

[www.avefchurchofchrist.org](http://www.avefchurchofchrist.org)

[www.avefchurchofchrist.com](http://www.avefchurchofchrist.com)

[www.avefcoc.com](http://www.avefcoc.com)

**Help File**

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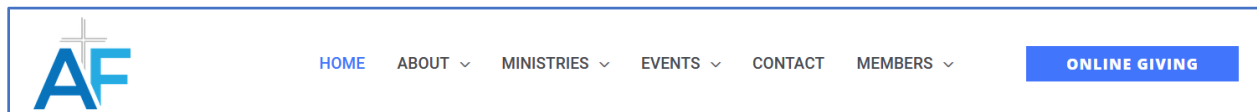
## Website Overview

Avefchurchofchrist.org was developed to provide members of the congregation with access to pertinent information to assist in the communication between the church family, support and encouragement, and the carrying out of our weekly worship and Bible class.

Below you will find a brief overview of the different areas of the avefchurchofchrist.org and a description of what information can be found under each page.

### Main Menu

The main menu provides the main navigation to access the different information and functionality for the website. Review each of the bullets below for a brief description of what each link has to offer.



1. **HOME** – The home provides general information about the Avenue F Church of Christ such as the service and Bible class time and locations, church location, links to our Facebook and YouTube pages for live streaming, and a form to subscribe to email communication from our church.
2. **ABOUT** – This link provides a brief history of our church, names and pictures of our leaders, and a bio of our minister.
3. **MINISTRIES** – This provides a listing of our different ministries, the ministry leader(s), their mission, and a listing of upcoming events for that ministry if applicable.
4. **EVENTS** – This link provides a view of the different events scheduled by our church and various ministries. This page also provides a calendar view and the ability to search for different events via keyword search.
  - a. **View Events** – Provides a listing of events.
  - b. **Submit Events – Log in Required:** This link provides a form for users to submit events/announcements to the church. All events must be approved before posting to the calendar and website. This link also provides the user with the ability to edit any previous events submitted by the user.
5. **CONTACT** – This link provides access to our contact form. This form is used by users wanting to contact the church for various reasons. This link should also be used if you are having trouble accessing the website to get assistance.

6. **MEMBERS – Log In Required** – This link provides access to pages restricted to church members and prospects only. Users must be logged in to view the content under these links.
  - a. **LOG IN/LOG OUT** – This link will provide users the ability to log in or log out if already logged in!
  - b. **PRAYER REQUEST** – This link will present the prayer request form to allow users to submit a prayer request.
  - c. **VIEW PRAYERS** – This link allows users to see prayers that have been requested by other members in the last two weeks. Users may reply with a comment to prayer request submitted.
  - d. **MEMBER DIRECTORY** – The page provides users access to the Member Directory to search and view church member profiles including their contact details.
  - e. **VIEW MY PROFILE** – This link allows user to view their own directory profile.
  - f. **EDIT MY PROFILE** – This link allows users to edit their directory profile. Updates to this page will require approval before any changes are submitted.
  - g. **SUPPORT SCHEDULES** – This page provides users with a view of the different schedules for worship service and Bible class in which they may have volunteered. Examples include Bible class teaching schedules, Door Greeting, and worship support.

## Public and Restricted Views

The below table identifies the different pages on the website. Public pages are visible to any user that comes to the site. Restricted Pages require the user to log in with their username/email address and password to view.

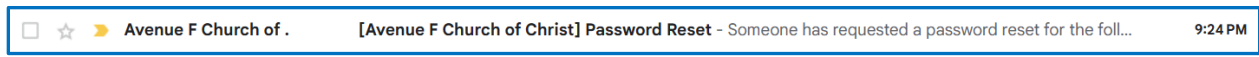
Public Pages	Restricted Pages
Home	Submit Events
About	Members
Who Are We	Prayer Requests
Our Minister	View Prayers
Ministries Pages	Member Directory
View Events	View My Profile
Contact	Edit My Profile
	Support Schedules

## Logging In and Out

Members will be required to log in to the website to view certain content and submit certain data as described above. See below the process for logging in and out of avefchurchofchrist.org.

### **All users must reset their password upon logging in for the first time.**

1. Check your email on the file with the church and locate the email.



2. Take note of your username in the email Click on the link in the email to reset your password.

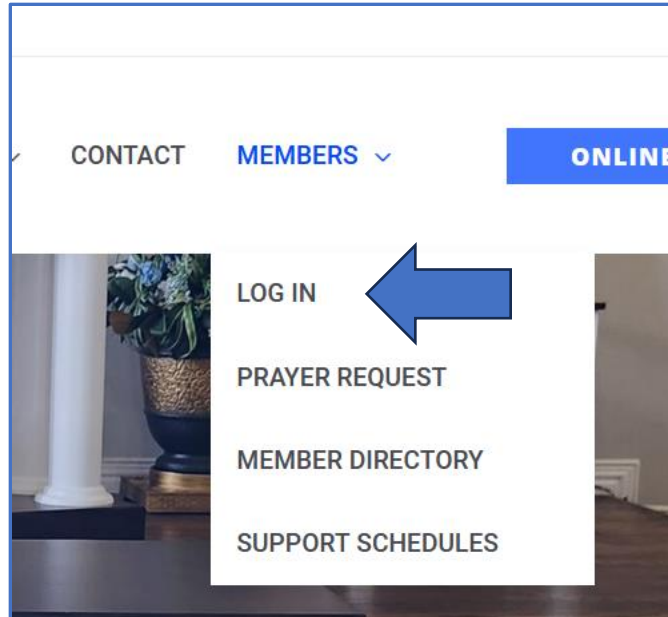


- Create a strong password based on the criteria below:

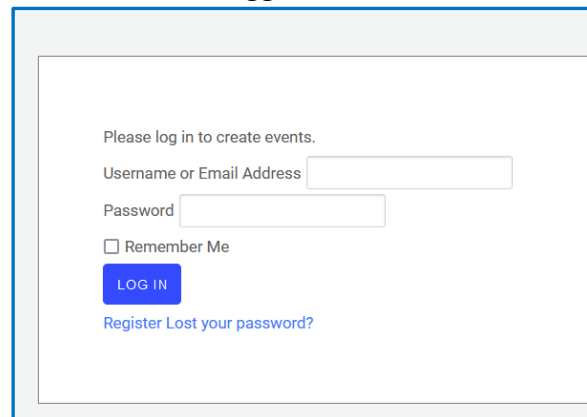
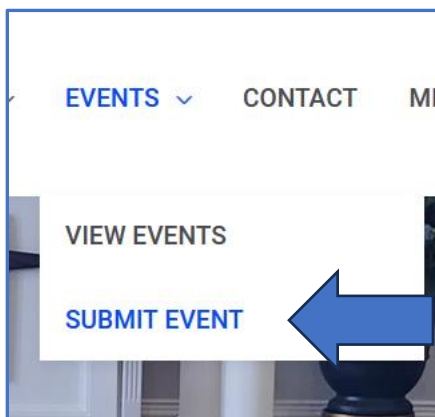
A screenshot of a password generation tool. At the top, there is a text input field with the placeholder "Enter your new password below or generate one." Below this is a section titled "New password" containing a text box with the generated password "mxK\*0UYCN0L!WTu9" and a strength indicator "Strong" in a green box. Below the password box is a hint: "Hint: The password should be at least twelve characters long. To make it stronger, use upper and lower case letters, numbers, and symbols like ! \* ? \$ % ^ & .". At the bottom, there are two buttons: "Generate Password" and "Save Password".

