

# How To Use Our Online Directory

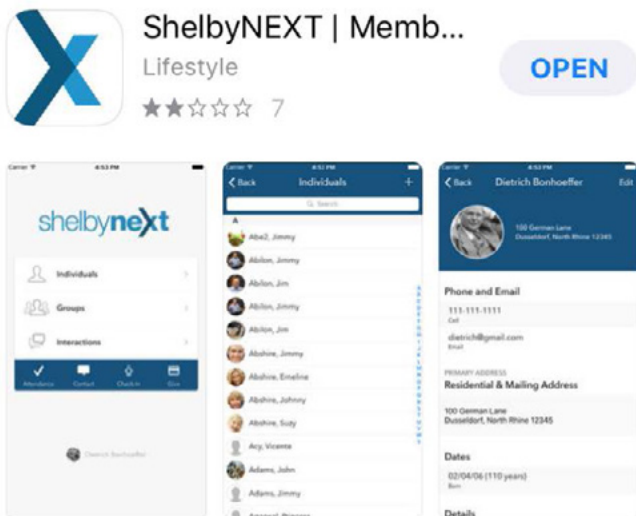
## 1. Sign up for directory.

Go to [thirdrva.org/enroll](http://thirdrva.org/enroll) to register for access. (You'll need to agree to our Confidentiality Agreement first. After pressing "Submit," you'll receive an email with instructions on how to get your username and password.)

## 2. Download the app.

Go to your App store and download the ShelbyNext Membership app on your phone. There are similar apps, so make sure it's **ShelbyNEXT | Membership**.

Download the app: [Apple App Store](#) or [Google Play](#).



### Opt-In to Third's Online Directory

By submitting this form, I am opting-in to Third's Online Directory and I agree to the following confidentiality agreement:

#### CONFIDENTIALITY AGREEMENT:

I understand the information in Third's online directory is for church use only and I agree I will not share that information beyond that use, nor use it for personal business. I also understand that logging into the ShelbyNext Membership online directory expresses my full agreement to these confidentiality terms.

After pressing **Submit**, you will receive an email with instructions for accessing the directory and setting up your username and password. If you do not receive this email, please contact Valerie Holland ([valerieh@thirdrva.org](mailto:valerieh@thirdrva.org)).

FIRST NAME  LAST NAME

This field is required

By submitting your name and email, you are opting-in to Third's Online Directory and agree to the Confidentiality Terms listed.

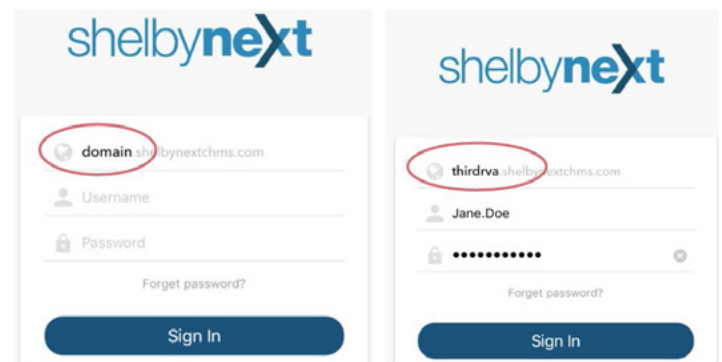
YOUR CONTACT EMAIL required

Press Submit to receive your login credentials and access to the directory!

