

# Navigating the new TEC Directory

Version 1.0 (20210317)

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## Welcome to the new TEC Directory!

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Until now, it's been fairly difficult to get in contact with other fellow attendees and friends at Trinity Evangel Church. Sure, we generally have enough contact information for many of our closest friends at TEC, but when we want to reach out to others, it's often hard to figure out how to do that.

### **NOT ANYMORE!**

The new TEC Directory is YOUR SOURCE for finding and reaching out to others at church. Not only that, but it also allows others to reach out to you!

- For example, let's say you meet someone at church on Sunday and want to invite them to dinner some evening. If they've registered and entered their family information into the TEC Directory, it will be as simple as looking them up in the TEC Directory, and VOILA – there they are!!
- Or, let's say you saw someone at church and wanted to match a name to a face. Searching through the TEC Directory makes it easy! Of course, hopefully they've registered themselves in the TEC Directory, and have updated their profile information so you can contact them.
- What if you want to celebrate their birthdays or anniversary?

### **It's easy!**

There are SO MANY ways in the new TEC Directory to help you get (and stay) in contact with other like-minded believers at TEC.

But it doesn't stop there – it also depends on you! If your information isn't up to date, other TEC friends and family won't be able to get in touch with you – and you might miss out on a wonderful dinner!

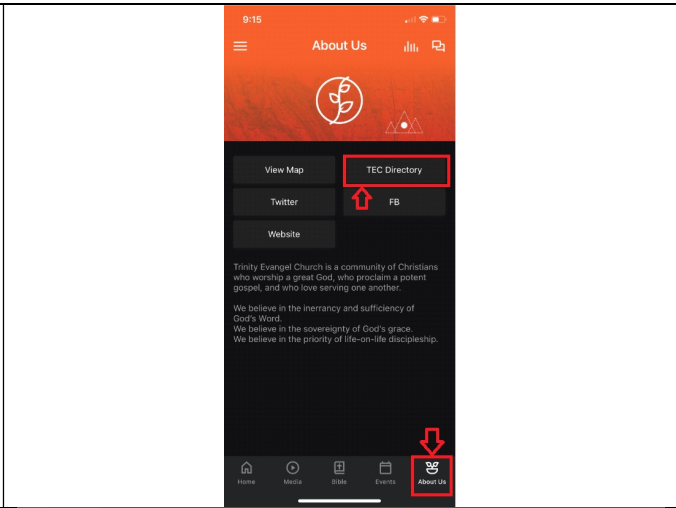
This Guide is designed to show you how to access the new TEC Directory, how to search for others at TEC, as well as how to ensure your contact information is up-to-date with the latest info.

Read on for more!

## Getting to the new TEC Directory site

The new site can be accessed in 2 ways:

