

# Church Life Features

In the upper left corner, tap the menu  to access Church Life's features.

Your church administrator controls which features display in Church Life. **Depending on what your church wants you to use or view, you may not see all features.**

## Add Individuals to Your Contacts

You can add individuals from Church Life into your phone's contacts.

1. Tap the menu , then tap **People**.
2. To view an individual's information, enter part or all of the individual's name, then tap **Search**.
3. To add the individual to your contacts, tap , then tap **Add to Contacts**.
4. To return to the previous window at any time, tap **< People**.

## Update Your Information

If your phone number or physical address changes, you can update this information in Church Life.

1. Tap the menu , then tap **People**.
2. In the **Search** field, enter a portion of your name or your full name. When the results display, tap your name.
3. At the top, tap .
4. Add, update, or delete the contact information you want to change. After an administrator approves them, changes display in Access ACS and Church Life.
5. To return to the previous window at any time, tap **< People**.

1. Tap the menu , then tap **People**.
2. In the **Search** field, enter a portion of your name or your full name. When the results display, tap your name.
3. At the top, tap  to edit your record.
4. Beside your name, tap .
5. To take a picture and add it, tap . To choose a photo from your device, tap .
6. After taking or choosing your photo, tap  to upload it to Church Life. Your photo displays after a church administrator approves it.

## Add and Update Connections

Connections helps your organization and staff track member outreach. A connection is any type of contact with another member. You can see connections that are assigned for the next 7 days as well as overdue connections. For example, a busy minister can quickly see which members are patients at each hospital and make multiple visits at once.

1. Tap the menu , then tap **People**.
2. Enter part or all of the individual's name, then tap **Search**. The individual's profile displays.
3. To add a connection, tap **Connections**, then tap .
4. Select the appropriate options, enter a description of the connection, then tap **Save**.
5. To return to the previous window at any time, tap **< People**.

1. Tap the menu , then tap **Tasks**.
2. Tap the connection you want to view. To update the connection, tap **Edit**.
3. You can enter notes about the connection, add a response, close the connection, or reassign it to another individual or team within your organization.

## View Organization Information

Church Life has a separate directory that keeps track of organization names, addresses, and contact information. You can connect with one touch via telephone or text on your smartphone, or view maps and directions to an organization.

1. Tap the menu , then tap **Organizations**.
2. To view an organization's information, enter part or all of the organization's name, then tap **Search**.

## View the Calendar

Church Life keeps you informed of calendar events, through [ACS Facility Scheduler](#) or the [Access ACS Calendar](#). You can also add calendar events to your personal calendar. Your church administrator sets permissions that determine the calendar information you see.

1. Tap the menu , then tap **Calendar**.
2. To filter the calendar, tap . Select the calendars to include, then tap **Apply Filter**.
3. To change the calendar's display mode, tap . This lets you view the calendar by month or view a list of current events.

## Register for an Event

If your church uses Event Registration and has activated it in Church Life, you can register for events from your mobile device.

1. Tap the menu , then tap **Register**.
2. Filter the list of upcoming events based on the Month, Campus, or Department.
3. When you locate the event, tap **Register**.
4. Select the appropriate registration option for each attendee. If you're registering additional family members or individuals, select those registration options, then tap **Next**.
5. Select any sub-events or supplies, answer any registration questions, then select your payment options.
6. To return to previous windows at any time, tap **Back**. To return to Church Life, tap .

## Give Online

If your church administrator has activated online giving in Church Life, you can give online using your mobile device.

1. Tap the menu , then tap **Give**.
2. Enter the amount you want to give, select a fund, and enter an optional memo.
3. To enter multiple gifts, tap **+ add more**. Select a frequency, date, and saved account, then tap **Give**.