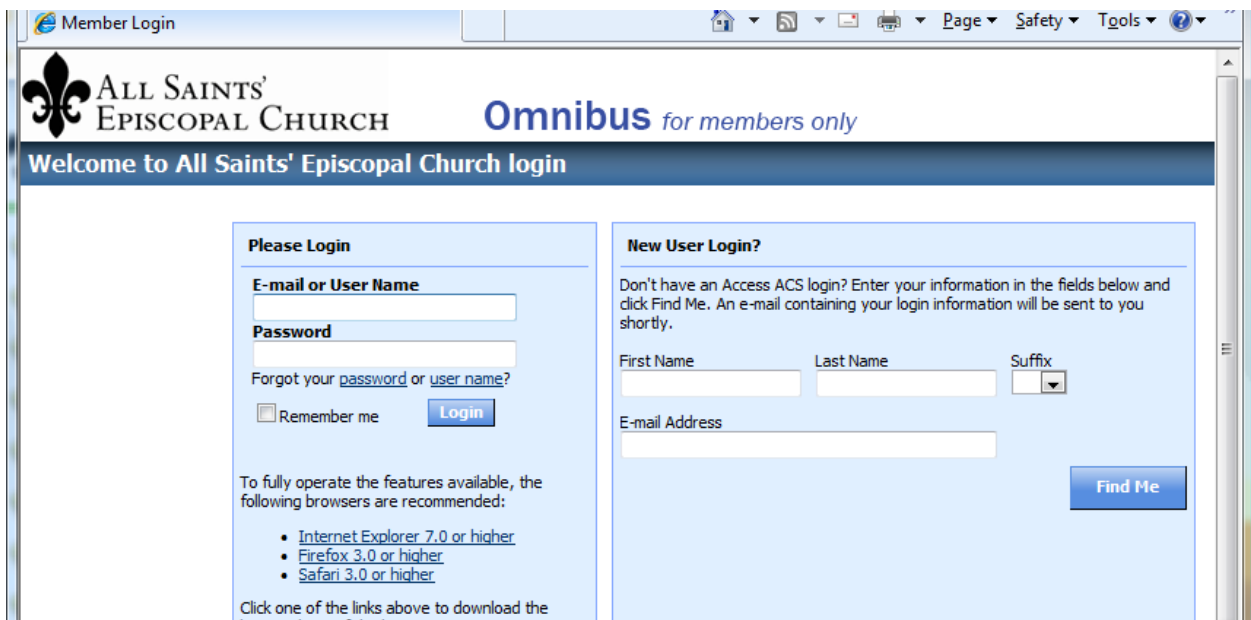


Getting Started with All Saints' Omnibus Member Site

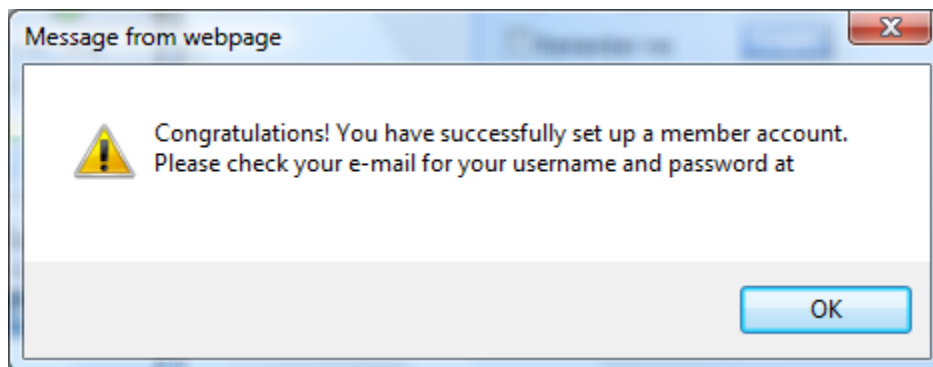
The link to the Omnibus member site says “[Omnibus for members only](#)” and is located on the right side of the home page of our parish web site <http://www.allsaintsfortworth.org> Clicking on the link will open the Login page. Below this is a link to this document, “Getting Started with Omnibus.”

The first time you go to the member login page, use the “New User Login?” area. You will be asked to enter your First Name, Last Name, Suffix (Jr, II, III and so forth) and your email address. Then, click the Find Me button. If your name and email are in the parish database, the Omnibus site will tell you it has found a match and will email you your username and password. Once you have your username and password, come back to the login page and enter them in the left hand side of the form. **You will need to change your password immediately the first time you log in.**