Users have several different options for logging in to the site. The different options are listed below.

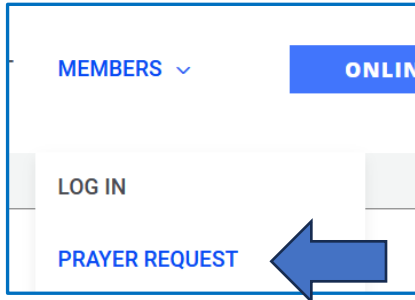
- Log in via the Log In option under the **MEMBERS** menu item



- Log In when clicking on the Submit Events link while not logged in

A screenshot of a login form. The form contains the following elements: a heading 'Please log in to create events.', a text input field for 'Username or Email Address', a text input field for 'Password', a checkbox labeled 'Remember Me', a blue 'LOG IN' button, and a link 'Register Lost your password?'.

- Log In when clicking the Prayer Request link when not logged in.

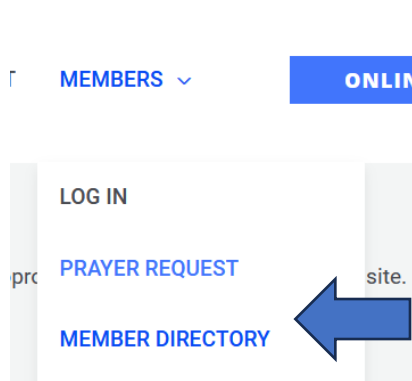


### Prayer Request Form

Complete the following form to submit your prayer request to our lead

Sorry, you have to login first to request a prayer. . Click to [login](#).

- Log in when clicking on the Member Directory Link while not logged in.



### Login

Username

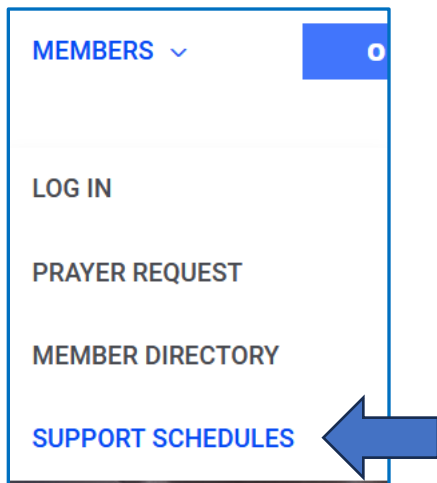
Password

Remember Me

[LOG IN](#)

[Lost Password](#)

- Log in by clicking on the Support Schedules link while not logged in.



### Worship Support Schedules Please login

Username or Email Address

Password

Remember Me

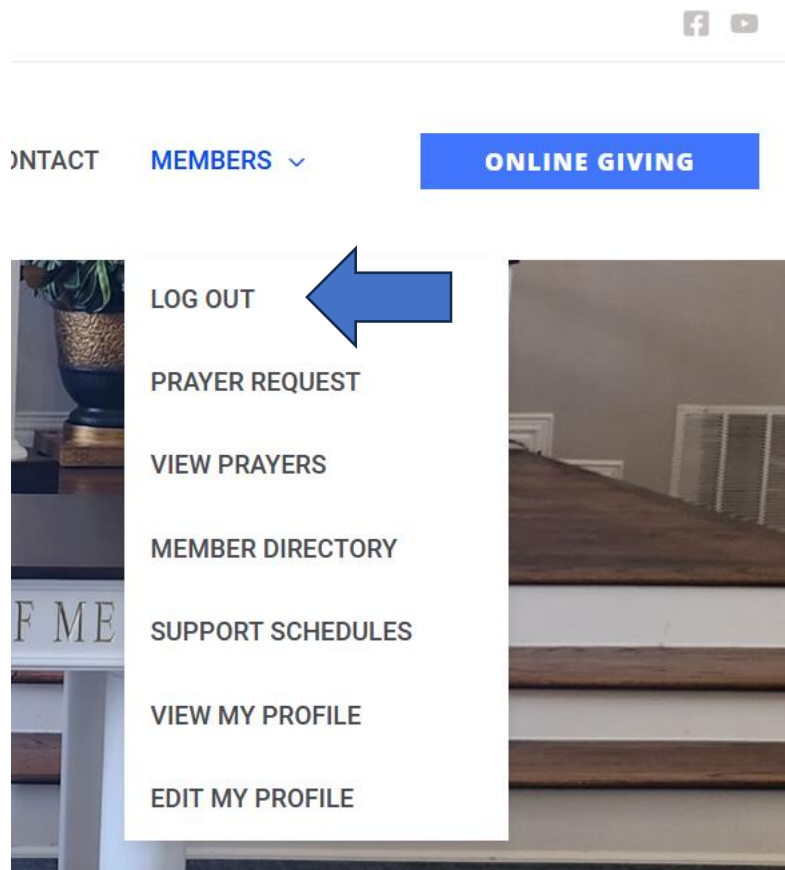
[LOG IN](#)

[Help! I don't know my password](#)



## Logging Out of your profile

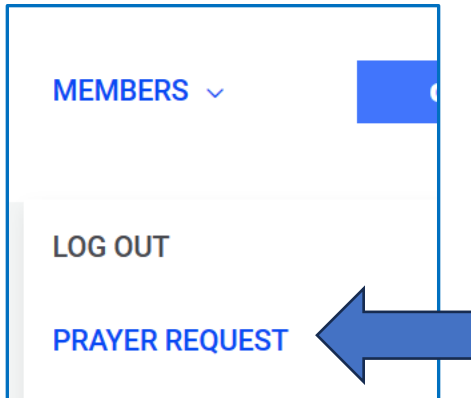
Use the link under the MEMBERS menu to log out of your profile on the website.



## Submitting a Prayer Request

Users must be logged in to their account to submit a Prayer Request. After logging in to the site based on the directions above, follow the steps below to submit your prayer request.

1. Click on the Prayer Request link located under the **MEMBERS** menu.



2. The Prayer Request form will be displayed. Complete the form and click submit. All fields in the form **MUST BE** completed.

### Prayer Request Form

Complete the following form to submit your prayer request to our leadership team. Prayer requests must be approved before being viewable on the site.

Name\*

Email\*

Prayer Request\*

3. All Prayer Request must be reviewed and approved before posting to the site. **NOTICE: Prayer requests slightly edited to remove sensitive information that's may not be appropriate to post online for users' safety and wellbeing.**
4. Once approved, your prayer request will be posted to be visible by other members in the congregation. **NOTE: Prayer Request will not be shared for users not logged into the site. Log In access is reserved only for members and prospects of the Avenue F Church of Christ.**

## View Prayers

The View Prayers is only visible by logged in users. Only Members and Prospects are given log in access to view prayer requests. Follow the steps below to view and reply to prayer requests.

