



# **CHURCH CENTER APP USER MANUAL**

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ENCOMPASS CHURCH

DIRECTORY ✎

INSTALL AND SETUP

FIRST TIME REGISTERING FOR AN EVENT

RETURNING USERS

CHECK-IN

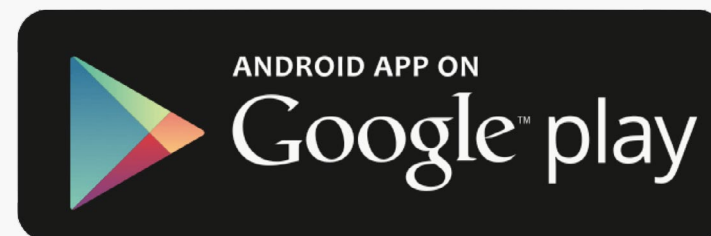
01

**INSTALLING & APP SETUP (FIRST TIME ONLY)**

go onto app store:

**APPLE:**

<https://apps.apple.com/us/app/church-center-app/id1357742931>

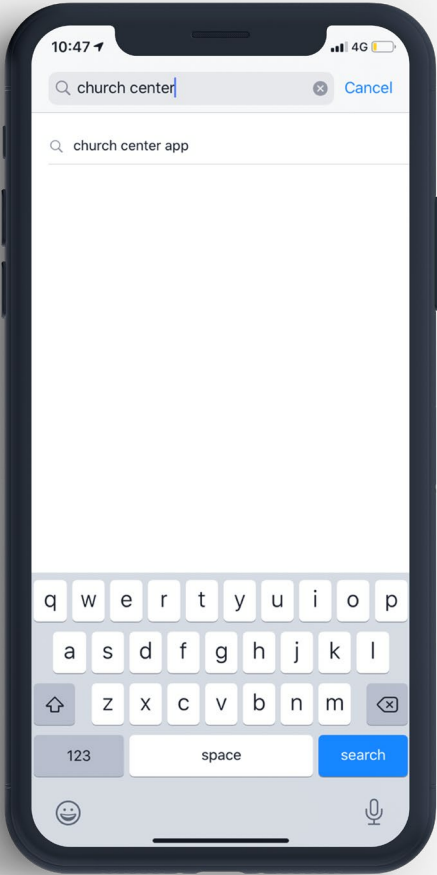
**ANDROID:**

[https://play.google.com/store/apps/details?id=com.ministrycentered.churchcenter&hl=en\\_US](https://play.google.com/store/apps/details?id=com.ministrycentered.churchcenter&hl=en_US)

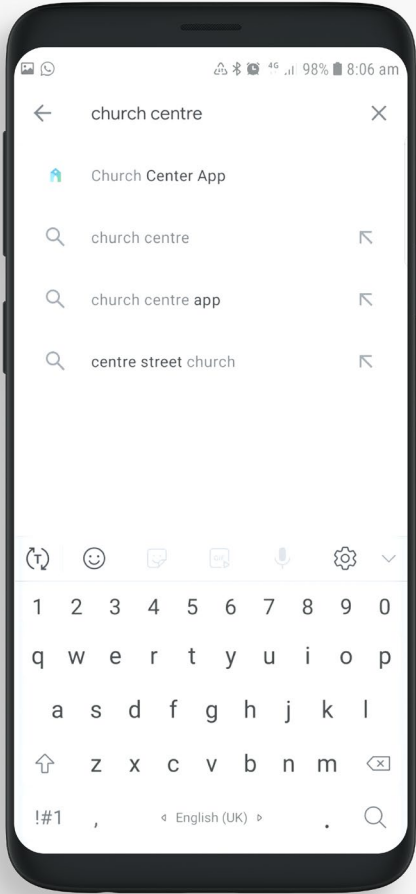
02

Search for 'church center'

APPLE:



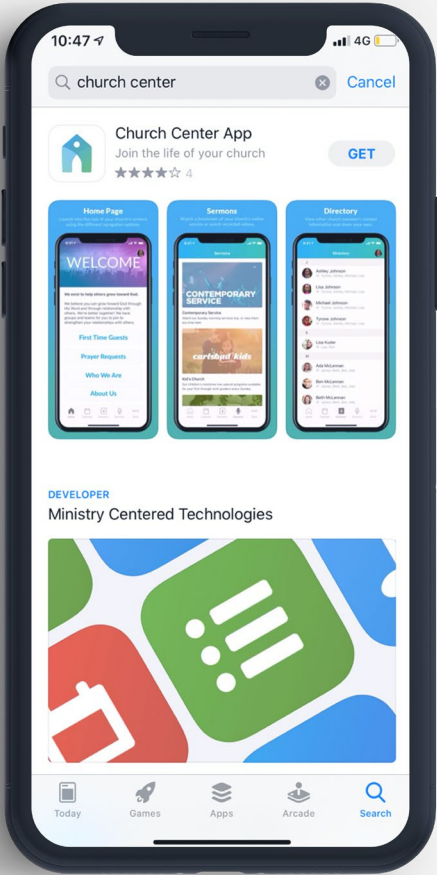
ANDROID:



