

What is Church Center?

Church Center is an easy-to-use tool that provides secure access to your St. Augustine's church directory, calendar, and ministries from either your computer or cell phone. When fully implemented, it will give you a secure listing of church members, show a complete calendar of church events, keep you in touch with the church ministries you belong to and let you make donations online ... right from your computer or cell phone.

It is important to know that Church Center provides only secure access. No one is allowed access to Church Center unless invited by St. Augustine's. Each time you log in, you will be asked to provide your telephone number or email address on file with St. Augustine's before you are sent an access code that must be entered to access any church information. In this way, our church directory is not visible to anyone outside of St. Augustine's.

How To Install Church Center

You can opt to use Church Center either from a web browser on your computer or your cell phone.

From Your Computer

To access Church Center from the web, go to:
<https://staugustine.churchcenter.com/home>

	<p>TIP: The correct page should look like this.</p> <p>Click "Login"</p>
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1. When you login to Church Center, you will always be asked for your telephone number so your access is secure. You may also opt here to use your email address instead.
2. You will then be sent an access code via telephone or email (whichever you provided at login) that must be entered to gain access. Type in the access code and click "Next."
3. A "Hello, First Name" message should appear, and invite you to log in. Once in:
4. Click on "Profile" and change any contact information that needs information. The information included here is what was culled from the old church database. Your help in keeping our church directory information up-to-date is greatly encouraged!
5. Next click on "Directory" and select your name. Click on "Edit shared details" to update what information you would like to make public in the directory and what information remains private. Click the area to the left of each item and a green check mark will appear to indicate that you intend for that information to be public. By leaving the item unchecked, that information will remain private.
6. Click on Calendar at right of the screen to view all of St. Augustine's upcoming events. By clicking on the name of the event, you will see all the event details.

You are all set! Check back occasionally for new features to be added in Church Center!

From Your Cell Phone

To access Church Center from your cell phone, you will first need to install the App. Depending if you have an iPhone or Android cell phone, you will choose from these two options and follow the steps to install the app when prompted:



	TIP: Make sure you are downloading the correct app. The name is Church Center App and it can be identified by this logo.
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Once installed, here are the steps to set up Church Center:

7. Allow Notifications.
8. Click the "Get Started" button.
9. To find your church, click the "Use my location" button.
10. Allow "Church Center" to use your location by clicking "Allow access to location only while using this app." This is the best security option.
11. Scroll down to find the St. Augustine of Canterbury name and logo. Click on it.
12. Confirm "This is my church."
13. When you login to Church Center, you will always be asked for your telephone number so your access is secure. You may also opt here to use your email address instead.
14. You will then be sent an access code via telephone or email (whichever you provided at login) that must be entered to gain access. Type in the access code and click "Next."
15. A "Hello, First Name" message should appear, and invite you to log in.
16. You have an option to "Enable Face ID" or "Not Now"



Congratulations! If you see this screen, you are installed and ready to go!

At the bottom of the screen, there are currently three options:

1. The "Home" screen where you are now.
2. The "Directory" screen where we are going next.
3. The "Calendar" screen where you will find St. Augustine's event calendar.

Additional features including Ministry Groups and Online Giving will be coming soon!

Updating Your Profile

1. Click on "Directory" to change any contact information that needs information. The information included here is what was culled from the old church database. Your help in keeping our church directory information up-to-date is greatly encouraged!
2. Select your name and click on "Edit" at the top right of the screen to update what information you would like to share in the directory and what information remains private. Click the area to the left of each item and a green check mark will appear to indicate that you intend for that information to be public. By leaving the item unchecked, that information will remain private.
3. Click on "Update" at the top right of the screen to save your changes.
4. Click on Calendar at the bottom right of the screen to view all of St. Augustine's upcoming events. By clicking on the name of the event, you will see all the event details.

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