1. Once logged in, click View Prayers under the **MEMBERS** menu. **NOTE: This option is not visible unless the user is logged in.**

**Prayer List**

Prayer request listed below are for the last 14 days. You may comment and/or click the pray button to let the requestor know you have prayed to God on their behalf.

pray for me  
Rob | 6 days ago | Prayed 1 time(s)  
[Reply](#)

[Pray](#)

[Show/Hide](#)

*webservicepro* says:  
6 days ago  
Hey praying for you  
[Reply](#)

*webservicepro* says:  
6 days ago  
Hey praying for you  
[Reply](#)

Click "Pray" to add to the number of times Prayed.

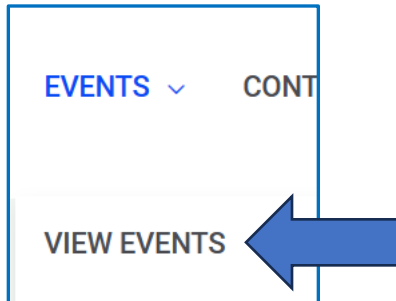
The screenshot shows a 'Prayer List' interface. At the top, it says 'Prayer List' and provides a brief explanation: 'Prayer request listed below are for the last 14 days. You may comment and/or click the pray button to let the requestor know you have prayed to God on their behalf.' Below this, there is a card for a prayer request. The card header says 'pray for me' followed by 'Rob | 6 days ago | Prayed 1 time(s)'. There is a 'Reply' link on the left and a 'Pray' button on the right. Below the header, there are two comments from a user named 'webservicepro'. Each comment says '6 days ago' and 'Hey praying for you', followed by a 'Reply' link. A large blue double-headed arrow points from the 'Pray' button to the 'Reply' link, with the text 'Click "Pray" to add to the number of times Prayed.' written inside the arrow.

2. Click the "Pray" button to show that you have prayed for the requestor.
3. Click the "Reply" button to leave a comment for the requestor.

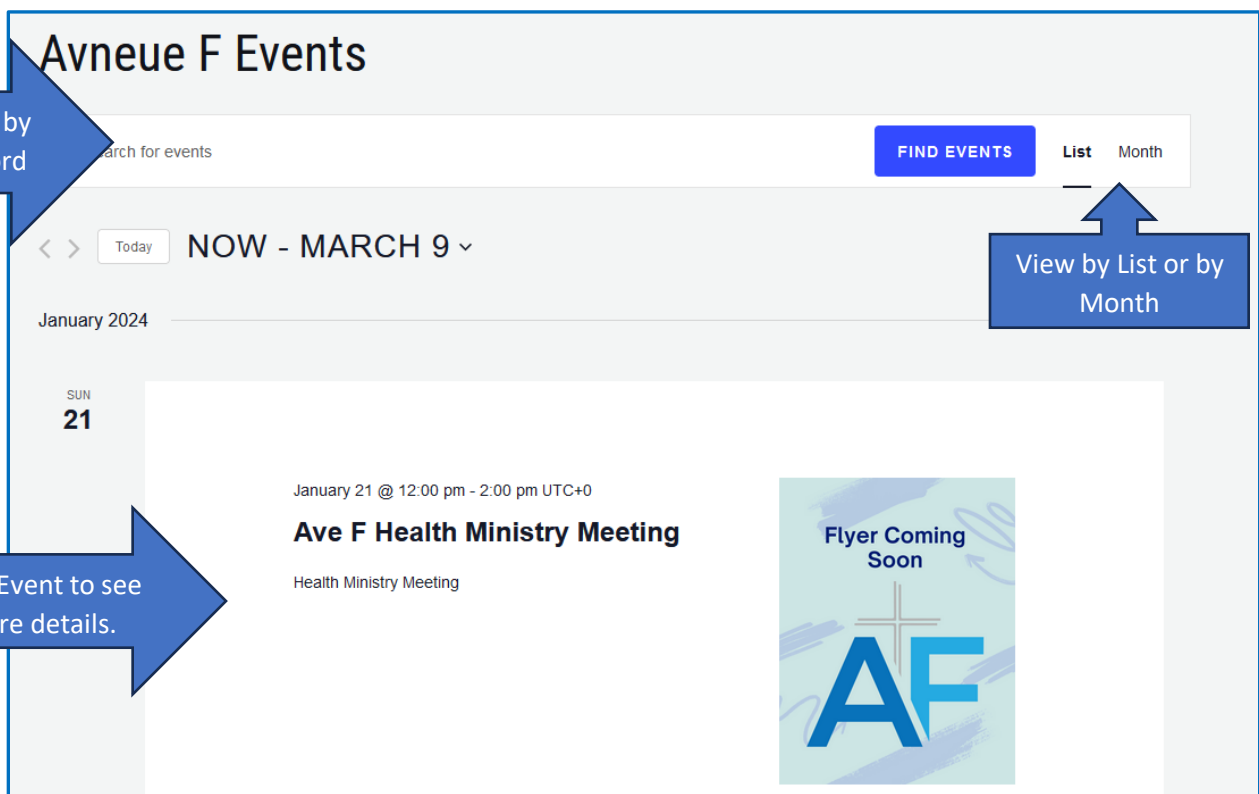
## View Events

Use this page to view the various upcoming church and ministry events scheduled in the coming months.

1. Click on **VIEW EVENTS** from the **EVENTS** menu.



2. The **VIEW EVENTS** page will be displayed. The default view will be list view.



## Month View

Q Search for events **FIND EVENTS** List Month

< > This Month **JANUARY 2024** ▾

MON	TUE	WED	THU	FRI	SAT	SUN
1	2	3 7:00 pm - 8:00 pm Ave F JASA Ministry - Fitness Challenge	4	5	6	7
8	9	10	11	12	13 12:00 pm - 12:30 pm Ave F Marriage Matters	14 12:00 pm - 1:00 pm Ave F JASA Ministry - JASA Bible Study
15	16	17	18	19	20	21 12:00 pm - 2:00 pm Ave F Health Ministry Meeting
22	23	24	25	26	27 8:00 am - 9:00 am Avenue F CoC - Church Meeting	28
29	30	31	1	2	3 9:30 am - 11:30 am NMLB Kick Off Breakfast	4 11:30 am - 1:30 pm Youth Kick Off 2024

**SUBSCRIBE TO CALENDAR** ▾

Click Event to see more details.

Select the dropdown to add full Avenue F calendar to your personal Google, iCalendar, or Microsoft calendars.

