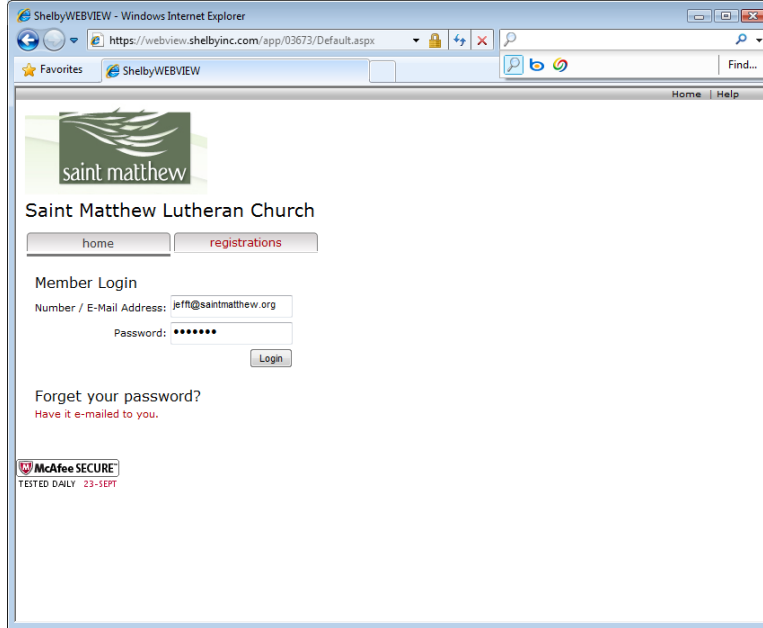


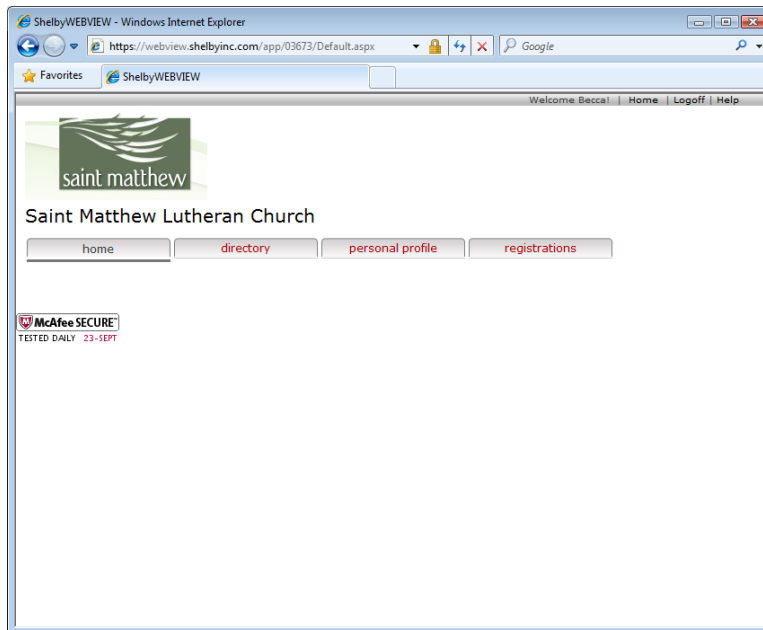
# Saint Matthew Online Directory Instructions

Each household must be set up by the “head of household” that is registered in our database. To be part of the directory, you need to select the information that will be part of the online directly. The online directory is password protected and only accessible by the Saint Matthew community. Please follow the instructions below to make your information available and to add information that is missing.