1. From the TEC App by selecting 'About Us' (lower-right corner) and selecting 'TEC Directory'

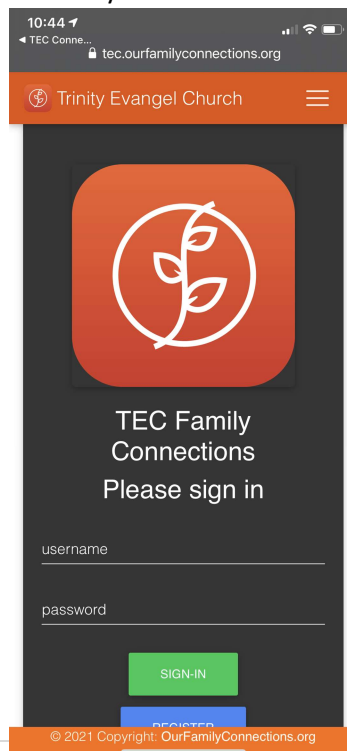


2. Navigate directly to '<https://tec.ourfamilyconnections.org>'



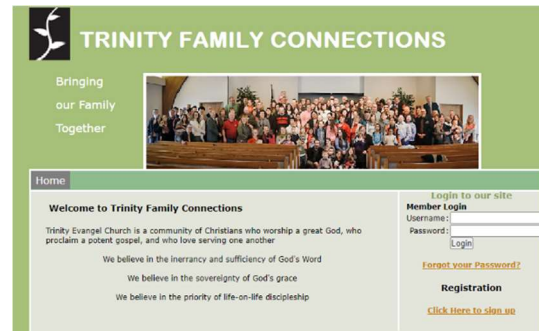
## Login Screen

Using any of the above methods, you will find yourself at the TEC Directory login screen:



## Login with your Credentials

If you recall the Username and Password you used for the old TEC Directory, enter the same Username and Password you used when accessing the old [trinityevangel.ourfamilyconnections.org](http://trinityevangel.ourfamilyconnections.org) site.



## Enter your Username and Password

Then click or tap on the green **SIGN IN** button to login.



## What if I've never logged into any of the TEC Directory sites?

Simple – just click the blue **REGISTER** button and follow the instructions to register yourself.

When you're on the Login Screen (<https://tec.ourfamilyconnections.org>), there is a blue button titled **REGISTER**. Just click or tap on this button and fill out the popup form.

Once all your information is entered, simply click or tap on the **REGISTER** button to send your information to our administrators.

The left screenshot shows the login screen for TEC Family Connections. It features a red circular logo with a white leaf design. Below the logo, it says "TEC Family Connections Please sign in". There are input fields for "username" and "password", and a green "SIGN IN" button. Below these are two buttons: a blue "REGISTER" button and a red "FORGOT PASSWORD" button. A yellow arrow points to the "REGISTER" button. Text below the buttons explains the registration and password recovery process.

The right screenshot shows the registration form. It has a blue header with "Trinity Evangel Church" and a blue button labeled "HOW DO I REGISTER?" with a yellow arrow pointing to it. The form title is "WELCOME Please Register" with a red note: "\* All fields MUST be filled in". It includes a confirmation code section with radio buttons for "YES" and "NO" (selected). Below are input fields for "Select a User Name:", "Choose a Password:", "Re-enter your Password:", "Your First Name:", "Your Last Name:", "Your Gender:" (with "Male" selected), "Your Email Address:", and "Re-enter your Email Address:". At the bottom are "CLEAR" and "REGISTER" buttons.

### What happens next?

After completing this entry form, our administrators will verify and approve your request to access our site.

- You will be notified via email (using the email address you entered on the form) that your access has been granted.
- NOTE:** If you don't receive an email notification within 48 hours (don't forget to check your Junk Mail folder), please contact one of our church elders for assistance.

HELP is also available on the Registration form by clicking the blue button at the top-left of the form (see above).

### What if I have registered before but don't remember my Password?

No worries! Just click or tap on the **FORGOT PASSWORD** button and follow the instructions. You will receive an email with a link to change your password (you can even re-use the same password 😊)

The process should be somewhat straightforward.

- Fill in your original username, and an email will be sent to you, allowing you

to go through the password-reset process.

2. When you get the email (it should take less than 3-5 minutes to receive), click on the link in the email to navigate to the Reset Password page.
  - (Be sure and check your SPAM or JUNK folders)
3. Enter your new password and follow the instructions to get into the site again.

Trinity Evangelical Church

TEC Family Connections  
Please sign in

username

password

SIGN-IN

REGISTER

FORGOT PASSWORD

If you have not yet registered, click on the REGISTER button above, and fill out your information on the form

If you forgot your password, click on the FORGOT PASSWORD button above to be sent a temporary password to your email address on file

(version tec\_20210130.1)

**NOTE:** If you can't remember your Username you used for the original site, please send an email to [firebird@hoeglund.com](mailto:firebird@hoeglund.com) and we will help get you connected.

