

River Road Unitarian Universalist Congregation - Church Life App for iPhone 7.0.3

(Also Available for Android 2.2 or Higher)

In order to use this app, the user must:

- Be in the RRUUC database
- Be a member or friend, or have children in Religious Education (RE)
(Not sure? Contact sblanchette@rruuc.org)
- Have an Access ACS password. (Please note: If you haven't signed into Access ACS on our website but have a Member Password that you are using to access "Member Services," you may need a new password. If you need a Password go to: <https://secure.accessacs.com/access/memberlogin.aspx?sn=93014>)

Getting the App:

- **iPhone:** Download Church Life from the App Store or iTunes (iOS 4.2 or higher)
- **Android:** Download Church Life from Android Market (Android 2.2 or higher)
- **Other:** Enter www.churchlife.mobi from any mobile browser.

Opening the App for the first time:

- Tap on the Church Life App icon
- Enter your User Name (your email address at RRUUC);
(Android/Other: Do not use the "Site Number" area. Use the area to put in your email address, usually top right corner on the screen.)
- Enter your password (this is the password that you use for Access ACS)
- Slide Remember Me to ON

Using the App: (Note - Details may differ for Androids and other mobile phones.)

- Tap on Menu icon (horizontal lines) on the top left corner.
- The app opens to a screen with:
 - **People:** Opens a search screen for you to find individual contact information for people in the RRUUC database.
 - **Feedback:** For the ACS company. RRUUC does not receive information transmitted through this link.
 - **Account:** The sign out page for the App.

To search for an individual:

- Type the name of the person you are seeking in the Search bar. You can use first name or last name or both. The name or list of associated names will come up.
- Tap on the name of the individual you are looking for. You will find:
 - Person/Family Photo (if one has been submitted; submit a photo to Sheri Blanchette, sblanchette@rruuc.org)
 - Phone number: Touch the Number arrow to get options to Call the Number or Send Text Message
 - Email address: Touch the arrow to send an email.
 - Address: Touch the arrow to find the location/directions on Google Maps
 - Family Members: Touch the arrow to pull up the family member's contact information.
 - Rolodex Contact icon (top right corner): Allows you to add the individual to your phone contacts. The first time you use this it will ask you permission to access your contacts. (Droid/Other: To add to contacts, tap the person's phone number to open your phone. Then add to your contacts.)