

Hollywood Baptist Church - [www.hollywoodbaptist.org](http://www.hollywoodbaptist.org)

## Registering and Accessing Website Database

As a church we are now using a new website and database system called Church Insight developed by an English company called Endis.

Among the features and benefits of this software is that each member of the church can have their own login which will enable them to update and modify their & their families contact details and also view contact details for other church members. The church will no longer be producing a paper directory as all this information is on the system and available online to members (and regularly involved attenders) from any computer but those with logins, if they wish, can print their own directory.

### **To Obtain a Login ID & Password.**

Email your request to the system administrator – [ken@hollywoodbaptist.org.uk](mailto:ken@hollywoodbaptist.org.uk)

Once authorised the system will send you your login ID and Password

Go to [www.hollywoodbaptist.org.uk](http://www.hollywoodbaptist.org.uk) and click on the “login” at the top of the screen

Enter the ID and password that will be sent to you by the system and press OK

Once logged in, in the menu select “My Area” / “My Details” / “Change Password” – enter a new password that you will remember (which must be at least 8 characters and have at least one non-alphabetic character), twice and press OK

Now go to the top of the screen and press “Logout”

Now press “Login” and enter your ID and new password – **BUT** before you press OK you may wish to click the box “log me in automatically next time” which will mean that any time you go to the website in the future it will automatically log you in.

You are now set up to use the website. The address book is listed under the “Home” menu. Please check your own details and update as necessary – via “My Area” / “My Details”. Check your email is correct as this will be used in all communication including rota duties and general emails. Please also update, if necessary, your date of birth.

### **Problems?**

The following people are on the web team and should be able to help you:

Brian Campbell , Ken McCaw, Simon McNally, Phil Thompson.