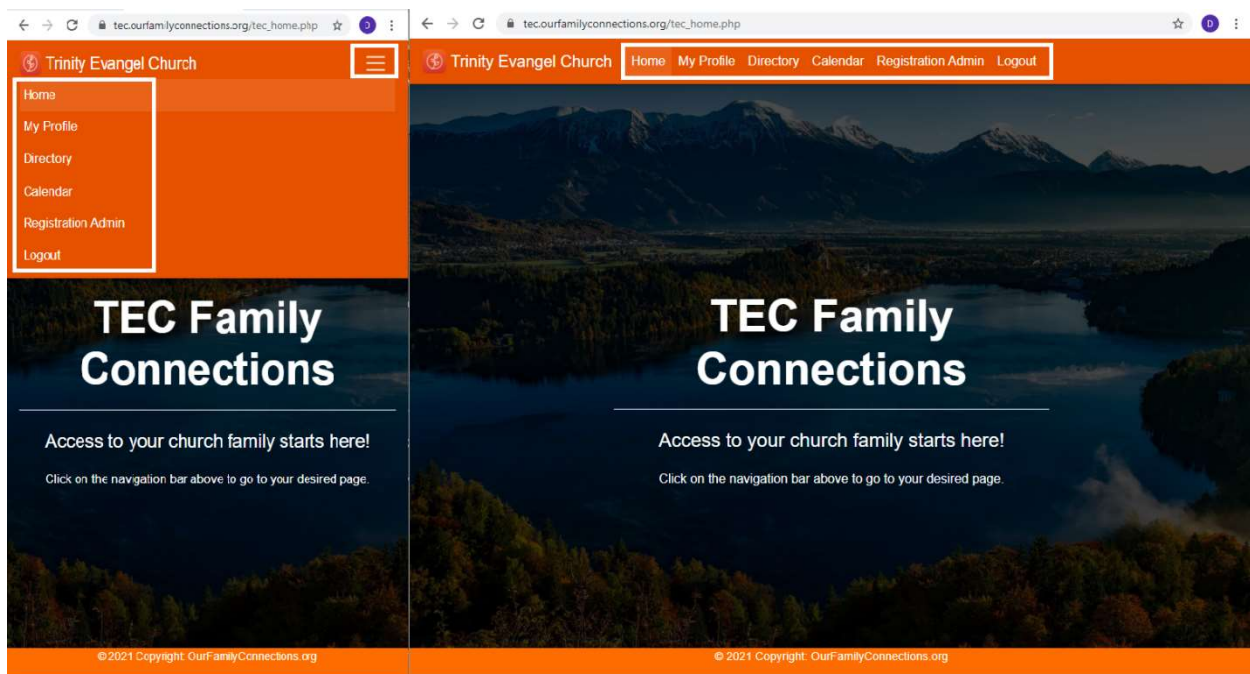
## Home Screen

Once you've successfully logged in, you will arrive at the directory's Home Screen. You will see a picturesque lake overlaid with some informational text about the site. On this page you will notice a menu that enables you to navigate around the site.

## About the Menu

Like many websites today, viewing the menu is dependent on whether you're using a computer (or large-screen device such as a tablet) or mobile device (smart phone) to access the site.

- On a mobile device, click or tap on the 3-bars at the top-right of the screen (the 'hamburger') and a dropdown list of items will be displayed.
- On a computer (or tablet – depending on screen size), the menu may be listed across the top of the screen.
- See the side-by-side screenshots below, depicting both styles.

