

Faith Teams How To

May 7, 2025 – Community Directory and Setup

FaithTeams

Paul Tarsus

DashboardPeopleEventsMessagingContributionsToolsAdmin

This icon means that you need to authorize the user and add him/her to your church

Name	User Name	Member	Listed in Directory	Actions
Nick Anderson	nicka02511@gmail.com			Remove User
Steven Dunham	steven.dunham@gmail.com			Remove User
Shane LaPierre	shanelapierre@me.com			Remove User
Jorge Nazario	jorgenazario2323@gmail.com			Remove User
Keisha Shakes	kmarrriottshakes@gmail.com			Remove User
Steve Sloan	newbrew@newbrew.com			Remove User
Paul Tarsus	demo_user1@mg.faithteams.com			Remove User
Franklyn Young	newbrew@gmail.com			Remove User
Steve Young	steve@newbrew.com			Remove User

Steve Youngblood
Faith Teams



In this session

- 1** Directory Setup
 - Activating Community
 - Subscribing to Plus
 - Promoting Community Signup
 - Matching Community Users to Persons in the DB
 - Community Users "Opt-In"
 - Users pick fields to show
- 2** Usage of Directory
 - Where does a user go to see the Directory?
 - How can fields be hidden by a user

Activate Community



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 Dashboard  People ▾  Events ▾  Messaging ▾  Contributions ▾  Tools ▾  Admin ▾ 

Your account is limited to sending only 15 emails until you contact support to request the limit removed. 

To Activate Community, you must create a Subdomain that is unique to your account.

Create Subdomain



Update to Plus



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[Dashboard](#) [People ▾](#) [Events ▾](#) [Messaging ▾](#) [Contributions ▾](#) [Tools ▾](#) [Admin ▾](#) [?](#)

Your account is limited to sending only 15 emails until you contact support to request the limit removed. [×](#)

Monthly ☐ Annual

\$50 / per month

Basic

Faith Teams ChMS

- ✓ All Features (click to view)

Community Free

- ✓ Guest Form
- ✓ Public Event Calendar
- ✓ Online Giving
- ✓ Group Signup

Subscribe

\$65.00 / per month up to 99 Active People

Plus

Faith Teams ChMS

- ✓ All Features (click to view)

Community Plus

- ✓ Everything in the Basic Plan
- ✓ Home Page Builder
- ✓ Online Church Directory
- ✓ Group Chat
- ✓ Embed Videos
- ✓ Custom Photos for Events and Cards
- ✓ Mobile-App Push Notifications (Coming Soon)
- ✓ Mobile-App Pre-Checkin for your Members (Coming Soon)

Subscribe



Promote Community



 **Paul Tarsus** ▾

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Community Settings

 <https://newlife.faithteams.com>

 Download Mobile App Link

 Community Videos to Share with Your Church

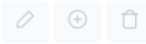


Click to Download

Update

☒ Show Layout Tools

☒ Show Content



Newlife Church

Faith. Hope. Love.

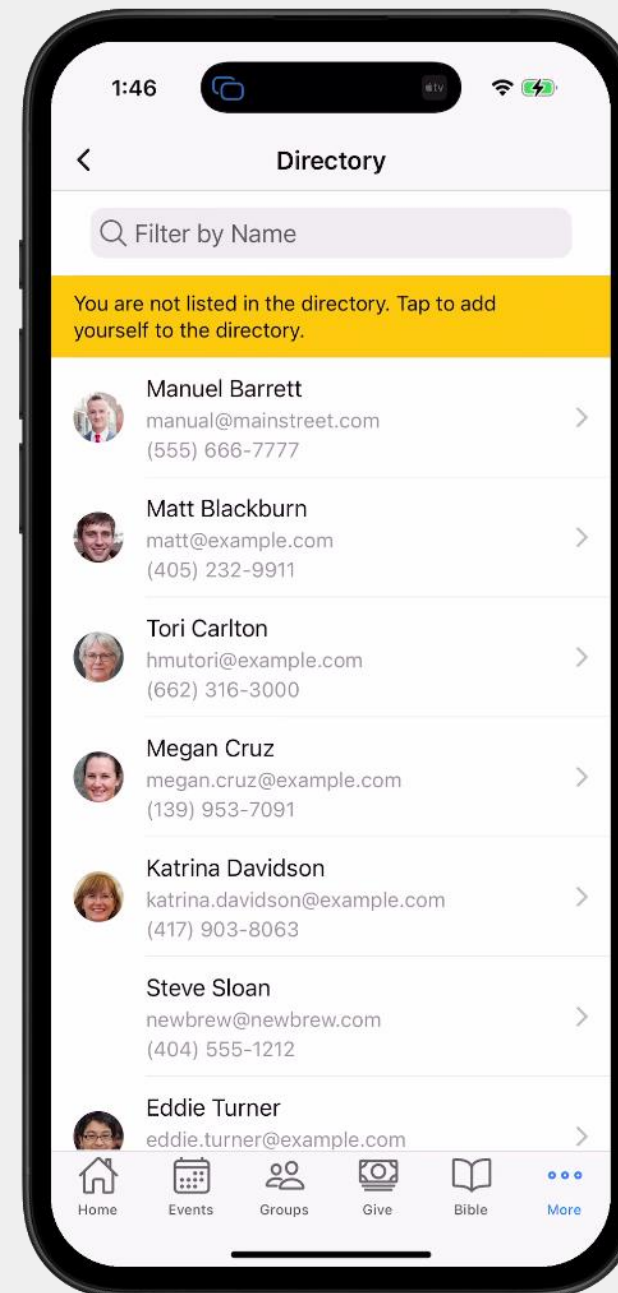
Mobile View
(approximation)



Matching Users

FaithTeams					  Paul Tarsus 
 Dashboard  People  Events  Messaging  Contributions  Tools  Admin 					
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Franklyn Young	newbrew@gmail.com			Remove User	
Steve Young	steve@newbrew.com			Remove User	
				Remove User	

User Opt-In



Go to the Directory Live

Send us Feedback on Your Community Setup

feedback@faithteams.com

**See You in Two
Weeks!**