



DAMASCUS ROAD community church

InFellowship Q&A

Why Create an InFellowship Account?

As a large church, it is far more efficient for members and staff to keep records up-to-date via an interactive database. Increasingly, this is the method DRCC will use for event registration, managing small group signups, and volunteering. It is also an efficient option for online giving. Following are some things you can do while logged into InFellowship.

- Update your personal profile at your convenience.
- Sign up for a DRCC Group.
- See what groups you are in and communicate with group members.
- Utilize online giving and download your year-end statement at your convenience.
- Participate in the online church directory (Covenant Members Only).
- Use InFellowship login credentials to register for events posted on the DRCC website. See the section titled *“Register for an Event Using InFellowship”* below.

A few basics about InFellowship:

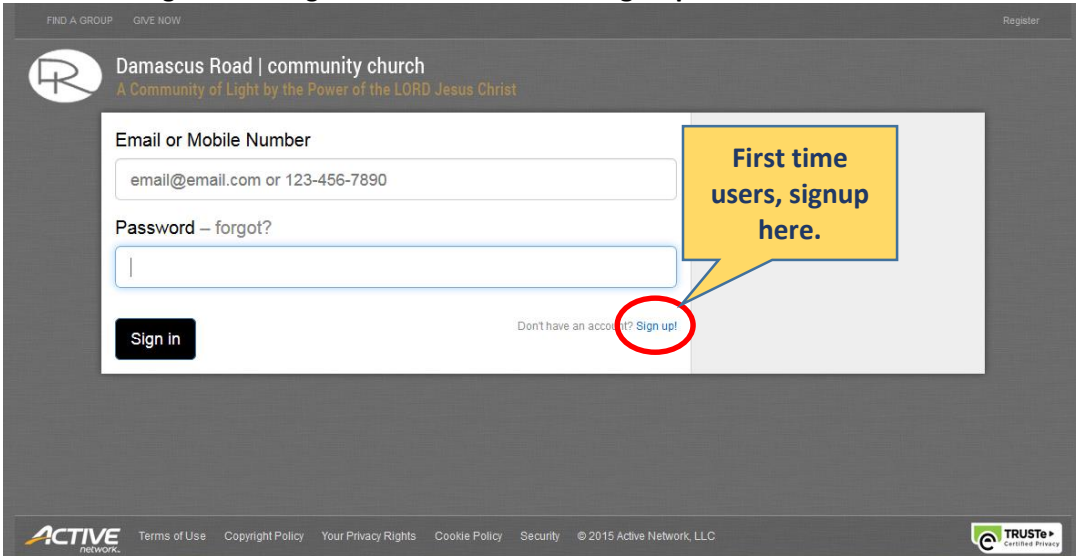
- Anyone over age 14 may create an InFellowship account.
- Each individual who registers for an InFellowship account must have a unique email login so that registration forms will associate with the correct individual. Please note that some forms have gender and/or age restrictions and will not allow you to register if this information is not in your profile.
- Family members each need a unique email login. The preferred email address where you receive email may be different from the login email. Use the options in your Profile settings to let us know where you want to receive email communication.
- Parents may manage the profile of dependent children but will not be able to access the profile of their spouse.
- If you enter your name and email address exactly as it is listed in the current DRCC database, your profile will automatically be linked to your existing record in the database. If you enter anything different, your registration will generate a “New From Website” record that will need to be merged by a DRCC staff member before you will have full access to all of the features InFellowship has to offer.
- You cannot add individuals to your household from within InFellowship.
- Registration forms allow you to add an individual.
- When a child turns 18, they are eligible to be moved to their own household as an adult, even if they are still living at home and dependent on their parents for financial support. Records are updated periodically throughout the year, meaning an 18 year-old young adult may at some point be moved out of their family profile.