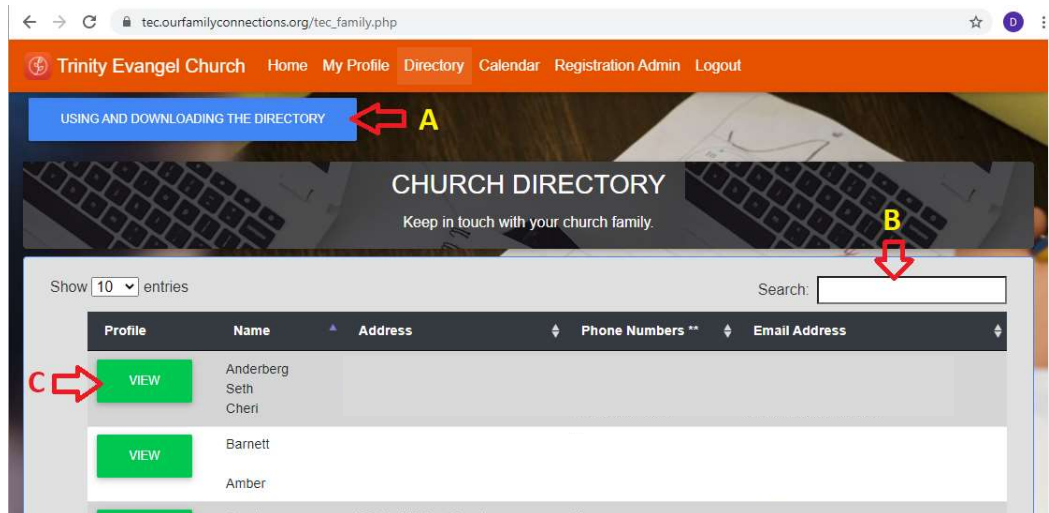


## Directory

The main purpose of this new site is to enable TEC families to find and connect with others in our congregation. The Directory page provides a rich set of search and view functions that allow for both a

- Quick, at-a-glance look at a friend's contact information, and
- The ability to **View** the entirety of information available about them.




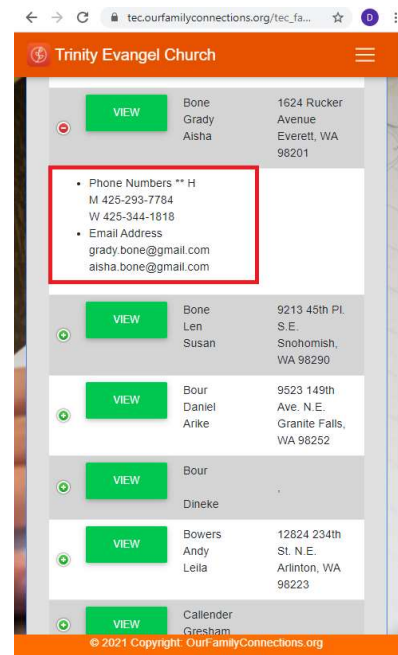


Each of the highlighted areas above are explained below:

- The blue button at the top of the screen is a built-in help-guide explaining how to use the Directory page. This guide also enables you to display, print, and/or save a copy of the Directory in either a PDF-formatted document or a comma-separated-values (CSV) version that can be downloaded into your favorite spreadsheet. See below for the details on how to do this.
- Searching for a TEC family member is as easy as typing some text into the Search: box. As each character is entered, the corresponding information will be displayed in the table that matches the text entered.
- Clicking or tapping on the green **VIEW** button will display the TEC family member's Profile information for further information and details.

**PLEASE NOTE** that, when viewing the Directory page using a small-screen device (e.g., Smart Phone), the contact information is abbreviated due to the screen-space available.

Tapping on the plus icon (  ) will expose more available information about the TEC family member.



### Downloading and Printing a copy of the TEC Directory

You can download (and print) two different versions of the TEC Directory – a directly printable PDF copy and a comma-separated-value (CSV) version that can be imported into a spreadsheet for you to format the way you like. Each one is explained further below.



To get to these downloadable versions, click on the blue button titled 'USING AND DOWNLOADING THE DIRECTORY'. From there, read through the instructions, and click either blue button 'PDF HERE' or 'CSV HERE'.



