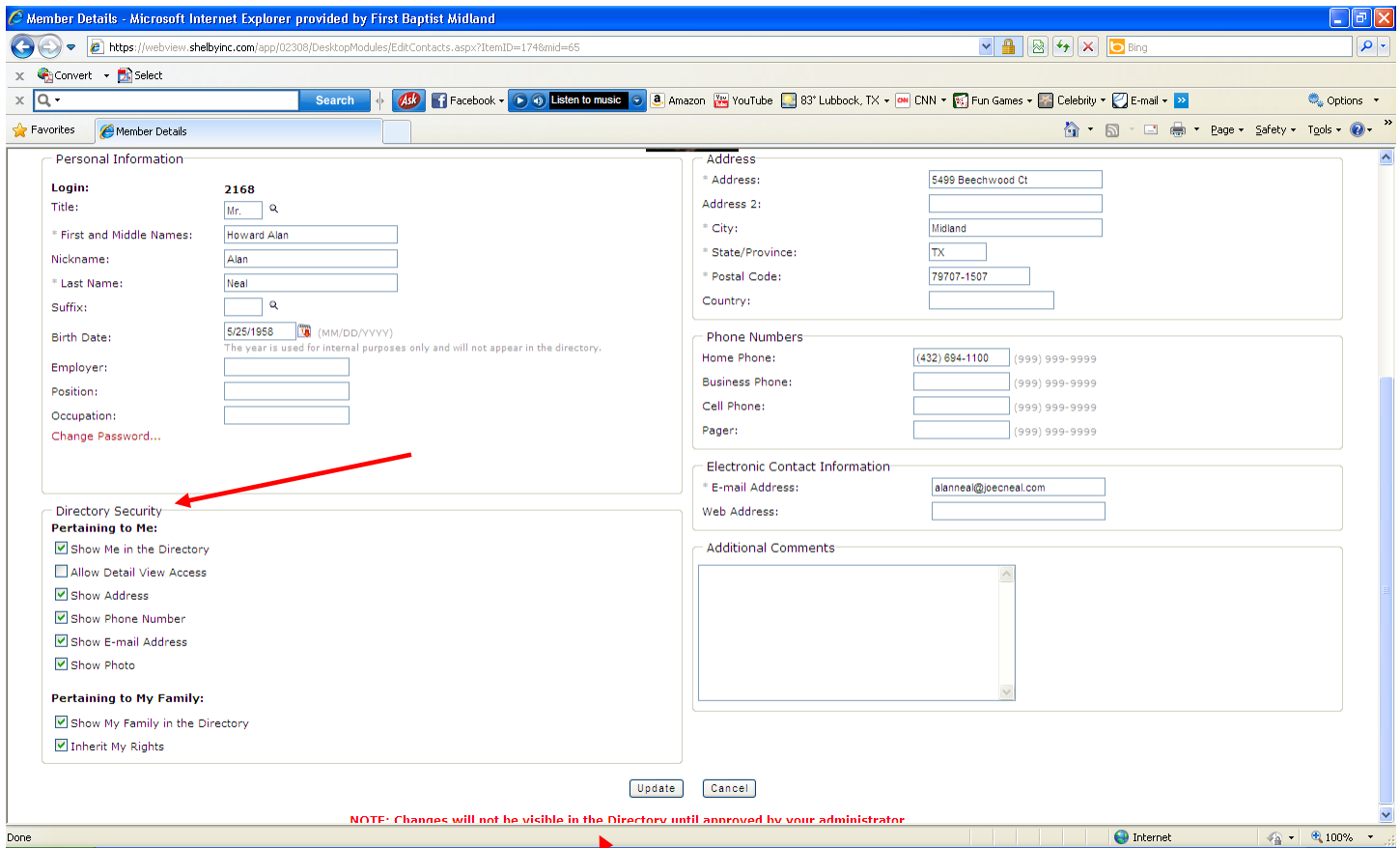
There is also the **Change Password...** link, which will allow **logged in individual to change their password**. When someone clicks the link, a **New Password** and **Re-type New Password** field will display. After inputting the new password in both fields, the **Update** button at the bottom of the screen will save the changes.

Directory Security

The **Directory Security** section allows **head of household individuals** to adjust their privacy settings. In addition, **the head of household record can select** two additional options for the entire family. The following privacy settings are available:

- **Show Me in the Directory:** Shows the individual in the directory (name only).
- **Allow Detail View Access:** Allows detail view access in the directory, displaying the contents of the following fields: **Title, First and Middle Names, Last Name, Suffix, Salutation, Birthdate, Employer, Position, and Occupation.**
- **Show Address:** Shows the individual's address in the directory.
- **Show E-Mail Address:** Shows the individual's e-mail address in the directory.
- **Show Photo:** If **Allow Detail View Access** is selected, will show the individual and family photos on the **Member Details** screen in the directory.
- **Show Birthdate on Calendar:** Shows the individual's birthday on the **Calendar** tab. **Note:** This option only appears if you have **e-Calendar**.
- **Show My Family in the Directory:** (head of household option) Shows the entire family in the directory.
- **Inherit My Rights:** (head of household option) propagates the privacy options from the head of household to all family members. When this is selected, the other members of the family do not have a **Directory Security** section on their **Member Details** screen and cannot set their own privacy options.

The note at the bottom of the Personal Profile screen indicating that changes are not visible until they are approved does not apply to the Directory Security section. Changes to these rights are effective as soon as you click Update.



