



First Baptist
MOUNT PLEASANT

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established 1917

ShelbyNext Membership

User Instructions

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Why Use ShelbyNext Membership?

Functions within ShelbyNext Membership:

- See contact information for those listed in our church directory
- Make a gift/donation
- View giving history
- Download a giving statement (web version only)
- Update your contact information
- Check-In my children for their LifeGroup/Sunday School class(es)
- Take Attendance (LifeGroup leaders only)
- Send an email to all members of a group/team/committee (group leaders only)

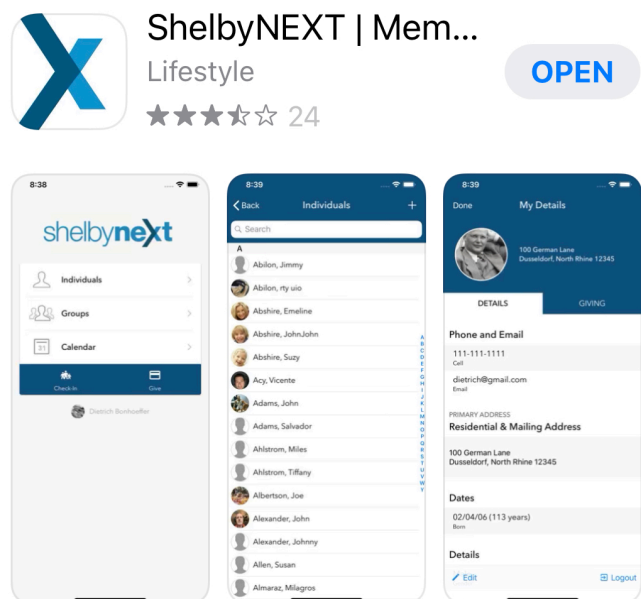
Advantages to using ShelbyNext Membership:

- The church always has up-to-date contact information for its members.
- Easy access to information at your fingertips.
- Taking Attendance is essential for knowing who is active in our church, and who we need to reach out to.
- Easy communication with group members.
- Quick check-in for children.

How do I access ShelbyNext Membership?

There are two ways to access ShelbyNext Membership:

1. Through a web browser at the following web address:
<https://fbcmtpleasant.shelbynextchms.com/user/login>
2. Through the mobile app.
You can download the mobile app from your App Store: ShelbyNext Membership
*Replace “domain” with “fbcmtpleasant” to log in.



Do I need an account to log in?

Yes. By default, your account will be First.Last (names).

Example: John Smith would be John.Smith

Use the [Forgot password? Link to reset your password](#), or email Mary Anacleto (manacleto@fbcmtpleasant.org) for assistance.

How do I find a church member's contact information?

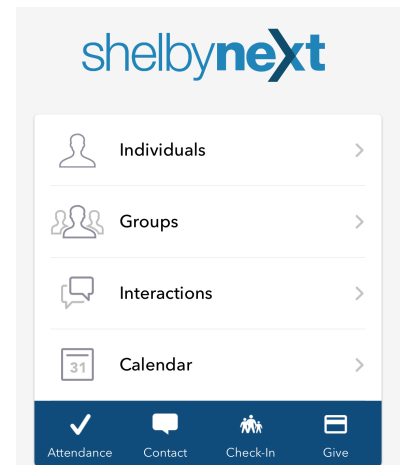
After you have logged in to ShelbyNext Membership, click on the "Individuals" tab.

Click on "Individuals ▼" at the top of the screen and select "Directory". This will show all members in the FBC Directory.

Click on a member's name to see their contact information.

How do I make a gift/donation to FBC using ShelbyNext Membership app?

Use the "Give" button at the bottom of the screen. Enter payment information to make a contribution.



How do I view my giving history in the app?

1. Click on your name at the bottom of the screen.
2. Click on the "Giving" tab to see Recent Giving or a Full Giving History. You can also add payment methods or recurring giving here.
3. Click "Done" when finished.

How do I update my contact information in the app?

1. Click on your name at the bottom of the screen.
2. Click the "Propose Edit" button to update name, address, phone numbers, email, birthdate.
3. Click "Save" at the top right corner to save any changes.
4. Click "Done" when finished.

Please note: If you would prefer your full birthdate not be visible in the Directory, please email Becky Hunter to update your Profile Visibility. Your birthdate will still be in our system, but will not be visible to other members.

How do I check in my children using the ShelbyNext Membership app?

Mobile Check-In Instructions

1 Download the ShelbyNext Membership App.

Free in your app store.

