

# STEP ONE:

Sign In to Your Account



Sign In

E-mail Address or User Name:  
WestSideMember

Password:  
●●●●●●●●

Remember my Username

Forgot your [password](#) or [user name](#) ?

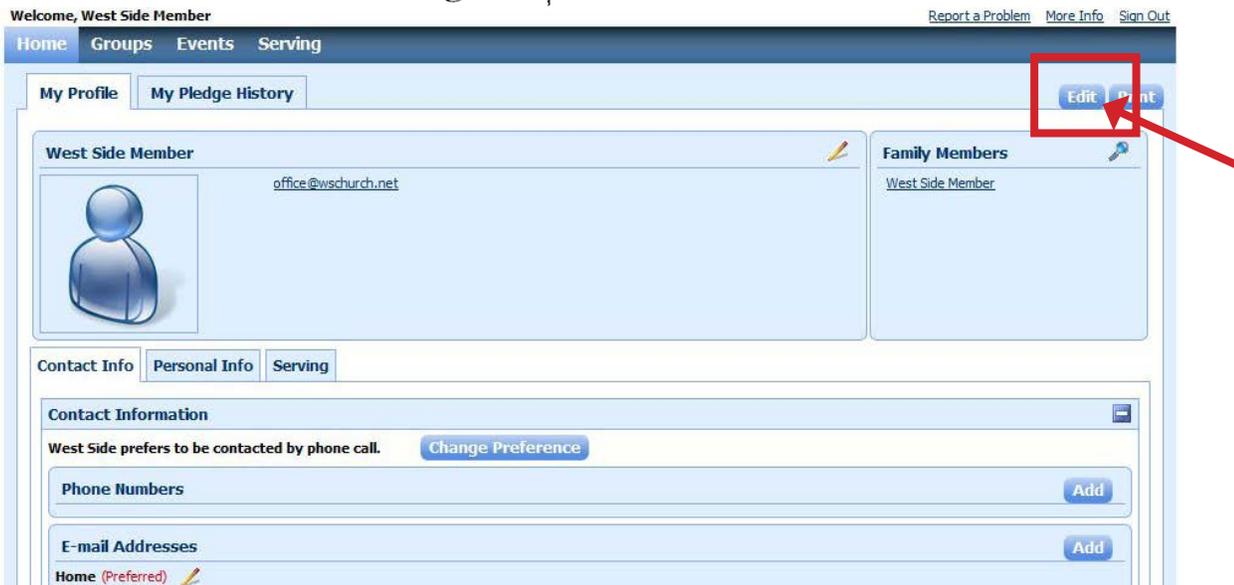
# STEP TWO:

From your Overview Page, Click "My Profile"



# STEP THREE:

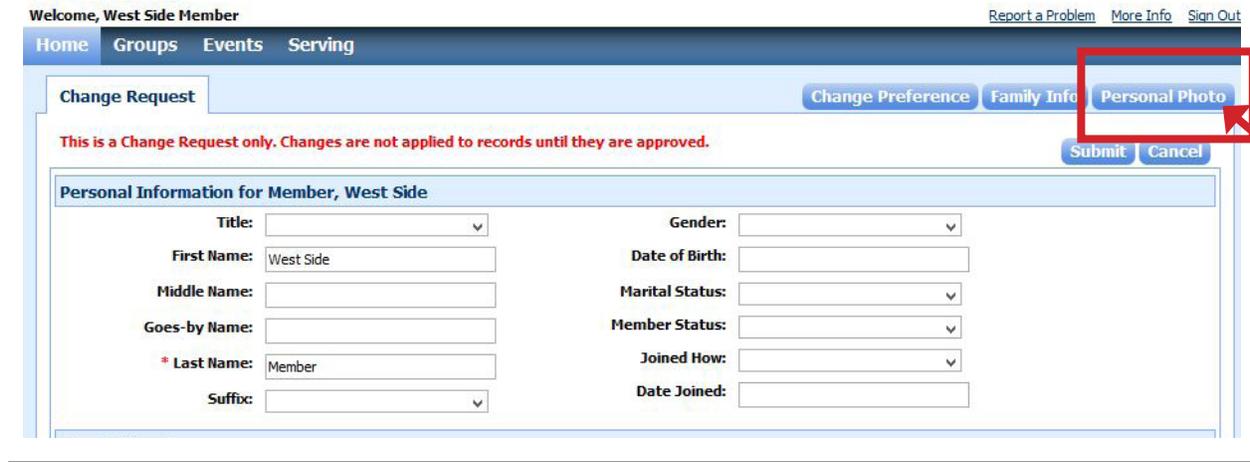
To Change/Update Your Photo, Click "Edit"