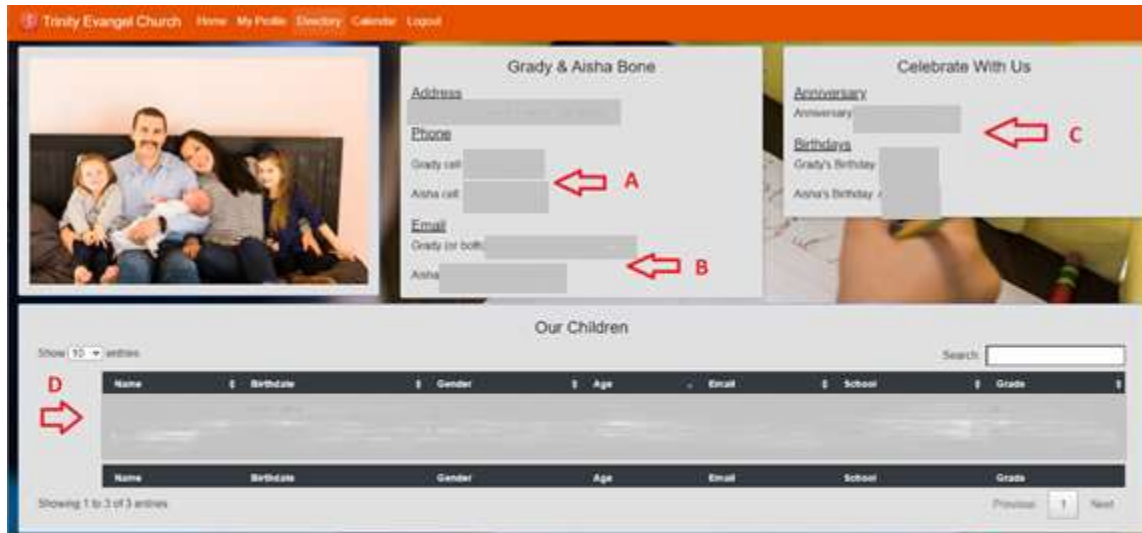
Depending on your choice, and the device you are using (PC, Mac, iPhone, or Android device), downloading or printing the TEC Directory may be different. Consult your device instructions for more information on how to do this.

## My Profile

This page serves multiple purposes, depending on how you arrived at the page.

## Other's Profile

If you arrive at the My Profile page via the Directory (clicking or tapping on the green 'VIEW' button), the page will display available information about the TEC family member selected. Simply scroll around the page to find the information desired.



Below are some tips explaining what's on the My Profile page.

- A. If you are accessing this page from a mobile device, tapping on a family member's phone number will trigger the calling feature on your device, allowing you to call them directly.
- B. If you are accessing this page from either a computer or mobile device, tapping on a family member's email address will launch your chosen email application, allowing you to send an email to the person selected.
- C. Anniversaries and birthdays can also be viewed on the Calendar page described later in this document.
- D. The TEC family member's children are listed here. Note that their birthdays can also be found on the Calendar page.

### Your Family Profile

If you arrived at the My Profile page by clicking/tapping on the My Profile menu item, you are presented with your family's information, along with the ability to edit that information so it stays up to date. This is explained further below.

Trinity Evangel Church Home My Profile Directory Calendar Registration Admin Logout

**EDIT PROFILE**

- A New Photo
- B Contact Info
- C Children
- D Anniversary/Birthdays

**Andy & Leila Bowers**

**Address**  
 1234 2nd St. N.E. Atlanta, GA 30322

**Phone**  
 Andy cell: (404) 123-4567  
 Leila cell: (404) 123-4567

**Email**  
 Andy (or both): andy@leila.com  
 Leila: leila@leila.com

**Celebrate With Us**

**Anniversary**  
 Anniversary: 01/28/2014

**Birthdays**  
 Andy's Birthday: 01/28/1980  
 Leila's Birthday: 01/28/1980

**Our Children**

Show 10 entries

Name	Birthdate	Gender	Age	Email	School	Grade
Leila Bowers	01/28/2014	F	6	leila@leila.com	Trinity Evangelical School	1st
Andy Bowers	01/28/1980	M	40	andy@leila.com	Trinity Evangelical School	4th
Leila Bowers	01/28/2014	F	6	leila@leila.com	Trinity Evangelical School	1st