**SUBMIT**

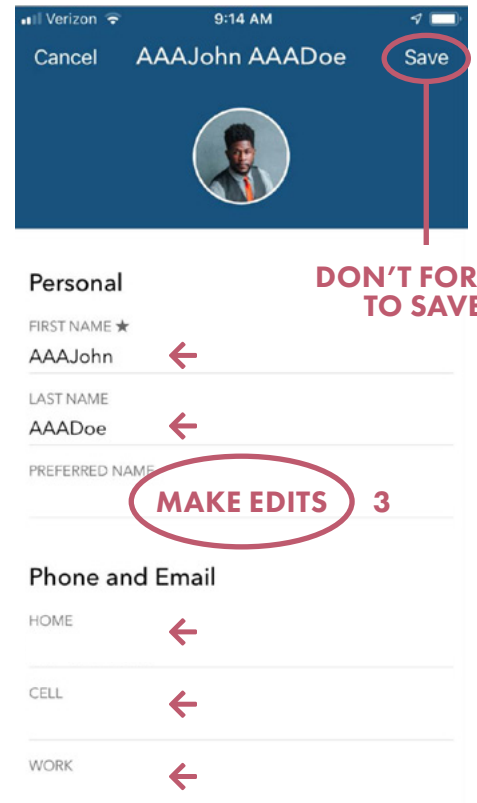
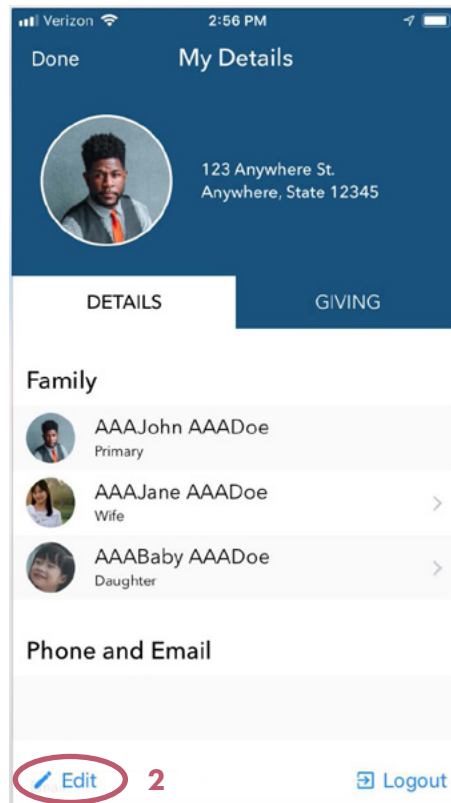
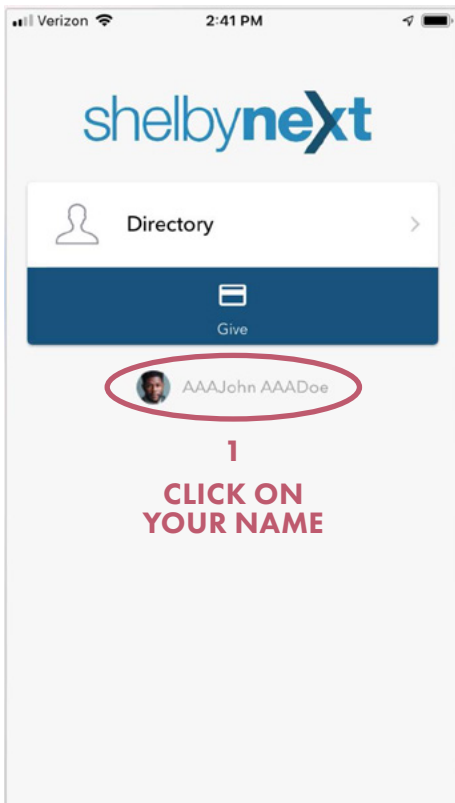
## 3. Log in and use the app.

Open the app on your phone and type in the username and password received in an email from Third Church



## View or edit your profile.

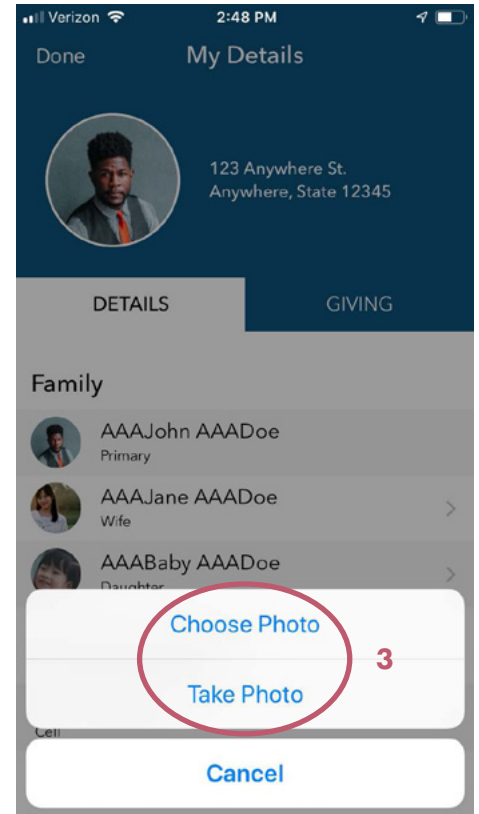
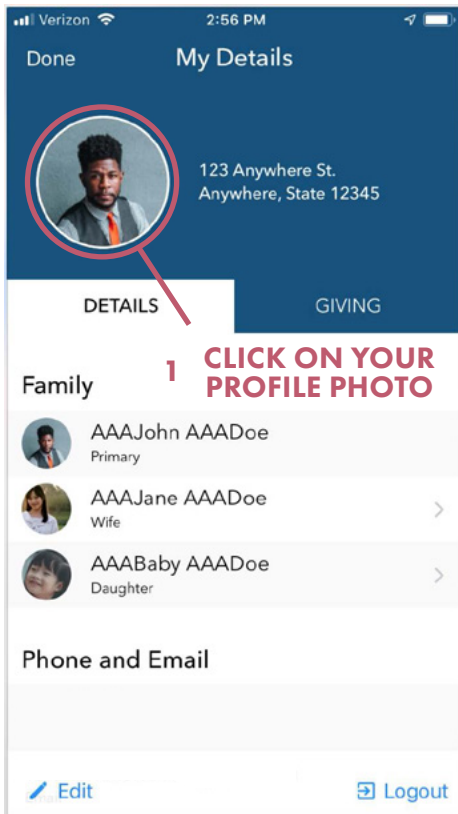
First up, please review all your information and ensure it's accurate (phone number, address, email, birth date, etc.)