## Event View

### Avneue F Events

« All Events

## NMLB Kick Off Breakfast

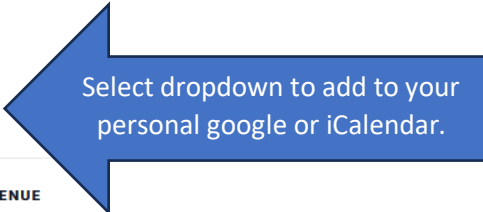
February 3 @ 9:30 am - 11:30 am UTC+0



**NMLB**  
**Kick-Off Breakfast**  
Saturday February 3, 2024  
9:30 AM - 11:30 AM  
1109 Sprague Dr. Plano TX 75094  
Join us as we discuss the mission of NMLB for the year 2024 while enjoying a home-cooked breakfast.  
Please RSVP with Rob Cline 972.805.7189 by Wednesday 1/31

blah blah

ADD TO CALENDAR ▾



Select dropdown to add to your personal google or iCalendar.

#### DETAILS

**Date:**

[February 3](#)

**Time:**

9:30 am - 11:30 am UTC+0

**Event Category:**

[NMLB - No Man Left Behind Ministry](#)

#### VENUE

[1109 Sprague Dr Plano Tx 75094](#)

### Related Events



[Ave F NMLB Ministry Church Spring Cleaning](#)



[Ave F NMLB Ministry - Group Discussion Night](#)

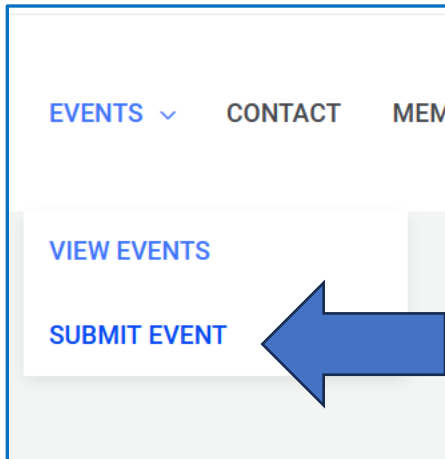


[Ave F NMLB Ministry - Community Service](#)

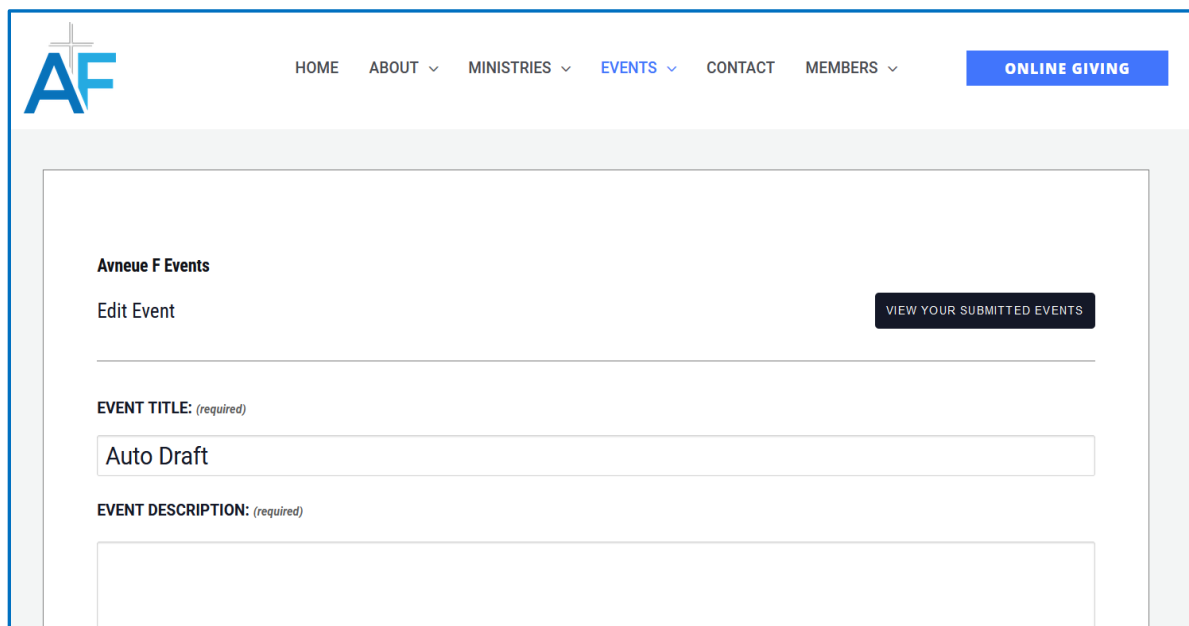
## Submit Event

Use this page to submit and edit announcements and events. Users must be logged in to submit or edit an event.

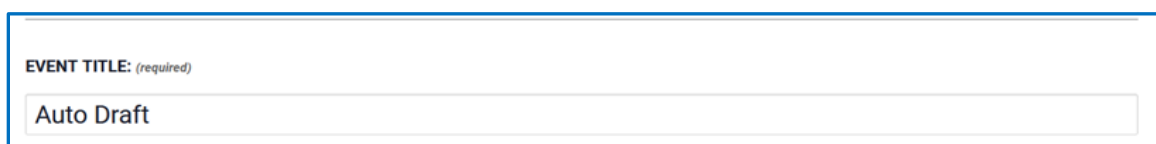
1. Click on the **EVENTS** menu then on **SUBMIT EVENTS**.



2. The **SUBMIT EVENTS** form will be displayed.

A screenshot of the 'Submit Event' form on a website. The page header includes the 'AF' logo, navigation links (HOME, ABOUT, MINISTRIES, EVENTS, CONTACT, MEMBERS), and an 'ONLINE GIVING' button. The main content area shows the 'Avneue F Events' section with an 'Edit Event' link and a 'VIEW YOUR SUBMITTED EVENTS' button. The form fields include 'EVENT TITLE: (required)' with the text 'Auto Draft' and 'EVENT DESCRIPTION: (required)' with a text area.

3. Add the title of the event in the Event Title field.

A close-up screenshot of the 'EVENT TITLE: (required)' form field. The text 'Auto Draft' is entered into the input box.

4. Provide a description for the event including why you are having the event and what to expect from the event. Additional information for RSVP should be included here.


**EVENT DESCRIPTION:** *(required)*

5. Add the event time and date.
  - a. If the event is a recurring event, complete the section of the form. If not recurring, leave this section blank.

**EVENT TIME & DATE**

Start/End:   to

All Day Event

Recurring Event: Happens  

Every  month

On the

Ends


*An event every month that begins at 8:00AM on the third Saturday, starting January 20, 2024 and repeating indefinitely*

▲ Hide Details

Event will not occur:

6. Upload your event flyer in this section. Images should be in jpg, png, or gif format with dimensions of 1920 x 1080 (16:9)
  - a. Images will not show once uploaded. Only the name of the file will appear.

**EVENT IMAGE**



Choose a .jpg, .png, or .gif file under 100 MB in size.



7. Select the event category or all categories that apply to the event.

**EVENT CATEGORIES**

Search from existing categories

Health

**EV** Hospitality

JASA - Just A Sister Away

Marriage Matters

NMLB - No Man Left Behind Ministry

8. Select the status of the event; Scheduled, Canceled, or Postponed

**EVENTS STATUS**

Set status: Scheduled ▾

Scheduled

**VENUE DETAI** Canceled

Postponed

9. Add the venue details for the event by selecting from the dropdown or creating a new event if it does not exist in the dropdown.

