



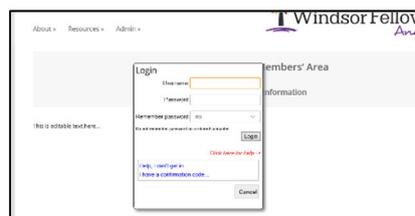
ChurchBuilder can be accessed via the web or a mobile app which is free to download from Apple and Android stores. It is best to login through the web first to set up your password before starting to use the app.

On your computer

1. Login [here](#) or go to [the church website](#) and select login from the menu. Email [Kathryn](#) if you are not sure you have a ChurchBuilder account set up or have forgotten your username. In most cases your username will be your first name and your surname with a full stop in the middle (e.g James.Smith)



2. Once on the ChurchBuilder database click "Admin" then click "Login" and enter your username and password



If you have an account but cannot remember the password:

- click "Help, I can't get in" and enter your email address when asked to identify yourself.
- Once you receive the confirmation code via email, click "Admin" then "Login" and then "I have a confirmation code".
- Enter the confirmation code into the field marked Enter Confirmation Code.
- You will then be asked to set a new password.

3. Once logged in, click "Admin" then "Profile" to update your profile. To edit each section in your profile, hover your cursor over each and then click edit.

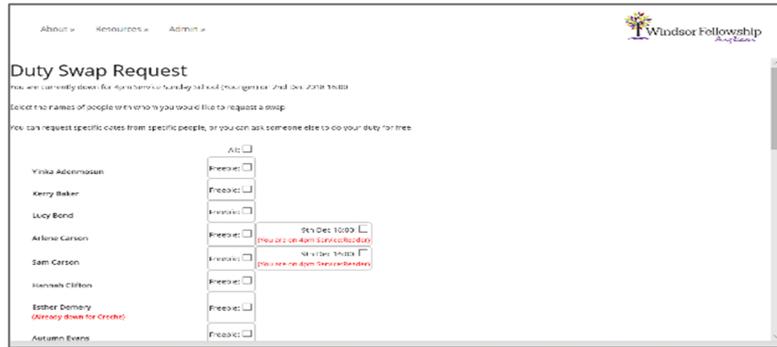
You can select privacy settings to choose which information you want to be visible to other church members.

4. To upload a photo, Click "Photo" and then "Upload"

The "Church Website Address" for the app is: windsorfellowship.churchbuilder.org.uk.
Username and password are the same as the website.

The App on your Phone

1. Download the ChurchBuilder App from the App Store.
2. Use the details described above to login



6. E-mails are then sent to all the people that you select and once someone has accepted your request for either a swap or free cover you will be notified by e-mail and ChurchBuilder will automatically update the rota. You can also get to the swap page without logging in via the link in the reminder e-mails that ChurchBuilder sends out.