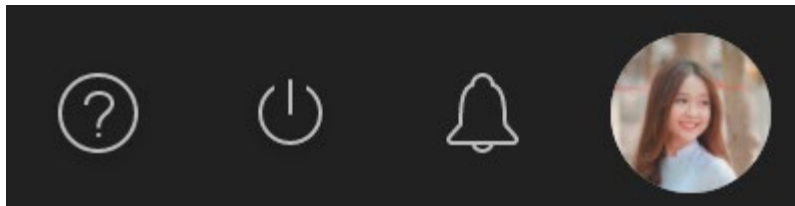


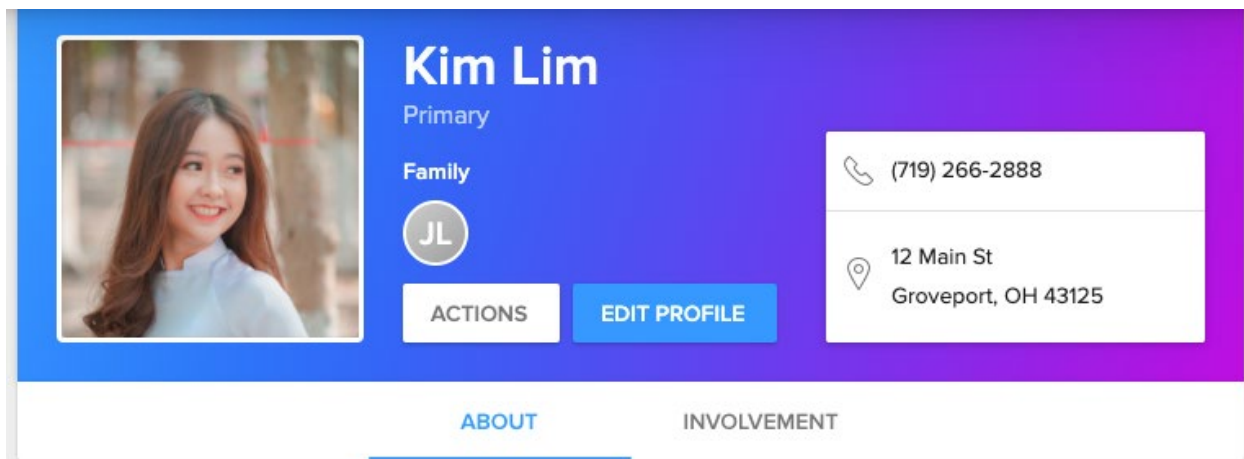
# Your Profile

When you log in, access your Profile by **clicking on your Profile photo** in the top right corner.



**Tip:** If you don't know where to access your church's Church Community Builder portal, check their website for a "login" option or email your church staff.

When you click on your Profile photo, you'll be taken to your Profile. Here are the main areas of your Profile.



- **Actions Button:** This menu contains options to edit the following:
  - **Communication Preferences:** Change your communication preferences for emails you receive from the church.
  - **Download Contact Card:** Download a .vcf file of your Profile information.
  - **My Fit:** Edit your My Fit details.
  - **Privacy:** Update the visibility of your information to other people in the church.

- **Username/Password:** Edit your username or password for logging in.
- **Edit Profile button:** Update contact info, personal details and any custom information specific to attending your church.
- **Contact Info:** These are quick actions in order for other people to contact you.
  - The **phone** appears if you have a phone number saved to your Profile.
  - The **envelope** appears if you have an email address saved in your Profile.
  - The **location** pin appears if you have an address saved in your Profile.

# Family Member's Profiles

## Which Family Members can Edit Profiles?

- **Primary Contact or Spouse:** Can edit their own and any additional Family Members' Profiles.
- **Child:** Can edit their own Profile only.
- **Other:** Can edit their own Profile only.

## Editing a Family Member's Profile

1. Go to the **About** tab in your Profile.
2. Hover over the name of the Family Member you want to view.
  - If you need to edit the information in a Family Member's Profile, click their name to open their Profile.
  - If you need to change their Family Position:
    - a. Hover over the person's name in the Family Tile.

# Family



Kim Lim

Primary



José Lim

Spouse



c. Select the appropriate Family Position.



José Lim

Spouse

Set As Primary

Set As Child

Set As Other