**VENUE DETAILS**

Venue: Create or Find a Venue<sub>x</sub> ▾

Create or Find a Venue

Create or Find a Venue

1109 Sprague Dr Plano Tx 75094

2760 E Trinity Mills Rd, Ste 120 Carrollton, TX 75006

Aloft Hotel

10. Select the event organizer from the dropdown or add a new organizer if they do not exist.

**ORGANIZER DETAILS**

Organizer:

- Create or Find an Organizer
- Create or Find an Organizer
- Bimpe McMillion
- Courtney Cole
- Eric and Sibi Powers

11. A f applicable.

**EVENT WEBSITE**

External Link:

12. Complete the Additional Fields field if you need to convey additional information to leadership for internal use. This information will not be displayed on the event display on the website (Ex. Van required for this event)

**ADDITIONAL FIELDS**

Internal Details (Not Visible to Users):

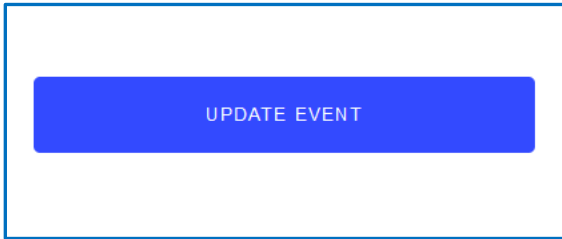
13. Add the cost for the event if applicable.

**EVENT COST**

Cost:

Leave blank to hide the field. Enter a 0 for events that are free.

14. Click the Update Event Button to submit for approval.



15.

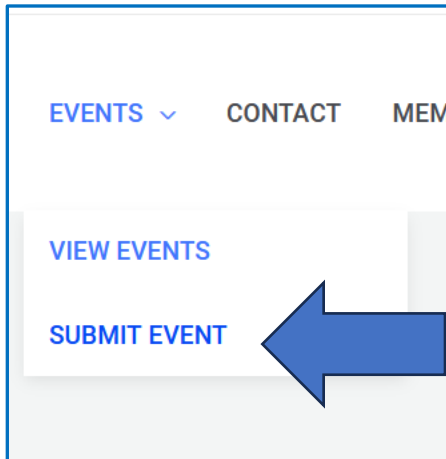
16. Event will require approval before being posted to the site or announced.

17. Once approved, the event will be added to the calendar, announcement email, and in service announcements. **NOTE: All announcements will not be announced during service. Announcements announced during the service will only be announced two weeks before the event.**

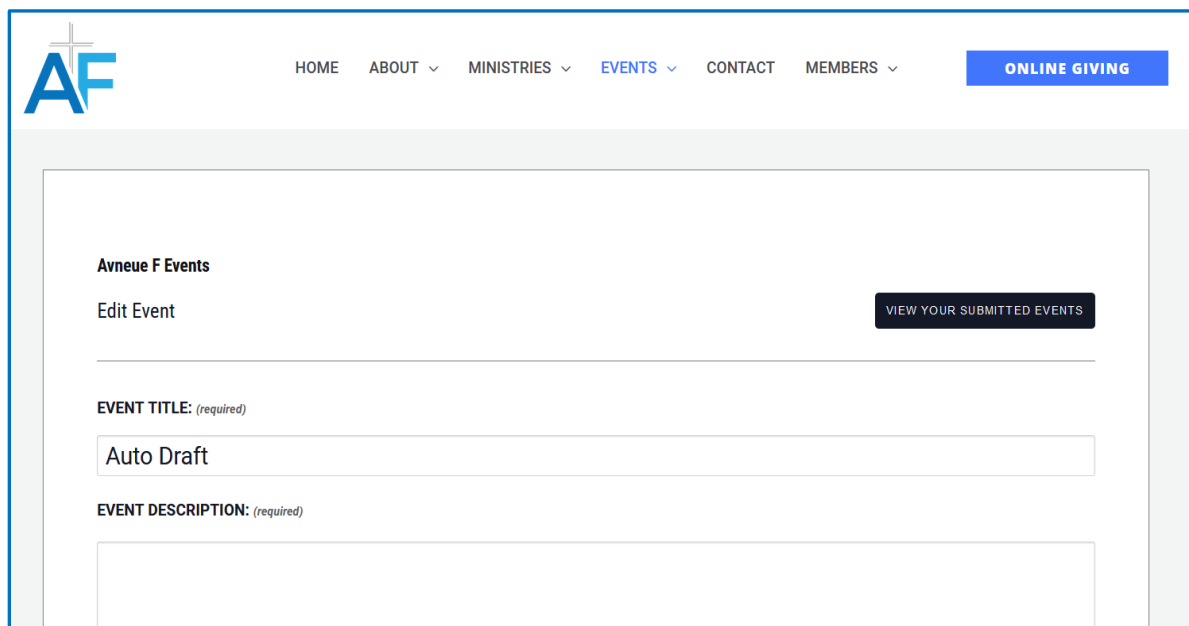
## Edit/Update Event

Use this page to edit announcements and events. Users must be logged in to submit or edit an event.

1. Click on the **EVENTS** menu then on **SUBMIT EVENTS**.



2. The **SUBMIT EVENTS** form will be displayed.

A screenshot of the 'Avneue F Events' 'Edit Event' form. The form is displayed within a browser window. At the top left is the 'AF' logo. The navigation bar includes 'HOME', 'ABOUT', 'MINISTRIES', 'EVENTS', 'CONTACT', and 'MEMBERS'. A blue button labeled 'ONLINE GIVING' is on the right. The form content includes the title 'Avneue F Events', a sub-header 'Edit Event', and a 'VIEW YOUR SUBMITTED EVENTS' button. Below this is a text input field for 'EVENT TITLE: (required)' containing the text 'Auto Draft'. At the bottom, there is a text area for 'EVENT DESCRIPTION: (required)'.

**Avneue F Events**

Edit Event [VIEW YOUR SUBMITTED EVENTS](#)

EVENT TITLE: *(required)*

Auto Draft

EVENT DESCRIPTION: *(required)*

3. Click on the “View Your Submitted Events” button to view all events you have submitted.

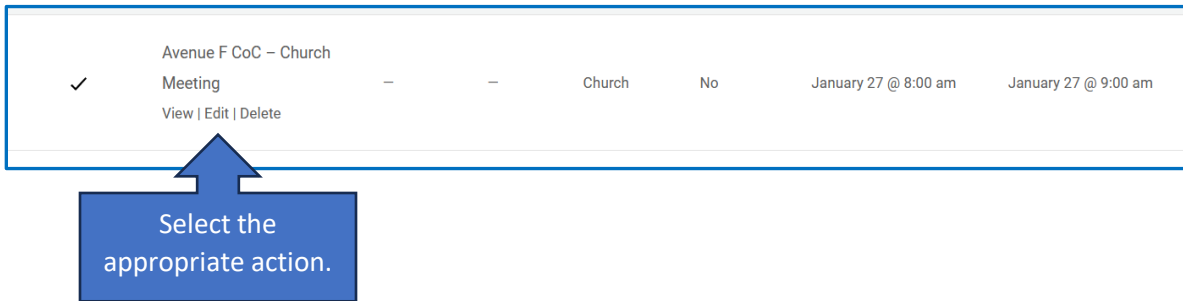
Avneue F Events

My Events [ADD NEW](#)

