



# church center

ONLINE MEMBERSHIP DIRECTORY

## TWO WAYS TO ACCESS THE DIRECTORY

There are two ways to access the Membership Directory:

- [Church Center App](#) on your phone or tablet
- Your [Church Center Account](#) via a web browser on your computer, phone or tablet.

## WHO HAS ACCESS

The directory is a private place for Covenant Members of Pennington Park Church to share their contact information with one another. Only people who have been invited to the directory will be able to see the directory or share their information.

Members have the ability to customize what contact information they would like shared.

## SHARING CONTACT INFORMATION

The information included in this directory is for members only. Please do not share the personal contact information of others without requesting their permission first. Contact information should be used expressly for the purposes of church ministry and building Christ-honoring relationships. Members' contact information may not be used for soliciting activity or business beyond church life.



ACCESSING THE DIRECTORY VIA THE APP

## DOWNLOAD THE CHURCH CENTER APP

If you don't have the Church Center App on your phone or tablet you can download the app by visiting the [Church Center App page](#) on our website.

If you would prefer to access the Membership Directory via an internet browser, follow the instructions on page 2.

## OPEN THE APP

Locate the Church Center App on your phone by finding the app that looks similar to the icon below.



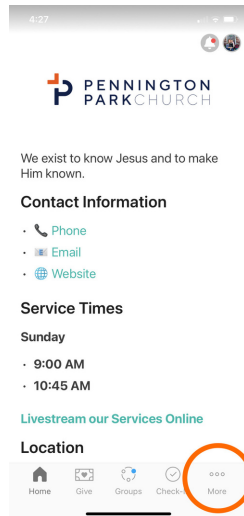
## LOG IN

### FOLLOW THE PROMPTS

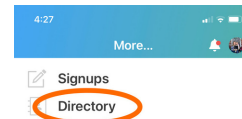
If you've never signed into your Church Center account, follow the prompts to set up your app.

### LOCATE THE DIRECTORY

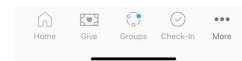
1. Select "More" located at the bottom of the app screen.



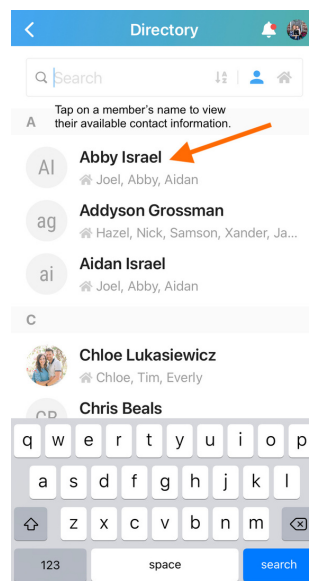
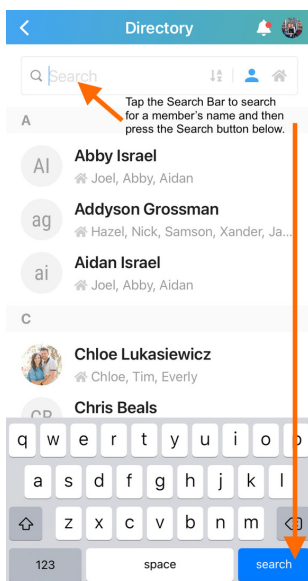
2. Select Directory..



3. Find the person you are looking for by clicking on their name. Only information which they've permitted to show will appear.



### USING THE DIRECTORY



\* Only members who have chosen to participate in the directory will appear.

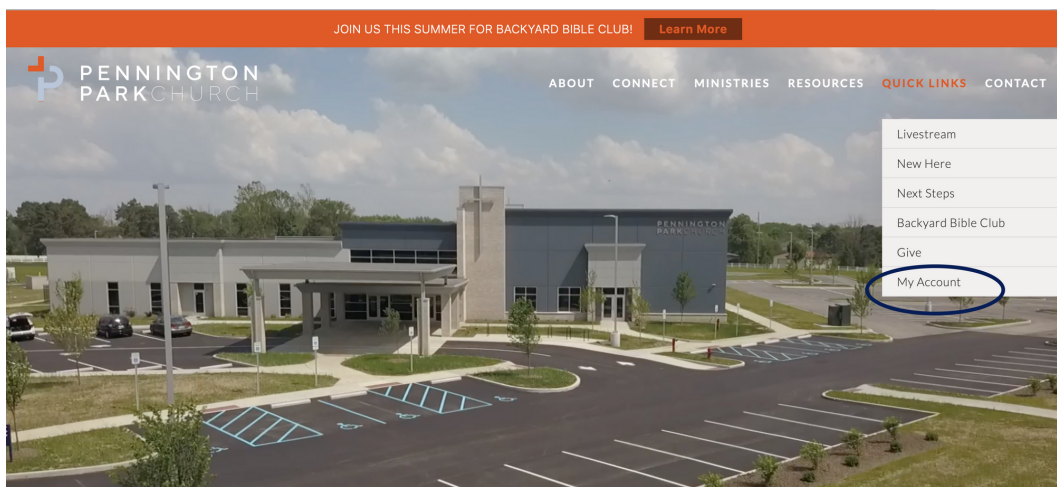
\*\* Personal contact information and photos will only appear if a member opts into sharing this information.



