**Making your 2019 Pledge in ShelbyNext**

From the ShelbyNext Membership App:

1. Tap your name at the bottom of the screen.
2. Tap the Giving tab on the right side of the screen and scroll down to the Pledges heading.
3. Tap +Create new pledge.
4. In the Campaign field, choose **2019 Budget**.
5. Set Start Date to **01/01/2019** and End Date to **12/31/2019.**
6. In the Frequency field, choose how often you plan to give (Weekly, Bi-Weekly, Semi-Monthly, Monthly, Bi-Monthly, Quarterly, Semi-Annually, or Annually).
7. In the Periodic Amount field, enter the dollar amount you plan to give each week/month/quarter/year.
8. The Total Amount field will automatically calculate your 2019 pledge based on what you entered in the Frequency and Period Amount fields.
9. Tap Create at the top right of the screen. Your 2019 Pledge to Highlands UMC is now active. *Please note that creating a pledge does not set up an automatic payment schedule.*

From a web browser:

1. Click the round circle in the top right corner to view your profile.
2. Click on the Giving tab under your name.
3. Click the box with the three dots in it on the right side of the screen and click +Create Pledge.
4. In the Campaign field, choose **2019 Budget**.
5. Set Start Date to **01/01/2019** and End Date to **12/31/2019.**
6. In the Frequency field, choose how often you plan to give (Weekly, Bi-Weekly, Semi-Monthly, Monthly, Bi-Monthly, Quarterly, Semi-Annually, or Annually).
7. In the Periodic Amount field, enter the dollar amount you plan to give each week/month/quarter/year.
8. The Total Amount field will automatically calculate your 2019 pledge based on what you entered in the Frequency and Period Amount fields.
9. Be sure that the Active box is checked.
10. Click Save. Your 2019 Pledge to Highlands United Methodist Church is now active. *Please note that creating a pledge does not set up an automatic payment schedule.*



ShelbyNext is our church database and online directory program. Through it, you can see contact information and photographs of Highlands members, as well as our calendar and other ways to be involved in the life of the church. It is a good way to get to know your church family and put names together with faces. If you do not want to be included in the directory, you may opt out, however, p*lease note though that if you opt out, you will no longer be able to access the directory.*

On November 4, 2018, we will send all current Highlands members a login and temporary password to use in accessing this program. Once you have received an email with login credentials, you can then access the ShelbyNext login screen at:

[**www.highlandsumc.net/shelbynext**](http://www.highlandsumc.net/shelbynext)

ShelbyNext can also be accessed from your smart phone or tablet. To download the app, search for “ShelbyNext Membership” wherever you get your apps and download it. *(Be sure to download the Membership app, not Giving or Check-In.)* When you open the ShelbyNext Membership app, you will see a screen like the one pictured right. Tap on the word “domain” in the top box to highlight it and then replace the word domain with “highlandsumc.” Then enter username and password information from the email you received.

Once you have accessed your record, you can submit changes to you and your family’s information, view your groups and giving history, and update your login information. *Any changes you make to your information will be sent to the church office for approval before updating to the online directory. Thank you for your patience!*

* To edit information:
	+ From a web browser: Click on the edit button at the top of the screen and update any incorrect information. Be sure to click Save when you are finished.
	+ From the app: Tap on your name at the bottom of the page and update any incorrect information. Be sure to tap Save when you are finished.
* To change username or password:
	+ From a web browser: Click on the Account tab and update information in the Credentials box. Be sure to click Save when you are finished.
	+ From the app: Tap on your name at the bottom of the home screen. Scroll to the bottom of your record and tap Change Password. Enter new password and tap OK.
* To change photos:
	+ From a web browser: There is currently no way for users to update photos from the web version of ShelbyNext. You may email the photo you would like to use to office@highlandsumc.net and we will upload it for you.
	+ From the app: Tap on your name at the bottom of the home screen. Tap on the picture icon at the top of your record, then tap Edit and either choose from your photos or take a new one.
	+ *A photographer will be available on Sunday, November 18 after 10:30 a.m. worship for those who need a new photo.*

To view the Online Directory, click the Directory link (left side of the screen on a web browser, or top of the list on the app). To search for someone in the directory, type their name in the search bar at the top of the screen. Click on the record you would like to view.

Assistants will be available each Sunday in November in the Greeting Space to help set up the app. For further assistance with ShelbyNext, please contact Bonnie Hartley at bonnie@highlandsumc.net, Mary Elizabeth Neal at maryelizabeth@highlandsumc.net, or call the church office at 205-933-8751.