Showing 1 to 3 of 3 entries

Clicking or tapping on the blue **EDIT PROFILE** button will display 4 options to choose from:

- New Photo:** allows you to insert a new family photo of your choosing onto your profile page.
- Contact Info:** This is where you can add specific contact info, such as your home address, phone numbers, and email address details. You can also change a name (first and/or last) to your liking.
- Children:** Add the information for each child in your family to your Profile page. Up to 8 children can be listed.
- Anniversary/Birthdays:** Post your wedding anniversary and husband/wife birthdays. Note that the birth year WILL NOT be populated for others to see 😊

Below are more details about how to perform each of the 4 items mentioned above.

### New Photo

Clicking/tapping on this menu item will display a popup window allowing you to choose a photo from the library of photos on your device (computer; tablet; smart phone). Note the following special details for uploading photos:

- Photos must be formatted in either .bmp, .jpg, .jpeg, or .png (no other photo formats are allowed)
- Photo file size must be smaller than 4MB (most photos in today's smartphones are usually less than this).

**Upload New Family Photo** ✕

Click Save Changes when done.

NOTE: Photo must be less than 4MB, and in one of the following formats:

- .bmp; .jpg; .png

Choose File No file chosen

**SAVE CHANGES** **CANCEL**

**Procedure:**

1. Click/tap the 'Choose file' button to access your device's photo library.
2. Select from a desired photo in your library and click/tap **'SAVE CHANGES'** to complete the process.

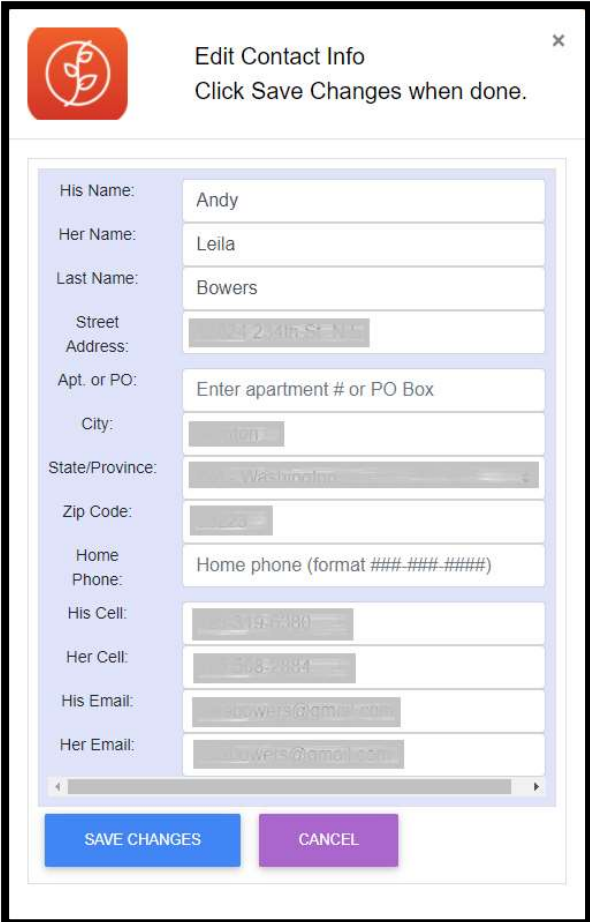
**Contact Info**

This item enables you to enter the pertinent contact details about your family.

- **NOTE:** For privacy reasons, your contact information can ONLY be visible to other family members accessing the TEC Directory. Future updates to this site will even further this privacy by hiding your desired contact information even from other TEC family members.