ACCESSING THE DIRECTORY ONLINE

## ACCESS YOUR CHURCH CENTER ACCOUNT

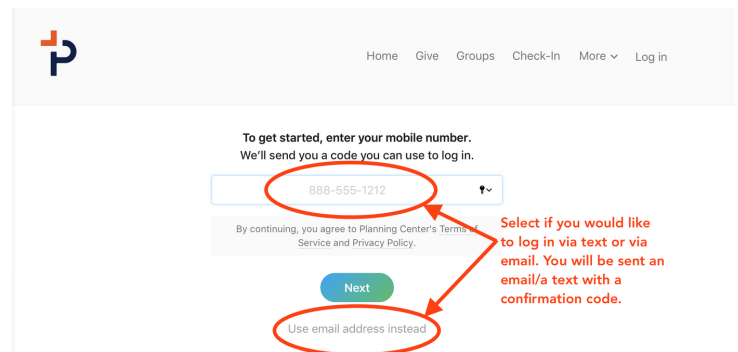
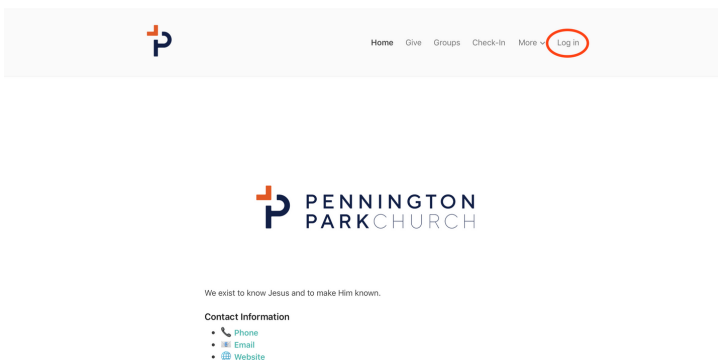
Visit [penningtonpark.com](http://penningtonpark.com) and, click on the Quick Links tab. Select, "My Account" from the drop-down.



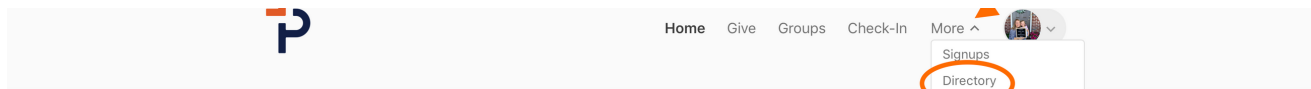
## LOG IN

### FOLLOW THE PROMPTS

If you're not automatically signed in, follow the prompts.



### LOCATE THE DIRECTORY



1. Select the drop down arrow next to "More"
2. Select "Directory"

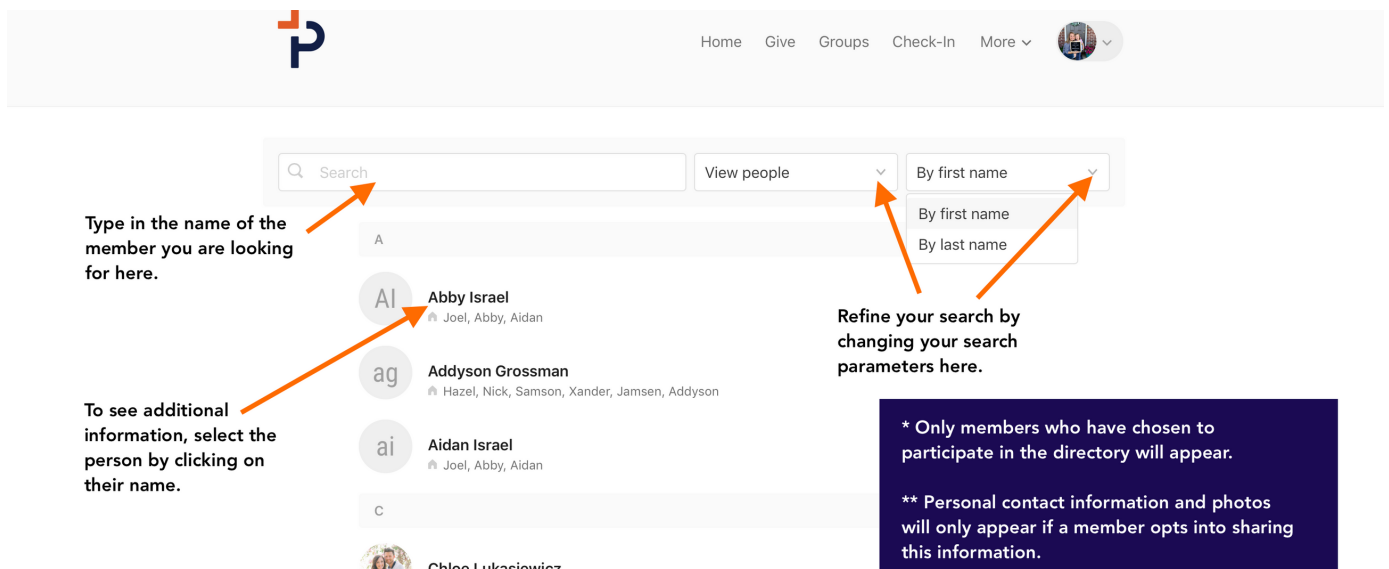
### OPEN THE APP



We exist to know Jesus and to make Him known.

Contact Information

### USING THE DIRECTORY



Type in the name of the member you are looking for here.

To see additional information, select the person by clicking on their name.

Refine your search by changing your search parameters here.

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