How to Create an InFellowship Account:

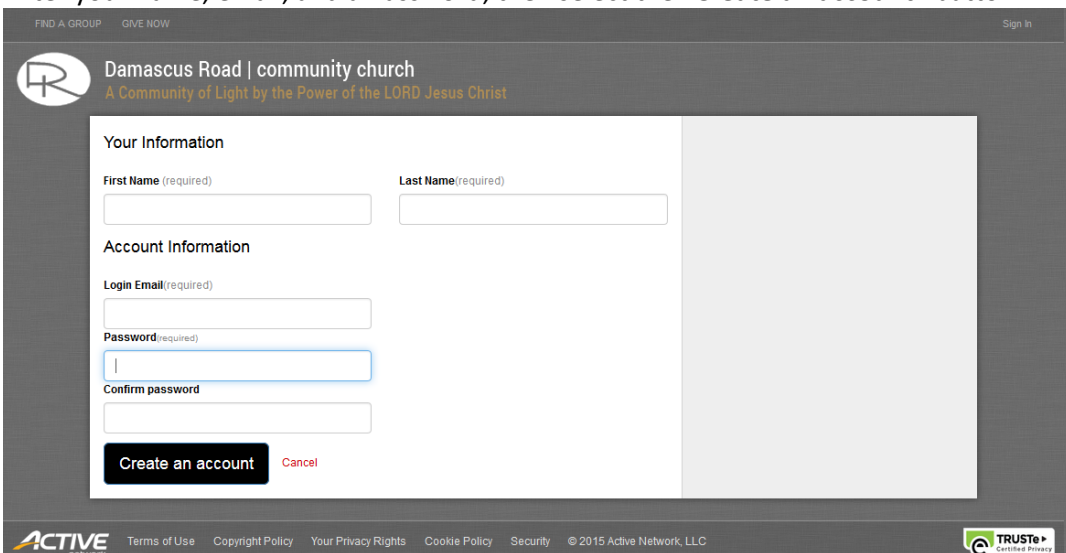
1. Go to www.damascus.com and locate the **InFellowship login** button *in the ad blocks* on the Home page and click on the link.



2. Look to the right of the Sign In button and select **“Sign Up!”**



3. Enter your name, email, and a Password, then select the **“Create an account”** button.



Tips: Every user needs a unique login email. **REMEMBER** your user login email and password!

4. **Check your email** and follow instructions to complete your registration.

Using InFellowship

- Go to www.damascus.com and locate the InFellowship login button on the Home page.
Tip: Bookmark the login page for easy access in the future.
- Click on the “**Sign In button**” and enter your login email and password.

Update Profile

Click on the Update Profile link and look under Actions (right side of the screen) to make edits to your profile or modify your Login / Password. Add a photo when you update your profile (size may not exceed 1 MB).

Privacy Settings

Use Privacy Settings to control who can see what information about you. If you have signed a DRCC Member Covenant, you may check the box “Include me in the church directory” to access the online church directory.

Church Directory

View the online Church Directory.

Your Groups

View Groups where you lead and/or are a member. Leaders have options to manage their groups.

Find A Group

Explore available Groups and signup. The Small Groups signup is also available on the Groups page of the DRCC website.

Your Giving

View your giving for the current year, download a giving statement, make an online gift or schedule online giving.

How to register for an Event using InFellowship

1. Make sure your InFellowship account is up-to-date, especially your gender and birthdate as some registration forms have age and/or gender restrictions.
2. Use Internet Explorer, Firefox, or Google Chrome. Do NOT use Safari for online registration.
3. Locate the registration link on www.damascus.com.
Tip: Registration links may be found on the Calendar and/or a specific ministry/mission page.
4. Click on the Registration Link and use your InFellowship login email and password to open the link.
5. Select the name(s) of the individual(s) to be registered and complete the form.

What you need to know about Online Registration Payments

- Online payments do not work in the Safari browser. Use a different browser.
- The user name associated with the login will receive the tax credit where applicable regardless of the name on the credit card or e-check.
Tip: If you are registering a child for a mission trip and want the tax credit, complete the registration via the parent login, even if that “child” is over age 18 and you must add them back into your household in order to complete the registration.
- We cannot move funds paid electronically to a different fund. If you have questions about where to apply funds, please ask the DRCC accounting team before completing the transaction.

Please Direct Questions to:

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