The Father's House Member Site - Your Personal & Family Information

This site is tied to the TFH database used by office staff and ministry leaders. To help everyone at TFH stay connected, parts of your contact info and pictures will eventually be viewable by other TFH people who have a login to the site.

Your address, phone number, and email address are used by other applications at TFH, so be sure you understand what effect your changes will have before editing.

Also, knowing exactly who is living with you and how everyone's related, is vital information for Kids Ministries, the accounting department, and various other ministries at TFH. We appreciate you taking the time to review your family's info and keep it updated it in the future.

To View and Edit Information

Go to **I Want to View...** and click **My Complete Profile**, or from **Home** select **My Profile**.

Your family members - Generally, only your legal children under age 19 should be included in your family unit. Older children should be in their own family unit and need their own login to edit their info. However, since they don't always think to keep us updated, please email us if your family moves and they move with you, or if they move out.

To edit or add information and pictures – Click the *yellow pencils* to edit, highlight what you want to change, and type the new info. Click **Add** to add new or additional info. Click on the names of other family members to edit their info. **All changes and pictures are subject to staff approval, and may take a few business days to become active on the site.**

Home address and **home phone** will be the same for all family members.

To limit info others can see - The default is set to eventually allow other TFH people who have a member login to see your address, phone number, email address, and pictures. You may limit what others will be able to see, but to help keep all of us at TFH connected, we'd prefer you don't. Under **Home**, select **My Personal Preferences**; choose your **Individual** and **Family Privacy Preferences**.

What We Need

- **Pictures** – We encourage you to add pictures to help the staff know who you are, and keep them updated for our eventual online directory. Must be jpg format, no larger than 4 MB, pre-cropped to 180 x 150 pixels using a picture editor (www.picnik.com is free), appropriate for a church directory, and up close enough to clearly see your face (no sunglasses). Individual picture – only you. Family picture – only family members living with you. Add individual pictures for other family members on their profiles.

  To add pictures… in **I Want to View** section, go to **My Complete Profile** and click the **Edit** button at upper right, then click boxes in the upper right corner: for individual, choose **Picture**; for family, choose **Family**.

- **Addresses** – *Home Address* is your family's home and mailing address. If mailing address is different, click **Add**, select *Mailing*.

- **Phone Numbers** – Any of your phone numbers can be used to check adults/kids into TFH classes on kiosks, as long we have them in our database. If you have no home phone, you may enter a cell number for your home, but also add it as the cell # for the correct family member. To add *cell & work numbers*, click **Add**.

- **E-Mail Address** – Each family member can have a different email address. **If you have more than one, you must choose one as your *Preferred* email for everything you do at TFH. It's used to log on to the member site, and is where we send TFH Weekly News blasts, special announcements, and info/reminders about classes, ministries, and activities you're involved in. When you sign up for anything at TFH, please enter this email address on sign-up sheets or online to help us match you to the correct person in our database.**

- **Name** – Your legal name. Spouses can have different last names; edit it on their profile.

- **Goes By Name** – If you don't go by your legal first name, enter the name you go by.

  Please write your name the same way for everything at TFH – giving, signing up for classes & events, etc.

- **Family Position & Marital Status** – Email us if any info needs to be added/deleted/edited in these areas

  ***Primary 1* =** Head of this family unit (if a couple, this is the male; if single, this is yourself)

  Primary 2 = For couples, this is the female

  Child = Your legal children who live with you, newborn through 18 years old

  If children are listed who are **over 18** or **not your legal children**, please email us so we can delete them or move to their own family. For Kids Ministries - if you need to check in a child who isn't your legal child, let us know and we'll link them to you.

  To add a child (legally yours): Email us their name, birthdate, and whether they attend TFH.

  To delete a child who no longer attends TFH or no longer lives with you: Please email us.

  Other = Someone living with you who doesn't belong in the other categories

- **Date of Birth & Marital Status** – Complete birthdate and marital status for each family member is very helpful to the office staff. Unmarried couples = *Together*.

- **Member Status** – If you attend TFH and it's your home church, this should say *Official Member* or *Attendee….* If you regularly attend one of our services, but also attend another church that you consider your home church, this should say *Prospect*. Email us if it needs to be changed. We use these statuses for many things in the church office.

- **Service Attends** – Choose the one you attend the majority of the time.

- **Put in Online Directory** – Choose *No* to opt-out, although we discourage this because we'd like to eventually use this directory to help everyone at TFH stay connected. Each family member can choose a different option. The online directory will only be viewable by those with a login to the TFH member site.

- **Baptism Date** – Date you were baptized in water.

- **Anniversary Date** – Wedding anniversary. Also enter on your spouse's profile.

- **Date of First Visit** – If you don't know exactly, put an approximate date, as it's helpful to the office staff. The date for each family member can be different; enter it on their profile.

If you have questions, or to change, add, or delete info you can't edit on this site, contact Denise at denise@tfh.org or (707) 4550-7790 x111.