[UPCOMING EVENTS](#) [PAST EVENTS](#) [DISPLAY OPTION](#) 1 2

PUBLISH STATUS	TITLE	ORGANIZER	VENUE	CATEGORY	RECURRING?	START DATE	END DATE
✓	Avenue F CoC – Church Meeting <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	–	–	Church	No	January 27 @ 8:00 am	January 27 @ 9:00 am
✓	NMLB Kick Off Breakfast <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	–	1109 Sprague Dr Plano Tx 75094	NMLB - No Man Left Behind Ministry	No	February 3 @ 9:30 am	February 3 @ 11:30 am
✓	Ave F NMLB Ministry Church Spring Cleaning <a href="#">View</a>   <a href="#">Edit</a>   <a href="#">Delete</a>	–	–	NMLB - No Man Left Behind Ministry	No	March 23 @ 8:00 am	March 23 @ 9:00 am

4. Navigate to the event you would like to edit. Click on the “View”, “Edit”, or “Delete” link depending on what action you would like to take.

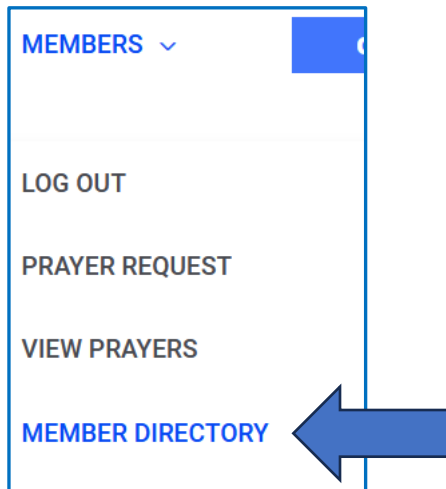


5. Deleting events will move it to the trash but will not completely delete the event. If this was selected in error, please contact Rob Cline to have it republished.
6. If selecting “Edit” the event will be displayed with editable fields. Follow the submit event directions to update and resubmit the event.
7. All edits to the event must be reviewed and approved before being visible on the calendar.

## Member Directory

The Member Directory allows users to view other member profiles, contact information, view, and edit their own directory information. Users must be logged in to their account to view the Member Directory and/or view their profile and make updates to their profile.

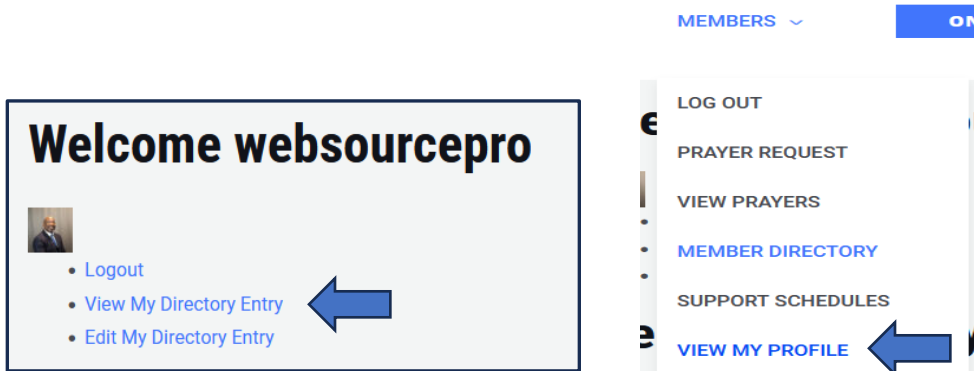
1. Click on the Member Directory link located under the **MEMBERS** menu.



2. The Member Directory page will be displayed showing members in alphabetical order by default.

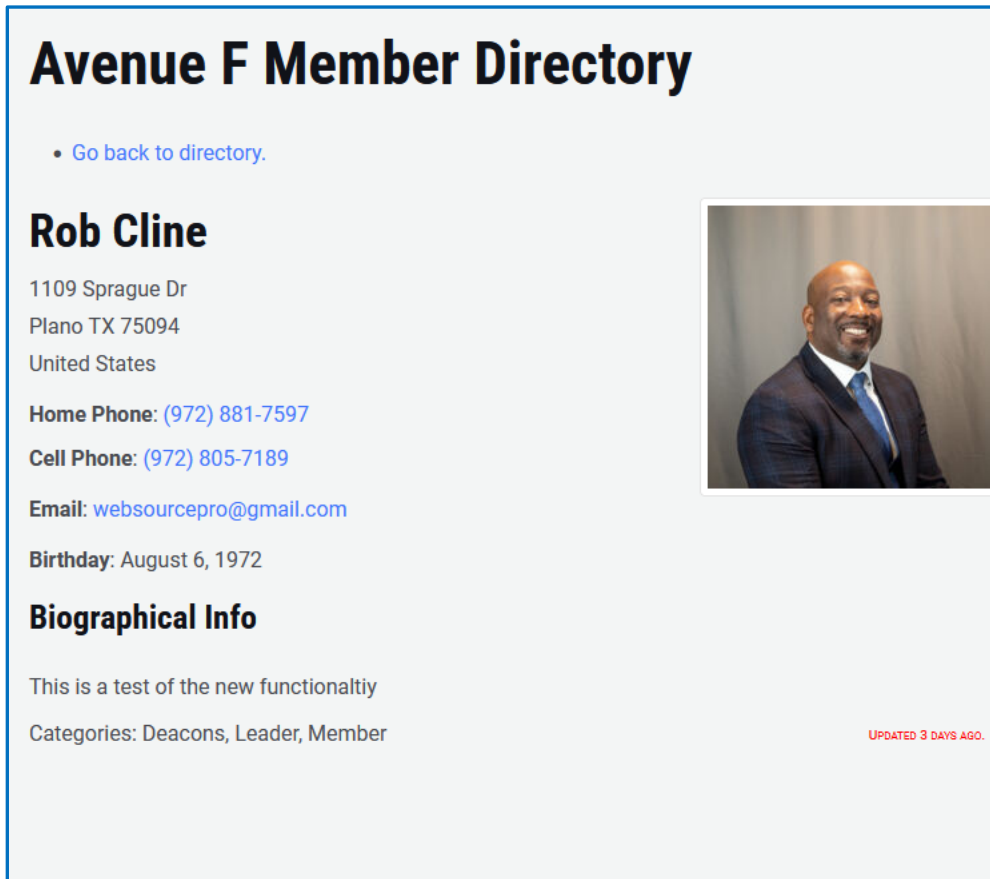
A screenshot of the "Avenue F Member Directory" page. The page title is "Avenue F Member Directory" with a "View All" link. It displays two member profiles. The first profile is for Kelli Abbott, showing her photo, name, address (801 19th St, Plano Tx 75074, United States), cell phone, and email. The second profile is for Callie Acquaye, showing her photo, name, address (3102 Raintree Drive, Plano TX 75074, United States), home phone, cell phone, email, and birthday. On the right side of the page, there is a "Welcome" message with a "Logout" link and "View My Directory Entry" and "Edit My Directory Entry" links. Below that is a "Search Directory" section with a search input field and a "Directory Categories" list including Child, College Student, Member, Leader (with sub-items Deacons, Elders, Ministry Leader), and Prospect. Four blue callout boxes with arrows point to specific features: "Member Information" points to the first profile, "User Profile Information" points to the "Logout" link, "Search for Members by Name" points to the search input field, and "Filter directory by Church role" points to the "Directory Categories" list.

