**Instructions to help edit member profile(s) for a family.**

Note:

* Only the PRIMARY CONTACT of a household can edit ALL household members.
* Non-Primary household members can only update themselves.
* **All “Proposed Edits” you make will need to be approved by an Administrator**. This could take a few business days. Please contact the office if your changes are not reflected in your profile or your household members’ profiles within a week of submitting your changes.

Example Family used for these instructions:

* Michael (Mike) Member - Primary Contact (Husband)
* Mandy Member - Spouse (Wife)
* Matt Member - Son
* Missy Member - Daughter

**Step 1: Locate your USERNAME and PASSWORD information**

* Sent to you in email from church administration prior to “kickoff”
* Questions about this login information - please contact the church office.

**Step 2: Log into ShelbyNext for Bloomington Living Hope Lutheran Church**

* <https://bloomingtonlivinghope.shelbynextchms.com>

**Step 3: Complete Login Screen**

* Your USERNAME and PASSWORD into the login page
* Click **<LOGIN>**

**Remember: The Primary Contact’s User Name / Password** allows editing to the entire household.

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**Step 4: Review your personal Profile page(s)**

You will now be able to view and edit your profile. Primary Contact can also view and edit profiles for all household members.

* Our sample Primary Contact is “Mike Member”
* Your Name will appear in the upper portion of the screen (where “Mike’s” name is showing in the below sample)
* Your Initials will appear in the upper right hand corner (where you see “MM” in the below sample)

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**Step 5: Access your Profile information by clicking on either profile button:**

* “My Info” box in the main screen
* Your “Initial Circle” in the upper right hand corner.

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**Step 6: Review your own Profile details for accuracy:**

* This is the information the church currently has for you and your family members.
* Please review to see where information needs to be updated.
* Click on the <EDIT> tab to edit your profile information

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**Step 7: Edit any profile fields that need to be updated**

* Any field not in “grey” can be edited and saved by you
* You can use the scroll at the far right to scroll down the screen
* Select <SAVE> at the bottom of the screen to save your changes
* NOTE: Any other information that cannot be edited by you, can be changed by contacting the church office.

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**Step 8: Address and Home Phone Number changes will prompt an additional message**.

* This message will ask whether you want this change to apply to ALL of your household members.
* If you want to apply the changes to ALL members of your family, press <UPDATE FAMILY>.

**Example: Edited the Home Phone Number**

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**When you click <SAVE> on your edited home phone number or address, you will see the following message:**

* Click <UPDATE FAMILY> to apply changes to your whole household.
* Click <THIS RECORD ONLY> to apply changes only to your single profile.

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**Step 9: If you make edits and click <SAVE>, you will see the following “PROPOSE EDITS” message before the changes are submitted:**

* Just type “Member Update”
* Click <Propose Edits>
* These edits will take effect once the administrator approves the request

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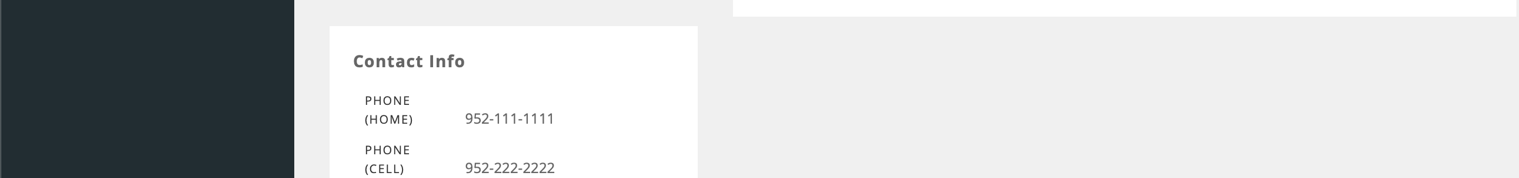
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**Step 10: Changes will NOT take effect until Administrator in Church Office approves:**

* It could take a few business days
* Please notify church office if your changes have not been updated within 1 week.



**Step 11: Updating your other Family Members’ Profiles:**

* The Primary Contact will see all members of the family in his / her profile page.
* From here, the Primary Contact can navigate to each person’s profile page to edit any additional details that need to be updated.
* You can click on the person’s name (e.g. Mandy Member) to view and edit that person’s profile

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**Step 11: Review each family members’ information page, press <EDIT> if you see changes that are needed:**

* Review the details on the page for each family member (example: Mandy Member).
* If changes are needed, you are click on the <EDIT> tab to edit the information for that person.

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**GO BACK TO STEPS 7 - STEPS 10 (Follow the same steps for each family member’s profile):**

* Validate information in all fields; Make Edits to any fields that need changes
* Hit <SAVE>

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