

# 1 - INSTRUCTIONS FOR DOWNLOADING OUR CHURCH MOBILE APP

(SERMONS, BULLETINS, MOBILE GIVING, CALENDAR, ETC.)



Do you have the Clifford Baptist Church mobile app?? If you have a smartphone, you may want to consider adding this app. At your fingertips you have access to the sermons, weekly bulletins, mobile giving, calendar, Bible and Vacation Bible School registration and more! This is a free app you can get by going to iTunes (iphones) or Google Play (androids).

## 2 - INSTRUCTION ON DOWNLOADING THE INSTANT CHURCH PICTORIAL DIRECTORY APP!

Our church directory is available to view on your mobile device! Instant Church Directory - the program we use to build our church directory - has a free app for church members to download on their Apple, Android and Kindle Fire devices.

(please note: Your e-mail and information MUST be in the directory to use this app. If you did not participate in the published directory but want to still get your picture and information in the mobile app, you can e-mail Kim for instructions on how to do this)

To download the app to your Apple device, click here: <https://itunes.apple.com/us/app/instant-church-directory/id589542221?ls=1&mt=8>

To download the app to your Android device, click here:

<https://play.google.com/store/apps/details?id=com.instantchurchdirectory.members>

To download the app to your Kindle Fire, click here:

[http://www.amazon.com/Communication-Resources-Inc-Instant-Directory/dp/B00D76604E/ref=sr\\_1\\_1?s=mobile-apps&ie=UTF8&qid=1371671565](http://www.amazon.com/Communication-Resources-Inc-Instant-Directory/dp/B00D76604E/ref=sr_1_1?s=mobile-apps&ie=UTF8&qid=1371671565)

You will be asked to enter in your email address as it's listed in our directory. If your email address isn't listed in the directory, let Kim know so it can be added. Once you enter your email address, you will receive a password. You will receive one password per device. For example, you will need to register both your iPhone and your iPad. Entering the password starts the download of the directory to your device, and once it has completed you will be able to search for families and members and call, email and text right from the app. More information can be found at [www.InstantChurchDirectory.com/app](http://www.InstantChurchDirectory.com/app).

### FROM YOUR DESKTOP

Members can go to <https://members.instantchurchdirectory.com/> and set up a log in. Again, your e-mail MUST be included in the church directory to access this directory.

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### QUESTIONS & ANSWERS

#### How do Members Sync and download the app on their phone

Members must download the Instant Church Directory Member App first.

Once downloaded, enter the email address that is listed for you in your church's directory. This will generate an email that is sent to with your password.

Enter this password on Step 2 of the app. This will start the first download of the directory. The first time may take a few minutes if you have an especially large church.

To download the app to your Apple device, click here:

<https://itunes.apple.com/us/app/instant-church-directory/id589542221?ls=1&mt=8>

To download the app to your Android device, click here:

<https://play.google.com/store/apps/details?id=com.instantchurchdirectory.members>

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### **What is the Instant Church Directory Member App and who can access it?**

This is a free app that allows your members to sync your church's directory to their iPhone, iPad, iPad Mini, Android device or Kindle Fire. Members will be able to view the church and staff information, as well as search and view family members. Members will also be able to call, email or text if a phone number or email address is available on the church, staff or family details. Any changes that are generated on *Instant Church Directory Online* will automatically download to each member's devices, ensuring they always have the latest information.

To download the app to your Apple device, click here: <https://itunes.apple.com/us/app/instant-church-directory/id589542221?ls=1&mt=8>

To download the app to your Android device, click here:

<https://play.google.com/store/apps/details?id=com.instantchurchdirectory.members>

To download the app to your Kindle Fire, click here: [http://www.amazon.com/Communication-Resources-Inc-Instant-Directory/dp/B00D76604E/ref=sr\\_1\\_1?s=mobile-apps&ie=UTF8&qid=1371671565](http://www.amazon.com/Communication-Resources-Inc-Instant-Directory/dp/B00D76604E/ref=sr_1_1?s=mobile-apps&ie=UTF8&qid=1371671565)

### **Who can access the app?**

Anyone who has an email address listed in the directory (under their family details) will be able to request access to download and sync the directory on their device. Each member will receive a password per device, which cannot be shared with other members. Any member that is set to Inactive will not be able to procure a password. If a member has the directory on their device, and is later set to Inactive, they will no longer be able to sync and access the directory until they are set back to Active. Furthermore, all of the data is protected by SSL so only you and your members will have access to your church data.

**Can a church member change their username?** No. In order to ensure that you, as the administrator, has complete control over who can access your church directory, the username must remain as the church member's email address, as it's listed in your directory.

**Can a church member change their password:** Yes. A church member can change their password by logging into [members.instantchurchdirectory.com](http://members.instantchurchdirectory.com) and selecting "Update Password." Once they update their password here, it will now be the password they use for all login purposes (Online Member Directory and all mobile apps).

**How do I send a text message from my Instant Church Directory App using the iOS operating system (iPhone)?** For versions 8.3 or above, click on the phone number and hold the link to enable texting for the phone number.

For versions prior to 8.3, simply click on the link to the phone number and you will be able to send a text message to that number.