- Members can search for other members by name or filter by member status.
- Members can view their profile by clicking the "View My Directory Entry" from the sidebar page or via the **MEMBERS** menu at the top of the page.



The image shows two parts of a web interface. On the left, a user profile box for 'websourcepro' contains a small profile picture and three links: 'Logout', 'View My Directory Entry', and 'Edit My Directory Entry'. A blue arrow points to the 'View My Directory Entry' link. On the right, a navigation menu is open under the 'MEMBERS' dropdown, showing options: 'LOG OUT', 'PRAYER REQUEST', 'VIEW PRAYERS', 'MEMBER DIRECTORY', 'SUPPORT SCHEDULES', and 'VIEW MY PROFILE'. A blue arrow points to the 'VIEW MY PROFILE' option.

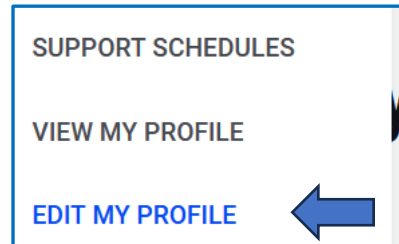
- Clicking these links will display the logged in user directory profile/entry.



The image shows a member directory profile for Rob Cline. The title is 'Avenue F Member Directory'. Below the title is a link 'Go back to directory.'. The member's name 'Rob Cline' is displayed in large bold text. To the right is a portrait photo of Rob Cline, a man in a suit and tie. Below the name and photo, the following information is listed: '1109 Sprague Dr', 'Plano TX 75094', 'United States', 'Home Phone: (972) 881-7597', 'Cell Phone: (972) 805-7189', 'Email: websourcepro@gmail.com', and 'Birthday: August 6, 1972'. Under the heading 'Biographical Info', there is a test message: 'This is a test of the new functionalty' and 'Categories: Deacons, Leader, Member'. In the bottom right corner, it says 'UPDATED 3 DAYS AGO.'

## Edit Your Directory Profile

1. The Member Directory page will be displayed showing members in alphabetical order by default.



2. The Edit My Entry page will be displayed providing editable fields to edit your entries.


## Avenue F Member Directory

Update the fields below to update your profile entry. Your updates will not show immediately and will be updated once the user of the site approves the update.

**Name**

First Name	Last Name
<input type="text" value="Rob"/>	<input type="text" value="Cline"/>

**Image**



Display  Not Displayed  Remove

Select Image:  No file selected.

Maximum upload file size: 100 MB.

A blue arrow points to the 'Update your name.' text.

A blue arrow points to the 'Upload, remove, or do not display your picture.' text.



### Addresses

Visibility  Public  Private

Address Line 1

Address Line 2

City  State  Zipcode

Latitude  Longitude

**REMOVE**

**ADD ADDRESS**

Update your address.

Make your address public or private.

### Phone Numbers

Phone Type  Home Phone  Preferred

Visibility  Public  Private

Phone Number

**REMOVE**

Phone Type  Cell Phone  Preferred

Visibility  Public  Private

Phone Number

**REMOVE**

**ADD PHONE NUMBER**

Update your phone numbers.

Make your numbers public or private.

### Email Addresses

Preferred

Visibility  Public  Private

Email Address

**REMOVE**

**ADD EMAIL ADDRESS**

Update your email address.

Make your email public or private.

### Biographical Info

**ADD MEDIA**

PARAGRA... **B** *I*

Visual **TEXT**

This is a test of the new functionaltiy

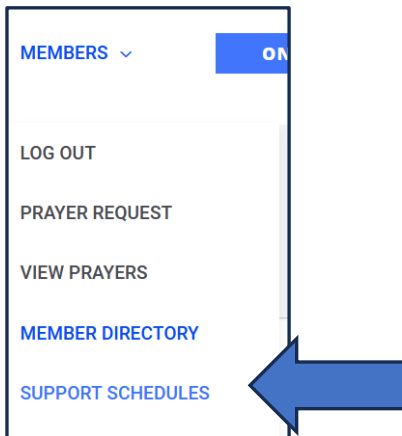
Add additional bio information. Not Required.



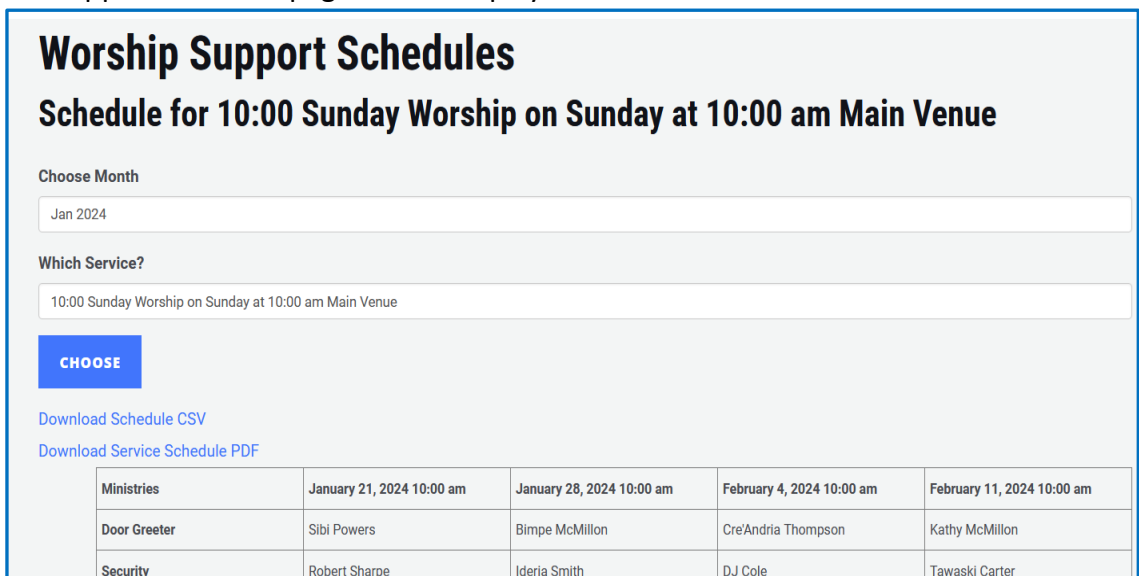
## Support Schedules

The Support Schedules page provides members with volunteer schedules assigned for various service support such as door greeting, Bible class teachers, worship service support, security, etc.