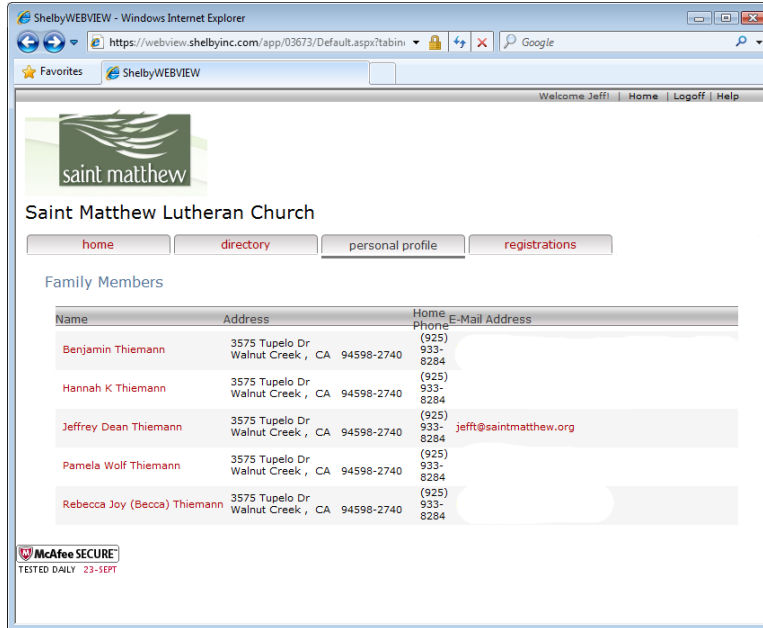
1. Go to <https://webview.shelbyinc.com/app/03673/default.aspx>. Sign in with your email address and your password. If you don't have your password yet, send an email to Gail Penny at [gailp@saintmatthew.org](mailto:gailp@saintmatthew.org) to request it.



2. After you log in, click on the “Personal Profile” tab.



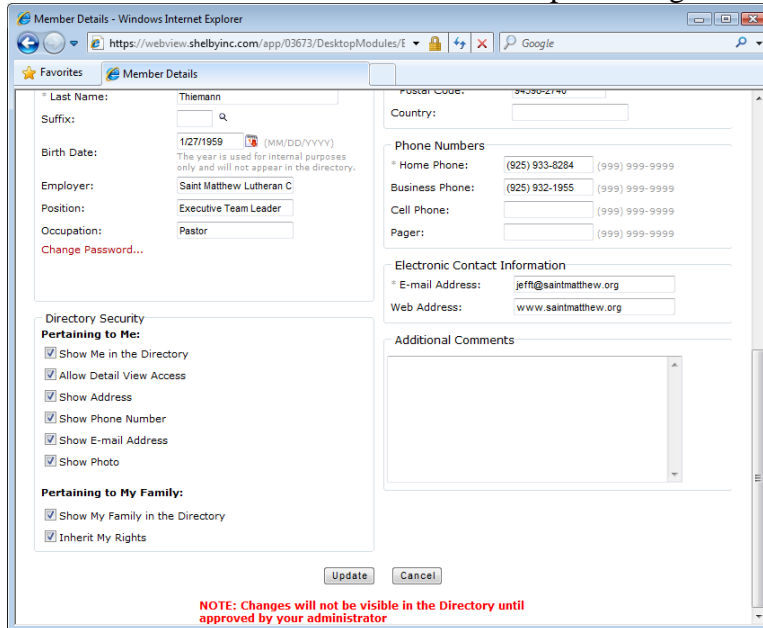
- You will see your household. Click on your name, update anything that is missing and scroll to the bottom of the page.



- If you are the head of household, fill in the Directory Security information. Please check all the boxes that you would like to have in the password protected online directory for you and for your family.

We are encouraging you to check all the boxes so that the directory will have the most useful information for everyone. Please be sure to check “Allow Detail View Access” so that your photo can be viewed as part of the online photo directory.

When you’ve checked all the boxes for you and your family, click on the “Update” button to send the updated information to the church office for review and then publishing on the web.



Questions? Please contact Gail Penny by email ([gailp@saintmatthew.org](mailto:gailp@saintmatthew.org)) or phone (925-932-1955 x100).