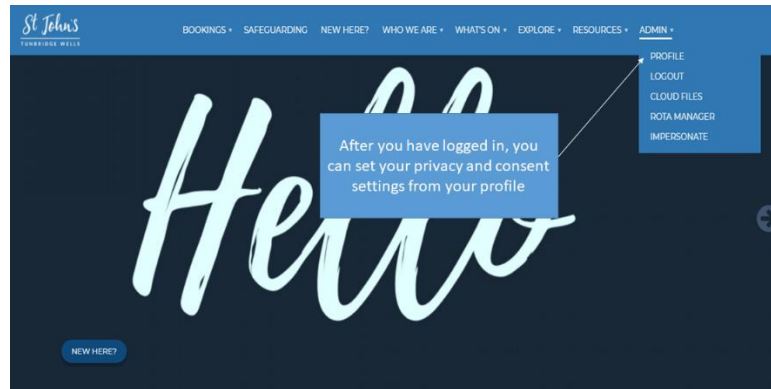


HOW TO CHECK AND AMEND YOUR PRIVACY AND CONSENT SETTINGS

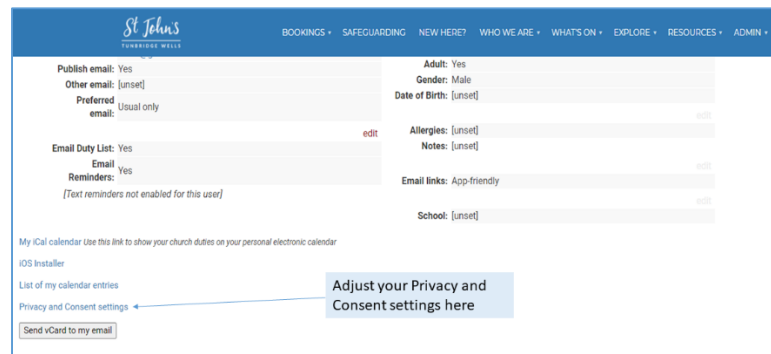
You can adjust your privacy and consent settings so that you can be included in the church family directory. You can also choose to be included in the prayer diary or whether or not you receive information emails from St John's.

Here's how to do it...

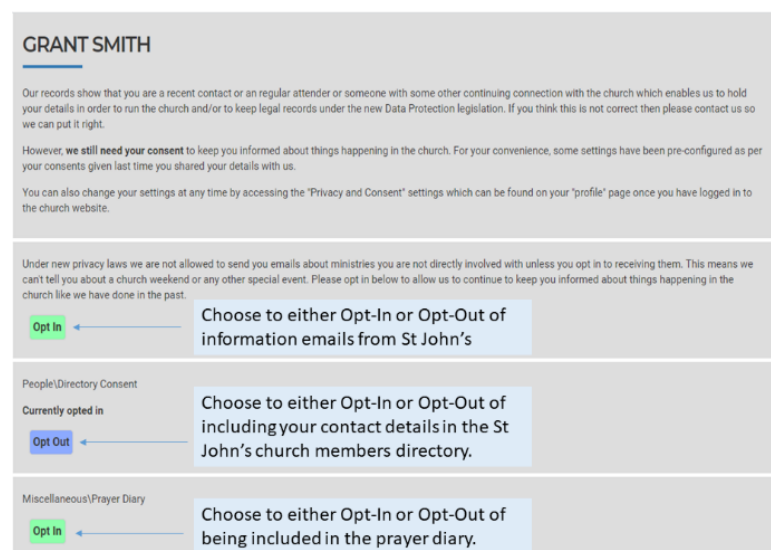
1. Once you have logged into the website, select "Profile" from the Admin drop down menu.



2. Scroll down your profile page until you come to the Privacy and Consent settings and click on it in order to adjust your settings.



3. Review and amend your privacy and consent settings as you choose.



4. If you have elected to be included in the church family directory, you can choose which information to share. These settings have no effect if you are not in the directory.

The screenshot shows a user profile page for St. John's Church. The page is divided into several sections with various input fields and dropdown menus. A callout box on the right side of the page contains the following text: "If you have consented to being included in the church family directory, you can choose what information appears by setting 'Yes' or 'No' in your profile." Blue arrows point from this callout box to several 'Publish' settings in the profile form, including 'Publish address', 'Publish telephone', 'Publish mobile', 'Publish email', and 'Publish work phone'.

Field	Value	Publish
Title	[unset]	
First name	Grant	
Usual name	Grant	
Surname	Smith	
Company	[unset]	
Username	[unset]	
Address 1	My House	
Address 2	My Street	
Address 3	[unset]	
Address 4	[unset]	
Postal Code	TN4 9LG	
Publish address	No	
Occupation	[unset]	
Website	[unset]	
Family Reference	GRANT	
Family Position	1 (Adult 1)	
Adult	Yes	
Gender	Male	
Date of Birth	[unset]	
Allergies	[unset]	
Notes	[unset]	
Email links	App-friendly	
Telephone	[unset]	
Publish telephone	No	
Mobile	[unset]	
Publish mobile	No	
Work Phone	[unset]	
Usual email	email@grant.me	
Publish email	Yes	
Other email	[unset]	
Preferred email	Usual only	
Email Duty List	Yes	
Email Reminders	Yes	

5. Take the opportunity to check through your profile information and update any errors. You can also check the information on other family members.