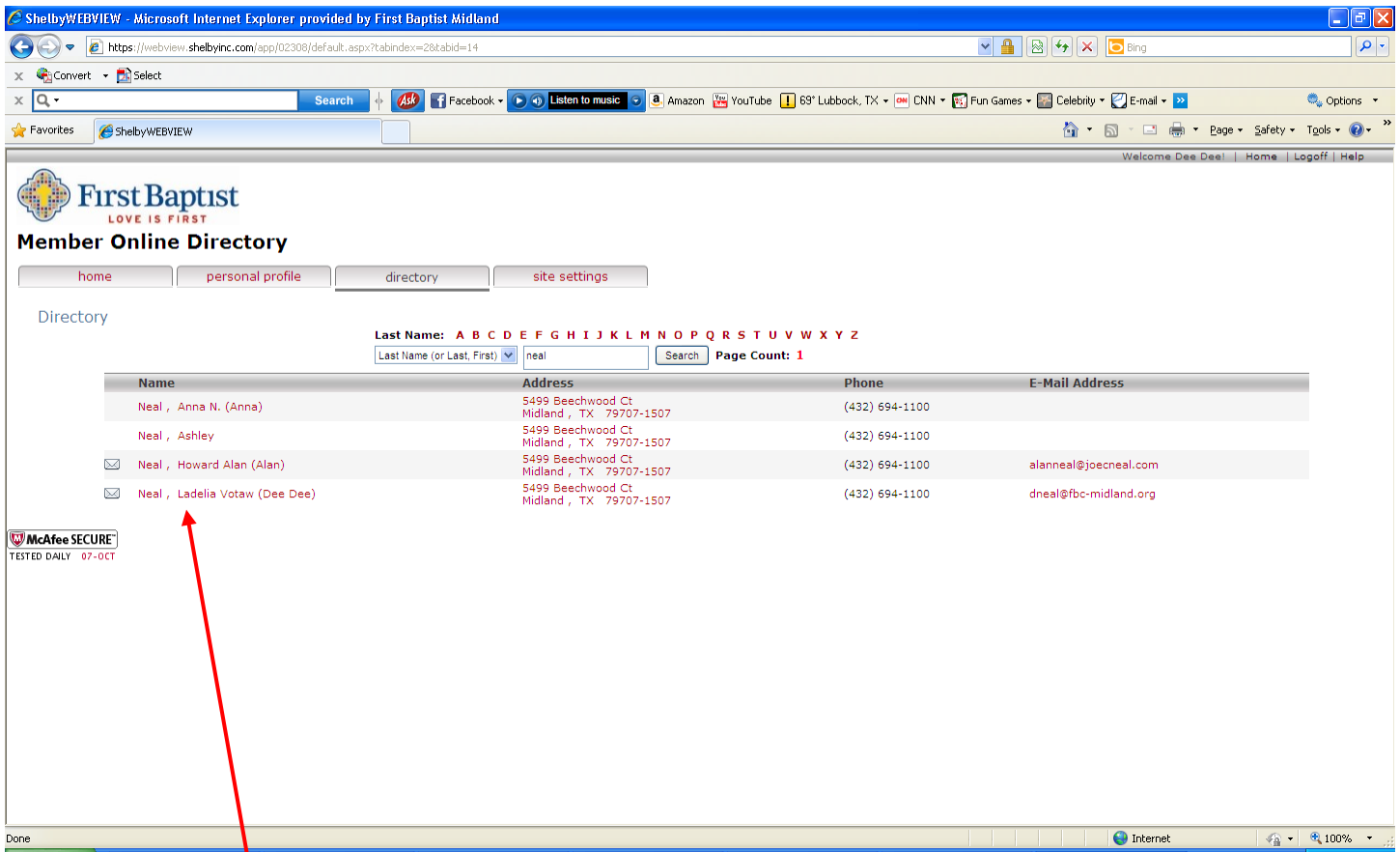
Directory Tab

The **Directory** tab allows the viewing of all of your FBC Online Directory members, with privacy restrictions. There are two ways to select which records display on this screen. **First**, you can click on a letter of the alphabet to display all records with last names beginning with that letter. **Second**, you can choose a criterion from the pull-down menu:

- **Last Name (or Last, First)**
- **First Name (or First Last)**
- **Address** - Clicking the address link of an individual on the **Directory** tab will bring up a Yahoo® map showing where that address is located.
- **City**
- **State**
- **Postal Code**
- **Home Phone**
- **E-mail Address** - Clicking the e-mail link will bring up the computer's default mail client so that the member can send a message to the other individual.

The screenshot shows the 'Member Online Directory' page in a Microsoft Internet Explorer browser. The page features a navigation bar with 'home', 'personal profile', 'directory', and 'site settings' buttons. Below the navigation bar, there is a search section with a 'Last Name' dropdown menu (showing 'Last Name (or Last, First)', 'First Name (or First Last)', 'Address', 'City', 'State', 'Postal Code', 'Home Phone', and 'E-Mail Address') and a 'Search' button. A red arrow points to the 'Last Name' dropdown menu with the callout: '2). You can choose a criterion from the pull-down menu.' Another red arrow points to the search box with the callout: '1). Click on a letter of the alphabet to display all records.' A third red arrow points to the 'Search' button with the callout: 'Type any alphanumeric characters into the search box and click the Search button. The records meeting your criteria will display.'

In either case, the records on the screen display in a grid, with columns for **Name**, **Address**, **Phone**, and **E-Mail Address**.



For any individuals who have chosen in their privacy settings to allow their details to be shared with the directory, **their name is a link. You can click this link** to access the shared details of that individual on the **Member Details** screen. Any details that have been hidden will be marked by **“**Hidden**”**. Please note this screen will only show active members/guest/misc names, it will not show inactive individuals such as non-resident members.

Family members are in their own grid at the bottom of the **Member Details** screen. Head of household records will show both the family picture and the individual picture for the head of household.