**Procedure:**

Fill in your family's desired contact information and click **'SAVE CHANGES'** to store in your Profile.


**Children**

Up to 8 children can be added to your family Profile.

Information for each child can be added individually by following the procedures described below.

- **NOTE:** you MUST tap **'SAVE CHANGES'** after entering information for each child.

The following information can be added for each child:

- **Name:** can include nickname, alternate last name if living in your household. The preferred identifier would be the name the child is referred to in social settings.
- **Birthday:** clicking/tapping on the calendar icon will display a virtual calendar for you to select his/her birthday.
- **Gender:** Binary entries (Male/Female) are all that is allowed.

- **Email:** Some older children may have their own email addresses. Leave blank if no email exists.
- **School:** A list of schools in the greater-Marysville area are listed for selection. If your child's school is not listed, select 'Other' and notify the TEC Directory admin to add your child's school.
- **Grade:** Standard school grades are selectable (including 'Alumnus', 'Not in school', 'Graduate School', and even 'Kinder-Prep'.
  - **NOTE:** that this field does not automatically change at the end of a school year. It will be up to you (the parent) to update this entry.

**Procedure:**

- Click/tap on one of the 8 Child tabs across the top of the popup window.
  - Fill in the desired information in the table for the selected child.
  - Click '**SAVE CHANGES**' when completed.
- If an entry was incorrectly added, you can click the red '**DELETE CHILD**' to remove him/her from your Profile.

### Anniversary/Birthdays

Adding wedding anniversaries and birthdays is as easy as selecting dates in a virtual calendar.

**Procedure:**

- **Anniversary:** Click/tap on the calendar icon to set your anniversary date.
- **Birthdays:** Click/tap on both HIS and HER birthday calendar icons to set your birthdays.
- Click '**SAVE CHANGES**' to complete this procedure.

## Calendar

The Calendar page is a graphic representation of each family member's anniversary or birthday.

- **RED** highlighted entries display a parent/adult birthday.
- **YELLOW** highlighted entries display a child's birthday.
- For wedding anniversaries, the **GREEN** highlighted entries display the wedding anniversary logged into their Profile.

Trinity Evangel Church

USING THIS CALENDAR **A**

**BIRTHDAYS and ANNIVERSARIES**  
Celebrate with us.

January 2021 **C** today < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1 Mary Grace Callen	2
3	4 <b>B</b>	5 Cheryl Mills Jonathan Sarr	6	7 Terrance Graham	8 Lauren Kitz Tanya Kozorezov	9
10	11	12 Abigail Sarr	13 Sergio Lomakin	14	15	16 Light, David & Gale
17 Dan Wibbenmeyer	18	19 Chuck Weinberg	20	21	22	23 Kaitlyn Hall Marlatt, Jubal & Su
24 Arike Bour John Giddings John Weinberg	25	26	27	28	29	30 Abigail VanderBek
31 Boas, Powell & Sa Dave Wold	1	2	3	4	5 Julie Ratzlaff	6

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- A. Clicking/tapping on the blue 'USING THIS CALENDAR' button will provide an at-a-glance help-tip on how to use the Calendar page. Clicking/tapping again will extinguish the help-tip.

- B. Clicking/tapping on an entry in the calendar will take you to the family member's Profile page to provide more information about this family.
- C. Clicking/tapping on the date navigation buttons allows you to traverse month-to-month to see when a family member might be celebrating an anniversary or birthday event.

## Logout

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The logout menu item will gracefully close your session with the TEC Directory site.

You must either re-enter your credentials or select from your saved credentials the next time you want to access the TEC Directory.

## Thank You for Reading!

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I hope this has been a helpful tool to get you up to speed with the new TEC Directory.

If you find that this help guide can be improved, please don't hesitate to reach out to Dan Hoeglund ([firebird@hoeglund.com](mailto:firebird@hoeglund.com)) with your constructive feedback.

The OurFamilyConnections Team!

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