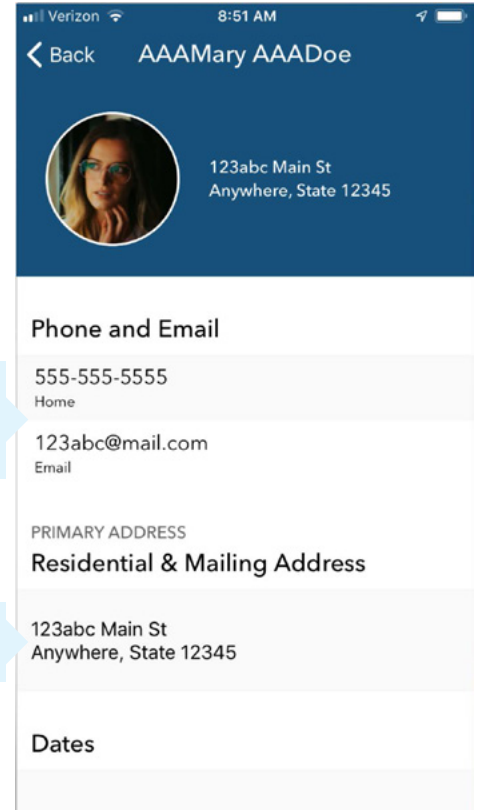
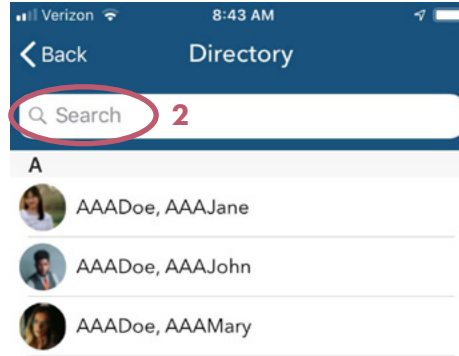
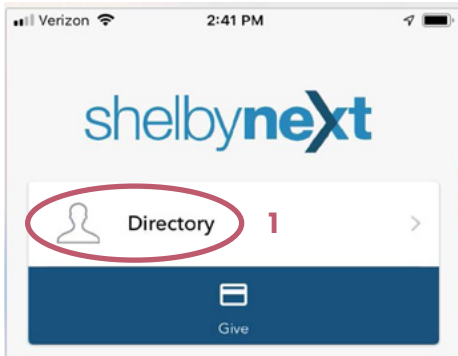
**Note:** Currently, each registered person in the Directory can edit their own info, but there is only one "primary" person on a family account: only the spouse designated as "primary" can edit the information of other members of the family. This is temporary as Shelby is working to enable both spouses to edit members of the family.

**Note:** Only you can see your birthdate. However, this is important for our records, so please make sure it's accurate.

## Add or change your profile photo.



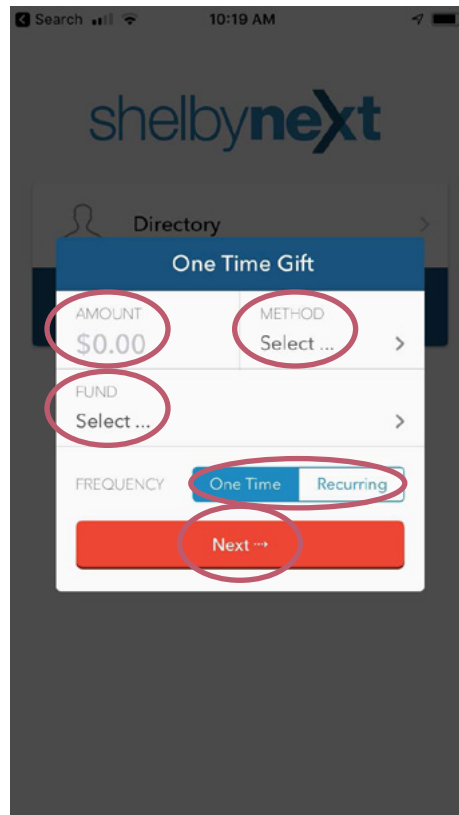
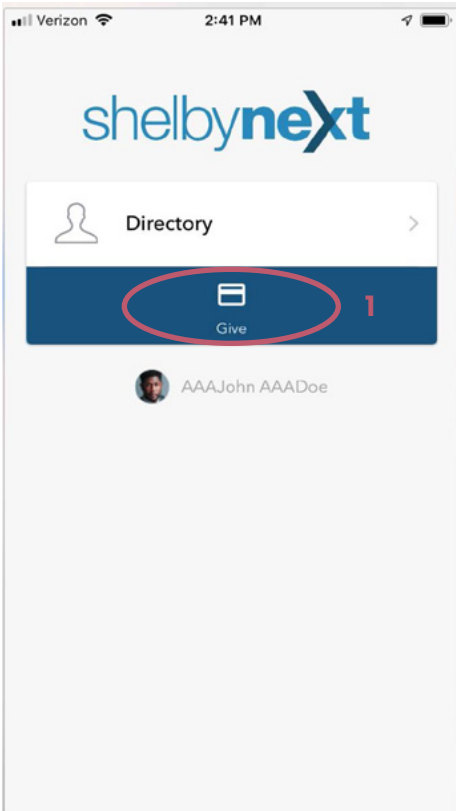
## View and search church directory.



