FAQ

1. I don’t have a login. How do I set one up?
   Email the Parish Membership Coordinator at membership@ccalex.org to receive your login and temporary password.

2. How do I access the parish directory online?
   The direct url for the parish directory is [https://ccalex.shelbynextchms.com](https://ccalex.shelbynextchms.com). You can also access the login page from our website at [www.historicchristchurch.org/about-us/parish-directory](http://www.historicchristchurch.org/about-us/parish-directory).

3. Can I view the parish directory on my smart phone?
   Yes! The easiest and best way to view the parish directory is through the mobile app – ShelbyNEXT Membership – which is available on both the iOS and Android platforms. You will need login information to view the app.

4. How can I update my contact information in the database?
   We encourage parishioners to update their contact information so our database is as accurate as possible. Log into the ShelbyNext mobile app, click ‘edit’ and update as needed. Click ‘save.’ Changes must be approved by an administrator, so your profile will not reflect your updates until your request is approved, usually within 24-48 hours.

5. Is my information secure?
   The parish directory is securely hosted by Shelby Systems. Access is restricted to active parishioners, who must request a login.

6. Who has access to the parish directory?
   Only active members who have been given login information.

7. Is my giving information visible?
   Your giving information is visible to only you and the Christ Church accounting staff.

8. What information is included in the parish directory?
   Your name, email, and home phone number is included.

9. If I don’t want to be listed in the parish directory, how do I remove my information?
   You may opt out by completing this form online: [www.historicchristchurch.org/about-us/parish-directory](http://www.historicchristchurch.org/about-us/parish-directory).