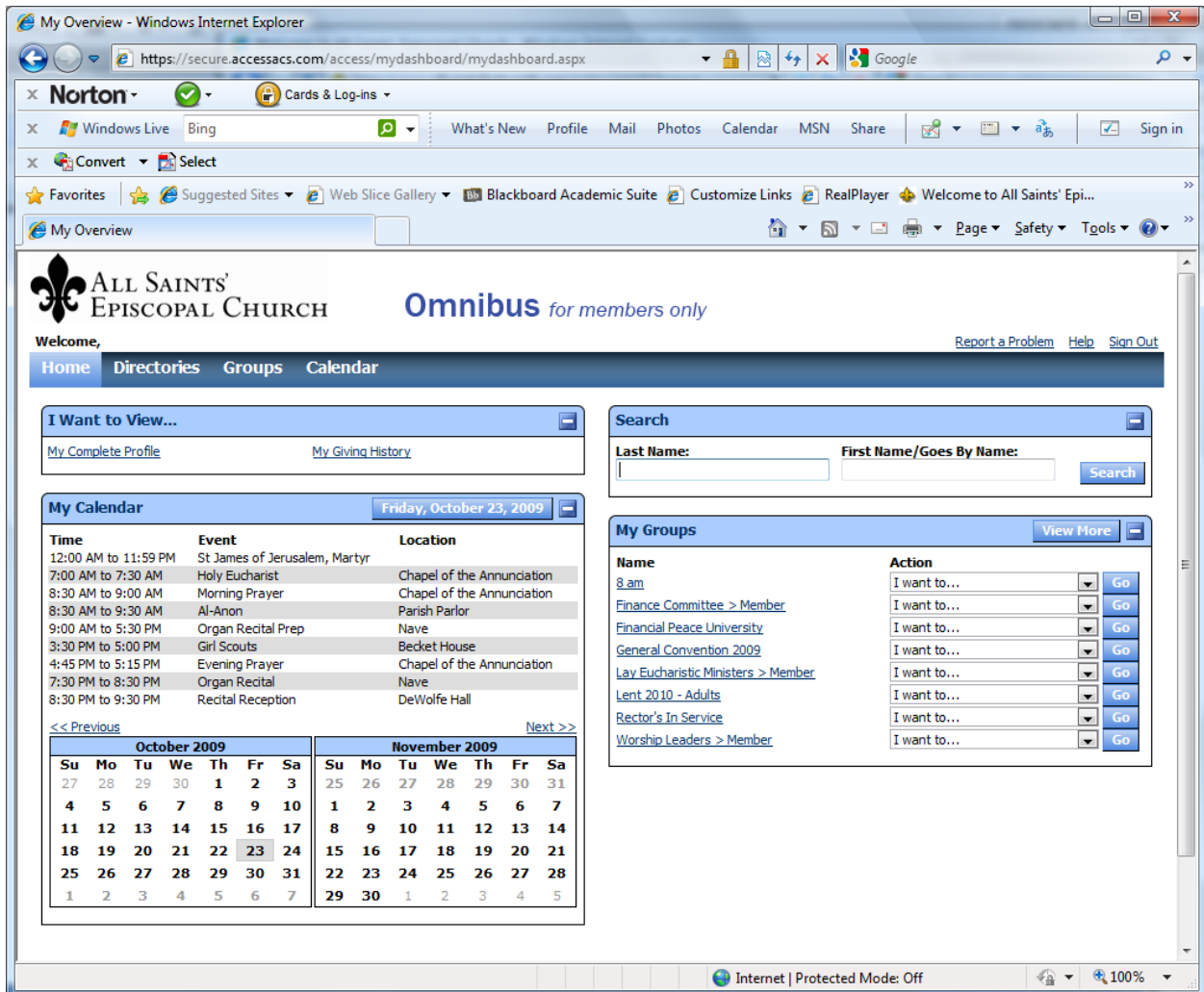
If the system cannot find your name or email address, please email Omnibus@allsaintsfortworth.org and describe in detail the problem you are having. We will get back with you within 24 hours during weekdays.



The screenshot shows a web browser window titled "Member Login". The page header includes the All Saints' Episcopal Church logo and the text "Omnibus for members only". Below the header is a blue banner that says "Welcome to All Saints' Episcopal Church login". The main content area is divided into two columns. The left column is titled "Please Login" and contains fields for "E-mail or User Name" and "Password", a "Login" button, and a "Remember me" checkbox. Below this is a note about recommended browsers: Internet Explorer 7.0 or higher, Firefox 3.0 or higher, and Safari 3.0 or higher. The right column is titled "New User Login?" and contains instructions to enter information and click "Find Me". It includes fields for "First Name", "Last Name", "Suffix" (a dropdown menu), and "E-mail Address", along with a "Find Me" button.



Once you have logged in, you will see your overview page. From here you can access your profile, giving information, online directories, the groups you are involved with at church, and the parish calendar.



In **My Complete Profile**, you will find:

Contact Information:

- Addresses (Add, submit changes)
- Phones
- E-mail Addresses

Personal Information

- My Giving History**
- My Pledge History**



Take some time to check each section out and discover what you can do here.

In **My Personal Preferences**, you can manage Family & Individual Preferences:

Family Preferences: Choose to

- Include your family in the Family Directory.
- Allow other members to view your address.
- Allow other members to view your phone number.



Individual Preferences: Choose to

- Allow other members to view your address in group directories.
- Allow other members to view your email address in group directories.
- Allow other members to view your phone number in group directories.

Change Your Password

Note: We currently do not store member photographs in the church database so preferences regarding photographs are not features that we can currently use.