# STEP FOUR:

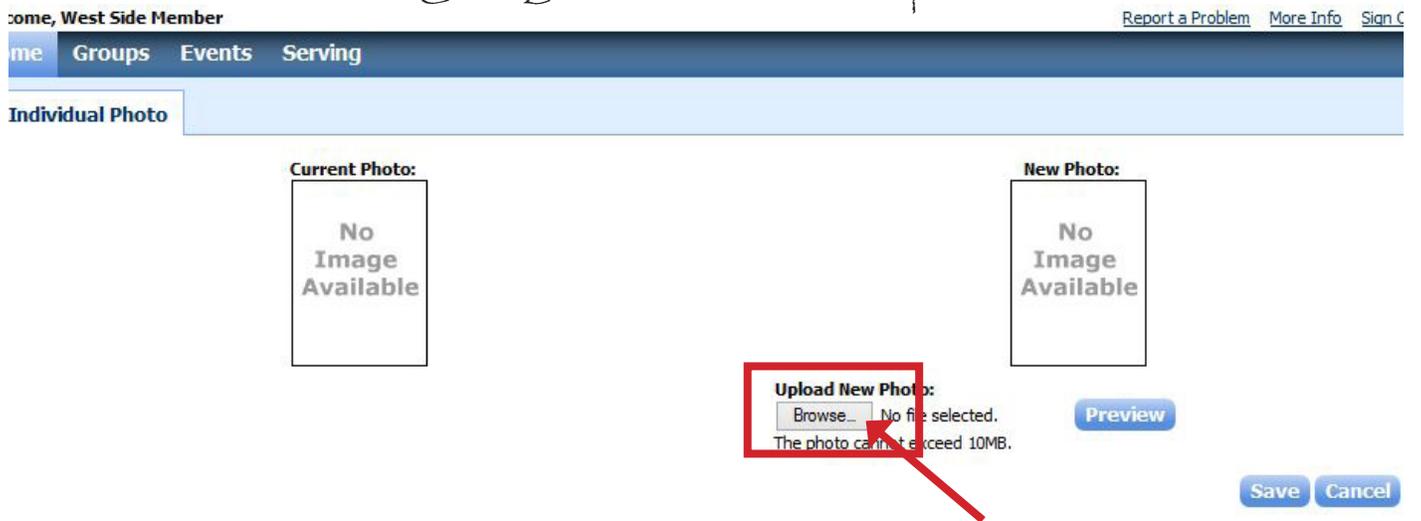
Click on "Personal Photo"

Note: On this page you can also change/update any personal information.



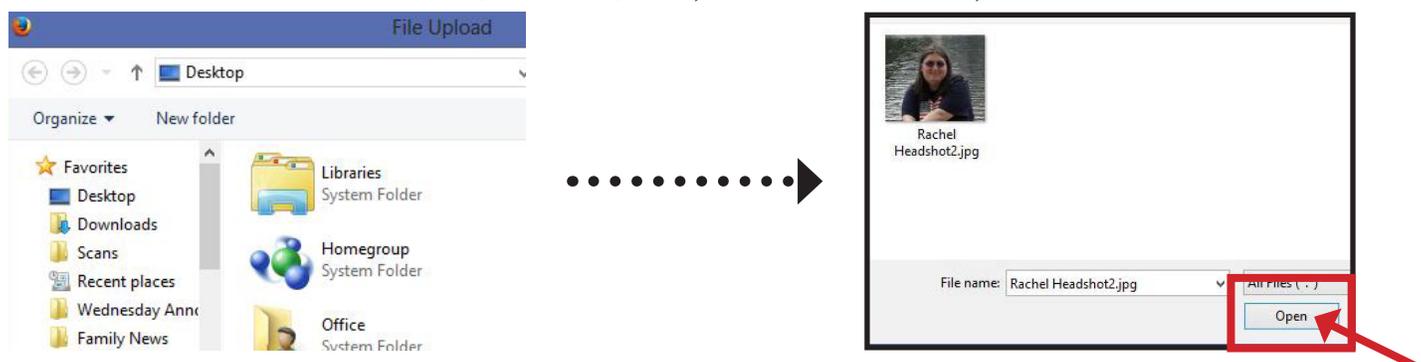
# STEP FIVE:

Click "Browse" to select a new photo.



# STEP SIX:

Windows Explorer will Open. You will need to navigate to the picture you want to use. When you find your picture, select "Open."



## STEP SEVEN:

Next to **Browse**, you will see the name of your uploaded picture. Click "Preview."



## STEP EIGHT:

If you like your selection, click "Save."  
If you want to change your selection, Repeat Steps Five through Seven.



## STEP NINE:

A notification will appear, much like the one below. The office must approve the change before it will appear in your profile. This step is necessary for the office to know when your information changes. Don't worry, unless it's inappropriate, the change will get approved.



# WHILE YOU ARE HERE . . .

Since you are on your profile page, feel free to browse and update/enter in other information. From the Change Request Page (Step Four) you can update all of your information:

Welcome, West Side Member [Report a Problem](#) [More Info](#) [Sign Out](#)

[Home](#) [Groups](#) [Events](#) [Serving](#)

**Change Request** [Change Preference](#) [Family Info](#) [Personal Photo](#)

**This is a Change Request only. Changes are not applied to records until they are approved.** [Submit](#) [Cancel](#)

**Personal Information for Member, West Side**

Title:	<input type="text"/>	Gender:	<input type="text"/>
First Name:	<input type="text" value="West Side"/>	Date of Birth:	<input type="text"/>
Middle Name:	<input type="text"/>	Marital Status:	<input type="text"/>
Goes-by Name:	<input type="text"/>	Member Status:	<input type="text"/>
* Last Name:	<input type="text" value="Member"/>	Joined How:	<input type="text"/>
Suffix:	<input type="text"/>	Date Joined:	<input type="text"/>

**User Defined**

Prospect From:	<input type="text"/>
Email_1:	<input type="text"/>
Emergency Contact:	<input type="text"/>
Emergency Number:	<input type="text"/>
Cell Phone:	<input type="text"/>
Anniversary:	<input type="text"/>
Baptism Date:	<input type="text"/>

To upload a Family Photo, click "Family Info." On the Family Information page, in the top right hand corner, you will see the option "Family Photo." Simply click this link, then follow the same steps for uploading your individual photo.



For maximum benefits, go to [www.wschurch.net/members](http://www.wschurch.net/members) to download the Church Life app. With this app, you will be able to search the online directory, even if you left your paper directory at home! This will also be continually updated with new members and new information!

If you have any questions, or need any help navigating the directory, please feel free to contact the office by e-mail at [office@wschurch.net](mailto:office@wschurch.net) or by phone at 501-268-2951.