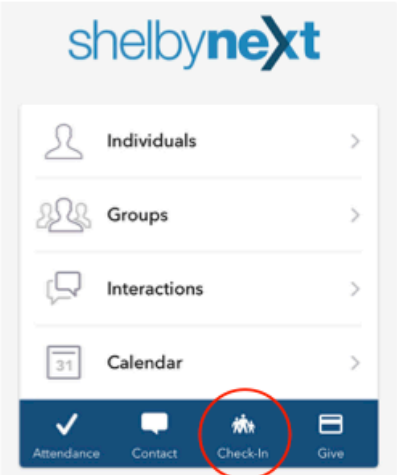
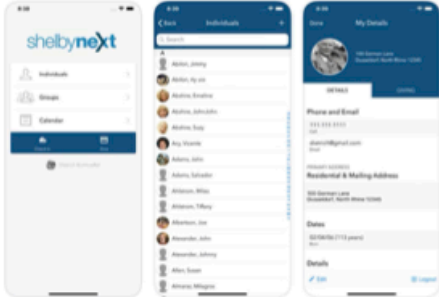


2 Enter login credentials.

Domain: fbcmtpleasant
Username: First.Last
Password: user defined

Click "Forget password?" link, if needed

Must be an existing member/attender in our database to have a user name.



3 Use the Check-In icon to check in your children.

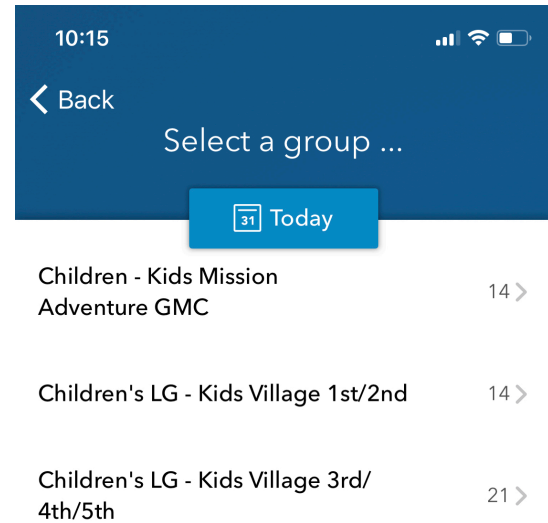
All people listed on your account will appear. Select the appropriate child(ren) and choose the correct station:
Babies - 5K: Little Village Downstairs 1
1st - 5th Grade: Kids Village Upstairs

4 Pickup your pre-printed labels.

Stop by the chosen station, pickup your labels, put the child label on your child, and keep the guardian label for Check-out. Babies through 5 year olds will be escorted to the appropriate classroom by our ministry workers. You may proceed to worship.

How do I take attendance for my LifeGroup using the app?

1. Click the “Attendance” button at the bottom of the screen.
2. The date will automatically default to today’s date. If you need to change the date, click on the calendar button and select the appropriate date.
3. Select the group you want to take attendance for. Use the search field, if needed.
4. All individuals in that group will appear. Click each name to mark as present.
5. When finished, click “Save” in the top right corner.
6. Click “Back” to exit.



How do I send an email to my group in the app?

This feature is only available to Group Leaders (life groups, committees, etc.)

1. Click the “Contact” button at the bottom of the screen.
2. In the “Group” field, click “Choose...” then select the group you want to contact.
3. Enter your Email Subject and Body of text.
4. In the “Log As” field, select “Email.”
5. Hit “Send” in the top right corner and exit.

Please note: Using the mobile app for mass emails only works for adult groups. To send an email to parents of children in a group, you will need to use the web version of ShelbyNext Membership.

Using the web version to email a group:

(includes sending to parents of children, sending attachments and other additional features)

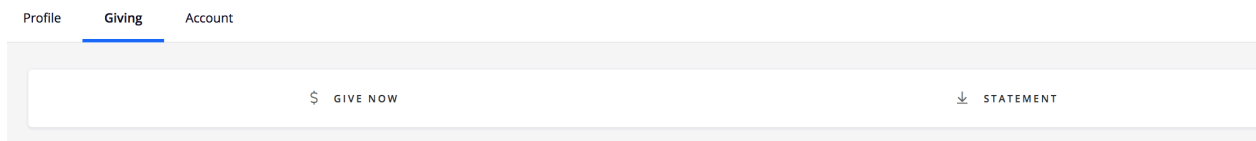
1. Navigate to the login page of Shelby Membership using your internet browser using this link: <https://fbcmtpleasant.shelbynextchms.com>
2. Next, enter your username and password then click login.
3. To mass email one or more of your groups, first click the “Mass Contact” tab located on the left side menu.
4. Click the “New Message” button in the upper right corner. Message type: Email.
5. Enter the group(s) you would like to email.
6. Add any additional recipients who are outside the group.

7. If you are emailing a children’s group, you can select the option to send the email to their parents.
8. You can also select to send a copy to yourself.
9. Enter the subject and body content of the message.
10. At the bottom of the page, you can include an attachment and/or schedule a future date to send the email.
11. When you have finished, click the “Send” button.

How do I download my giving statement?

You must log in to the web version of ShelbyNext Membership to download a copy of your annual giving statement.

1. Navigate to the login page of Shelby Membership using your internet browser using this link: <https://fbcmtpleasant.shelbynextchms.com>
2. Next, enter your username and password then click login.
3. Click on the “My Giving” tab located on the left side menu.
4. A detailed giving history will be shown.
5. To download a giving statement, click the “Statement” button.



6. Click the appropriate date range, and tax status, then click “Download PDF”.
7. Exit when finished.