

# Getting Started with Church Life

When launching Church Life, you must choose which features display in the app and set up permissions for members and lay leaders.

If you use ACS Facility Scheduler, you can also link to that calendar in Church Life.

To use Church Life, your organization must have Access ACS installed and working with ACS People Suite or ACS Facility Scheduler. To learn more, select which scenario fits your situation:

- Contact us at 1-800-736-7425 to purchase ACS People Suite. One of our knowledgeable sales representatives can answer your questions.
- Your church or organization must determine if Access ACS is right for you, then [activate Access ACS](#). You'll also need to properly set up Access ACS and [launch it](#).
- See [Getting Started with Access ACS](#) to learn more.
- While Access ACS is a free module to install with ACS People Suite, it is an *additional service* for Desktop customers and may increase your organization's monthly invoice. [Learn more about pricing](#).
- You can install Church Life and log in with your Access ACS or ACS Facility Scheduler username and password.
- While you don't have to set up permissions and features in the app, you may still have questions about how some features work. To learn more, see [Church Life's Features](#).

Church Life's calendar draws from Access ACS or Facility Scheduler. To use the Facility Scheduler calendar in Church Life, you must select the option inside Access ACS.

If you don't have or use Facility Scheduler, skip this step.

1. Log into Access ACS.
2. Point to **Admin > Options**.
3. On the **Global Preferences** tab, under **Calendar Preferences**, select **Use Facility Scheduler**.

You can choose what members and lay leaders see in Church Life. If you've launched Access ACS to your congregation, those features transfer to Church Life.

For example, you can choose to include all members in the online directory or allow users to opt out. You can also control which members can use the Member Search feature.

The **Online Directory and Member Search Preferences** allows you to edit member and lay leader profile settings.

1. Log into Access ACS.
2. Point to **Admin > Options**.
3. On the **Global Preferences** tab, under **Online Directory and Member Search Preferences**, select the application options for members and lay leaders.
4. To choose which groups your members and lay leaders have access to in Church Life, select **Display all Member Statuses** or **Only display certain Member Statuses**.
5. To choose who displays in the online directory, select **Include all users in the Online Directory** or **Exclude all users from the Online Directory**.
6. To display the **Street Address**, **Phone Number**, and **E-mail Address** in the directory, select those fields.
7. To limit member search to certain Church Life users, select **Allow all Member Statuses** or **Only allow certain Member Statuses**.
8. Click **Save**.

You can control which Church Life users see the Member Search feature.

For example, if you don't want members to search for other member names, you can [deny access to member search features](#).

If you've launched Access ACS to your congregation, those member permissions transfer to Church Life.

1. Log into Access ACS.
2. Point to **Admin > Security**.
3. Click the **User Profiles** tab, then click **Member Login**.
4. Under **User Profile Function Permissions** in the **People** section, change **Member Search** to **Grant** or **Deny**.
5. Click **Save**.

If Lay Leader users are considered group leaders, they function [differently from Member users](#).

While you may not want members to be able to search other member names, you may want lay leaders to have search capabilities.

1. Log into Access ACS.
2. Point to **Admin > Security**.
3. Click the **User Profiles** tab, then click **Lay Leader**.
4. Under **User Profile Function Permissions** in the **People** section, change **Member Search** to **Grant** or **Deny**.
  - **Grant** allows the Lay Leader to search for people based on the Global Preference settings.
  - **Deny** allows the Lay Leader to search only on members of a group (or groups) they lead.
5. Click **Save**.

When members log into Access ACS, **Go Mobile**  links to the Church Life mobile app by default.

If you don't want to display this link, you can clear it in your Access ACS Global Preferences.

1. Log into Access ACS.
2. Point to **Admin > Options** .
3. Make sure the **Global Preferences** tab is selected.
4. Under **Church Life**, clear **Display a link to the Church Life mobile app on the Member login page** .
5. Click **Save**.