1. Click on the Support Schedule link located under the **MEMBERS** menu.



2. The Support Schedule page will be displayed.



### Worship Support Schedules

#### Schedule for 10:00 Sunday Worship on Sunday at 10:00 am Main Venue

Choose Month  
Jan 2024

Which Service?  
10:00 Sunday Worship on Sunday at 10:00 am Main Venue

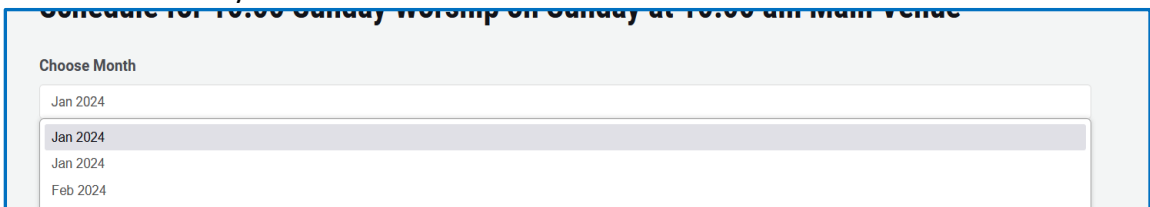
**CHOOSE**

[Download Schedule CSV](#)

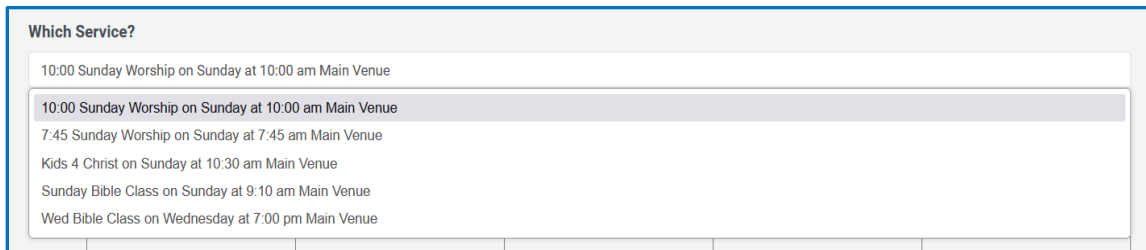
[Download Service Schedule PDF](#)

Ministries	January 21, 2024 10:00 am	January 28, 2024 10:00 am	February 4, 2024 10:00 am	February 11, 2024 10:00 am
Door Greeter	Sibi Powers	Bimpe McMillon	Cre'Andria Thompson	Kathy McMillon
Security	Robert Sharpe	Ideria Smith	DJ Cole	Tawaski Carter

3. Select the month you would like to view.



4. Select the service for the schedule you would like to view from the “Which Service” dropdown menu.



Which Service?

10:00 Sunday Worship on Sunday at 10:00 am Main Venue

10:00 Sunday Worship on Sunday at 10:00 am Main Venue

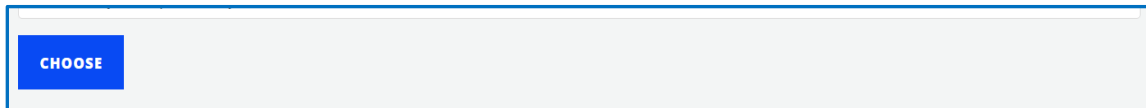
7:45 Sunday Worship on Sunday at 7:45 am Main Venue

Kids 4 Christ on Sunday at 10:30 am Main Venue

Sunday Bible Class on Sunday at 9:10 am Main Venue

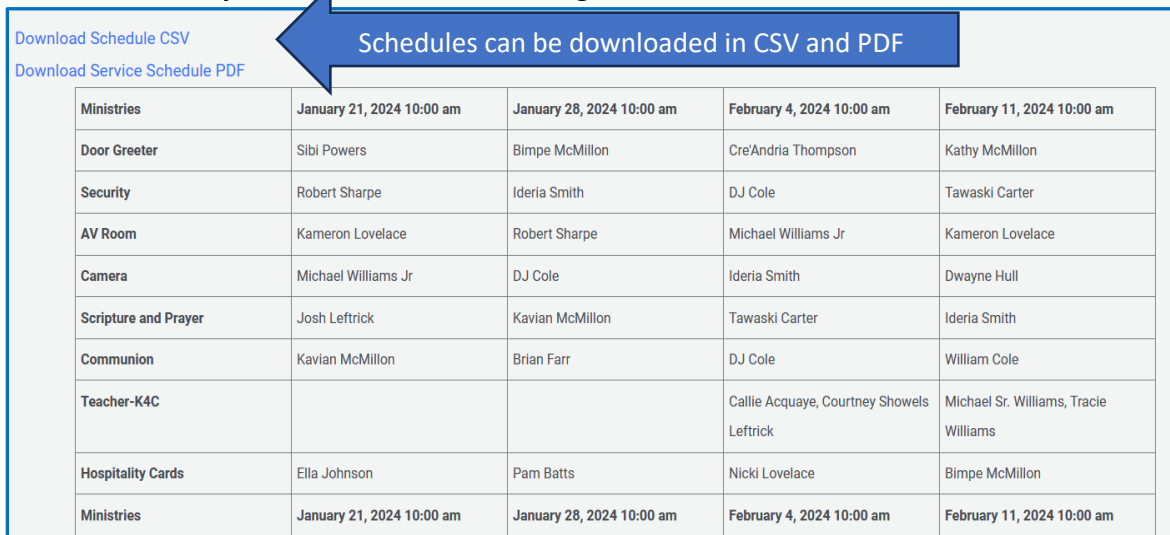
Wed Bible Class on Wednesday at 7:00 pm Main Venue

5. Click the “CHOOSE” button once the date and service is selected.



CHOOSE

6. The schedule for the selected service and month will be displayed, along with the different service jobs in which users are assigned.



[Download Schedule CSV](#)

[Download Service Schedule PDF](#)

Schedules can be downloaded in CSV and PDF

Ministries	January 21, 2024 10:00 am	January 28, 2024 10:00 am	February 4, 2024 10:00 am	February 11, 2024 10:00 am
Door Greeter	Sibi Powers	Bimpe McMillon	Cre'Andria Thompson	Kathy McMillon
Security	Robert Sharpe	Ideria Smith	DJ Cole	Tawaski Carter
AV Room	Kameron Lovelace	Robert Sharpe	Michael Williams Jr	Kameron Lovelace
Camera	Michael Williams Jr	DJ Cole	Ideria Smith	Dwayne Hull
Scripture and Prayer	Josh Leftrick	Kavian McMillon	Tawaski Carter	Ideria Smith
Communion	Kavian McMillon	Brian Farr	DJ Cole	William Cole
Teacher-K4C			Callie Acquaye, Courtney Showels Leftrick	Michael Sr. Williams, Tracie Williams
Hospitality Cards	Ella Johnson	Pam Batts	Nicki Lovelace	Bimpe McMillon
Ministries	January 21, 2024 10:00 am	January 28, 2024 10:00 am	February 4, 2024 10:00 am	February 11, 2024 10:00 am

7. To view other schedules for other services, go back to step 3 and begin the process again.
8. Users will be notified via email and text before they are scheduled for a specific service or class.