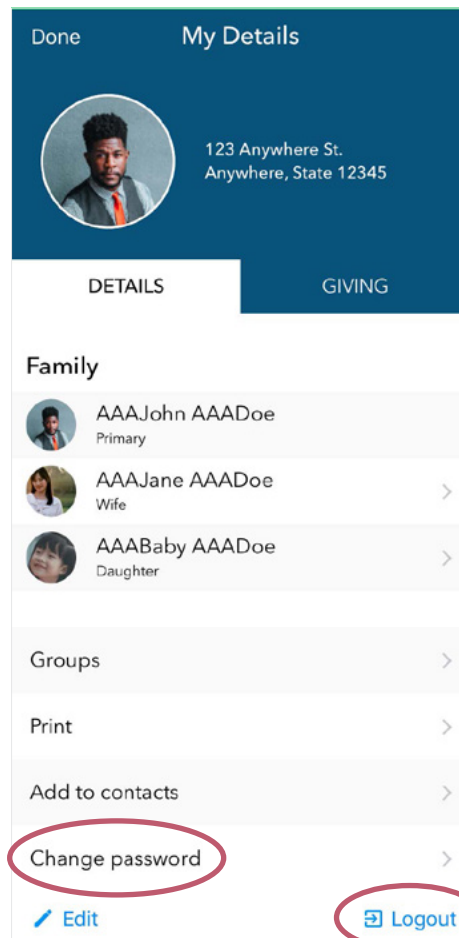
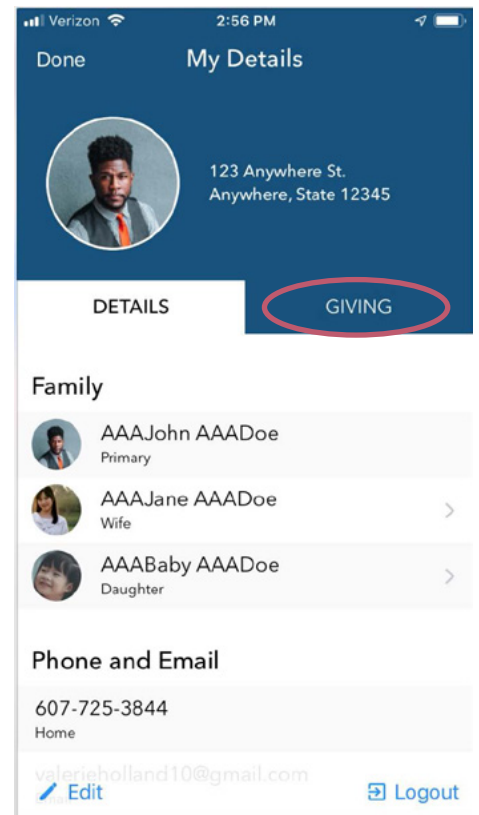
Click on phone number to connect call directly from your phone.  
Click on email address to create and send email from phone.

Click on address for a map to display location for easy driving directions.

## Give online.



## See past giving.



### Change your password:

Scroll down profile page.  
Click on "Change Password."

### Log out of your account:

Scroll down profile page.  
Click on "Logout."



Sign In



Username



password

Login

[Forgot Password](#)

### **Login on your computer:**

You can also login to the directory on your computer.

Go to [thirdrva.shelbynextchms.com](http://thirdrva.shelbynextchms.com) and type in username and password. Navigating the system is similar to the app on your phone.

---

**Questions?** Contact Valerie Holland at [valerieh@thirdrva.org](mailto:valerieh@thirdrva.org) or call 804-282-4645.