OneBody: Salem's Online Directory

What is OneBody: OneBody provides a site that is private, secure, and only available to church members and approved active visitors. It is an up to date Church Directory viewable online, or can be downloaded as a PDF

Advantages of OneBody

Security and Privacy: The site is only accessible to church members and approved active visitors.

- Though each member's account is created automatically, they must go through a verification process to be able to log in for the first time.

- Parents have control over what information is displayed about their family.

Children's accounts are created, but are in a locked state. Parents need to manually enable each child's account for them to be able to log in and participate in the community.

Communication: When members change their contact information, OneBody notifies the church administrator by e-mail. This helps keep the membership data up to date.

- Person to person comments and messages

- Send individual e-mails

- Send group e-mails (especially helpful when trying to find worship assistant replacements)

How to use OneBody

Getting Started: You must have a unique email address *per individual* that the church recognizes as your primary email address.

1. Login in to http://www.salemks.ourchurchfamily.net.

2. Click on: Sign Up for an account if you don't have one.

3. It will bring up another screen which you will need to click on: Verify by email.

4. Enter your email address, then click the 'Verify email' button below. If your email address is on file, an email will be sent to your email allowing you to verify yourself and gain access to this site. You may have to wait 5 minutes or longer to get the email verification sent back to you.

5. When you receive the email verification **Click On** the website name provided. The OneBody website will be displayed. Enter your email address and a password of your choice.

Home Page

Description: Items displayed on this page are messages from people in your groups, your family and friends. These messages are also sent to your email address. To remove a message: click on the message and then click on 'Remove' in the left hand column

Directory Page

Description: Information accessed on this page will be a list of active Salem Members and Visitors.

1. Click on '**Browse**' button: This will show a list of active Salem Members and visitors (excluding children < 13 years of age). Click on the person you want to email, retrieve contact information or 'Add to Friends'. Creating a 'Friends' list is similar to facebook. You need to be accepted by the person. Once accepted you can '**Share**' information with your friends from the '**Home**' page.

2. Click on '**Directory Search**' button: This will allow you to search for a someone by first or last name or a part of a name. Click on the person you want to email, retrieve contact information or 'Add to Friends'.

3. Click on **'Printed Directory'** button: This will create a PDF of the church directory and email it to you. This may take up to a day or two to appear in your inbox.

Group Page

Description: Information displayed on this page is about the groups you belong to at Salem.   You may also see 'Parents of …' if you belong to a group in which children participate (i.e. Worship Assistants). Note: you can only '***Share something with your group***' via email, if you are a member of that group.

1. When you first enter this page you will see groups that you selected on the Time & Talent Sheet.

2. To find out about other Salem groups click on the drop down arrow under the '**Browse by Category**'.

3. The drop down list should show the following categories: Administration, Adult Ministries, Child Youth & Family, Facilities, Fellowship, Parent Group, Salem Information, Special Classes, Sunday School, W. A. Early, W. A. Late, Worship

4. **Administration**: You will find information about the Council, Staff, Finance, Human Resources, Innovation, Stewardship, Past Presidents and a list of all the Team leaders.

5. **Adult Ministries** You will find information about Women's Ministries, Men's Ministries, Seniors Ministries and a list of members who belong to these various groups (Public).

6. **Child, Youth & Family**: You will find information about Children's Ministries, Student Ministries, Oasis and Safe Sanctuary and a list of members who belong to these various groups.

7. **Facilities**: You will find information about the Building & Maintenance groups and a list of members who belong to these various groups

8. **Fellowship**: You will find information about Event Planning Ministries, New Mission Partner Ministries, Salem Café, and a list of members who belong to these various groups

9. **Parent Group**: This will list all adults where children are involved in a group including adults without children, such as acolytes or High School Teens. You could send an email request looking for an acolyte replacement for a specific Sunday using the '***Share something with your group'*** box.
   NOTE: The 'Parent of …' should be the group you use to '***Share something with your group'*** . If you only send to the children's group the parents will NOT see the email.

10. **Salem Information**: You will find information about Salem Finances, Policies & Procedures & Council Minutes.

11. **Service & Outreach**: You will find information about Children's Memorial, Pantry Pack, Meal Ministry, Visitation Ministry and a list of members who belong to these various groups

12. **Special Classes**: in most cases you will not see anything here unless you are part of a current class such as confirmation or you are a college youth.

13. **Sunday School**: This will show the children in a particular SS class and the teachers. If you are a parent of a child in the class you should use the 'Parent of …' to '***Share something with your group***' box. See NOTE

14. **W.A. Early**: This shows a break down of Worship Assistants for the Early service. You could send an email request looking for a worship assistant replacement for a specific Sunday using the '*Share something with your group'* box. See NOTE #8 under Group Page.

15. **W.A. Late**: This shows a break down of Worship Assistants for the Late service. You could send an email request looking for a worship assistant replacement for a specific Sunday using the '*Share something with your group'* box. See NOTE #8 under Group Page.

16. **Worship**: You will find information about Worship Ministries, Altar Care Ministries, Music Ministries, and a list of members who belong to these various groups

NOTE: When '**Sharing something with your friends or group'** be sure and add 'Please reply to: *your email address*' to the end of your email. Likewise, when responding to a OneBody email reply please use the "Reply All".

Profile Page

Description: Information displayed on this page is about you and your family members. You may edit the information on this page and provide as much information as you wish.

1. Click on the family member you want to edit on the left hand side.

2. Click on **'Edit Profile'** under the address information.

3. You can upload/change your Individual (Person photo) or Family Photo (only one family photo is stored per family). The system will show a family photo when a personal photo is not available:
   * Under the Person or Family click on 'Browse' to select the photo location on your computer
   * click on '**Upload Person/Family Photo'** to load the photo

4. You can update 'Basic' Information about yourself/family member.

5. You can update 'Business' Information about yourself/family member.

6. To save any changes you made, click on the '**Save Changes**' at the bottom of the screen.

7. Changes will be reviewed by the church office once the change is received.

8. Change *Privacy Settings* by clicking on 'Privacy Settings' in the upper left hand corner after clicking on 'Edit Profile'. Items with a checkmark are visible to other members who sign into this website. Optional - Click the ⊞ to set privacy for groups. To understand how we use the personal information of you and your family, please click and read the Privacy Policy.

9. Change *Email Settings* by clicking on 'Email Settings' in the upper left hand corner after clicking on 'Edit Profile'.

10. If you want to change your login *Password* click on 'Change Password' in the upper left hand corner after clicking on 'Edit Profile'. However, if you cannot remember your login password than start over by signing up again and verifying your email address.

Follow Up

I have tried to give you the basics so you can maneuver around and retrieve/share basic information with each other and your groups. Please Contact the office if you have questions.