

Verifying and updating Profile, Privacy Settings & Notification Settings

It is very important to update your privacy settings, set your notification settings, and verify that the information we have on file for you is correct.

On the top right corner where your name is, use the dropdown menu to select My Profile. From this menu you will also update your account, privacy, and email/notification settings:



Updating your profile

Once selected, verify the information the information for yourself any family members.

If needed, by clicking "Edit Profile" you can update your information. Click on other members of your family to view and/or update their information.

		Family
ontact Information		Parishioner
Email	nall, a@gmail.com	Adult 1
Phone Number	(919) C (C) (Mobile	
Address	9512 7	+ Add family
	Wake Forest, NC 27587	

Updating your privacy settings

Manage your Account Privacy by clicking "Manage Account Privacy".

		Family
Contact Information		Pc Parishioner
Email	nalli, a@gmail.com	Adult 1
Phone Number	(919) C (0 10 10 / Mobile	
Address	9512 The Lott	+ Add family
	Wake Forest, NC 27587	

We recommend setting your <u>contact information</u> to "Leaders & group/volunteer team members" and <u>personal information</u> to "Users with Permission only" (parish staff). Click on "Custom Privacy" and update each of the fields (address, phone, email, personal information).

lanage A	ccount Privacy
us what's ok to share w	ith the parish. Also, group meeting hosts' contact info may be visible, regardless.
Sammie	 Your contact and personal information can be seen by users with permission to view profiles and: Anyone in the parish
Parishioner	 Leaders & group/volunteer team members Leaders () Users with permission only
	Custom Privacy Choose different privacy levels for specific contact fields and personal information. Note that this information is always visible to users with permission to view profiles.
	Home Address
	Mobile Phone (919) 3 - S - C Leaders & group/volunteer team members
	Primary Email Address ,a@yahoo.com Leaders & group/volunteer team members ~
	Personal Information Users with permission only
	Save or Cancel

Updating your notification settings

Update your Email/Notification settings for the Newsfeed Activity and Inbox Activity (Email) to ensure that you receive the notifications for Groups that you are in. You can make updates for each Group that you are in. If you would prefer to receive only one email per day, turn Newsfeed and Inbox OFF ("-") and turn ON the Daily Digest Email, which will email you once per day – only if there are any notifications.

Notification Settings				
Where you receive notifications				
EMAIL	1			
Daily Digest Email Includes highlights from across your groups.				
What notifications you receive				
St. Francis Of Assisi Inbox, newsfeed	^			
	Email			
 Inbox activity 				
✓ Newsfeed activity				
Edit Group Leader Notification Settings You will only see this in a Group Leader	f you are er			