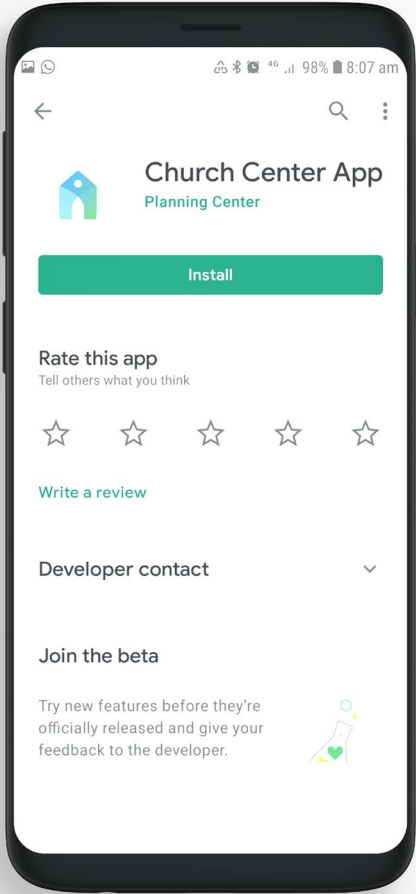
03

Install the app

APPLE:



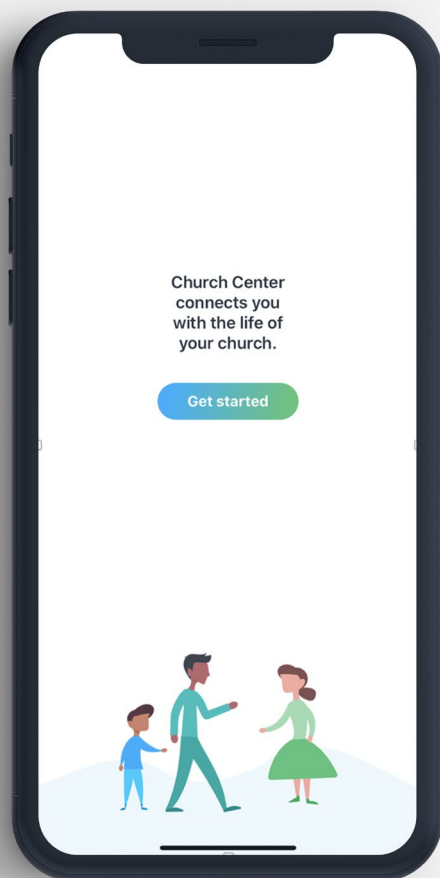
ANDROID:



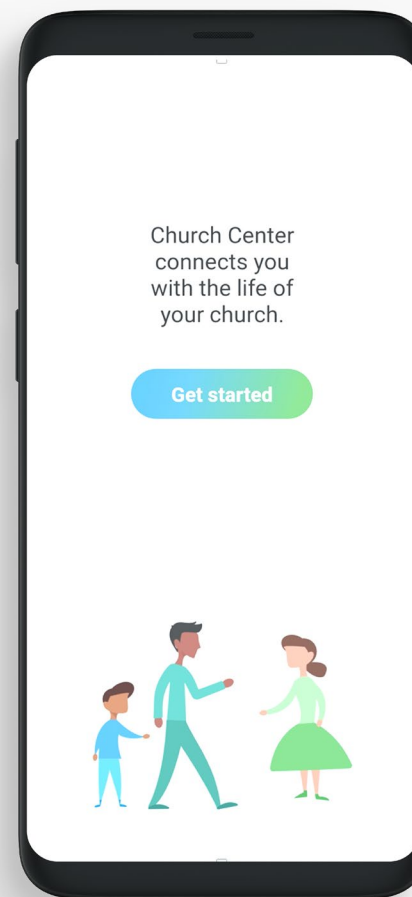
04

When you have opened the app, you will see this screen. Click 'get started'.

APPLE:



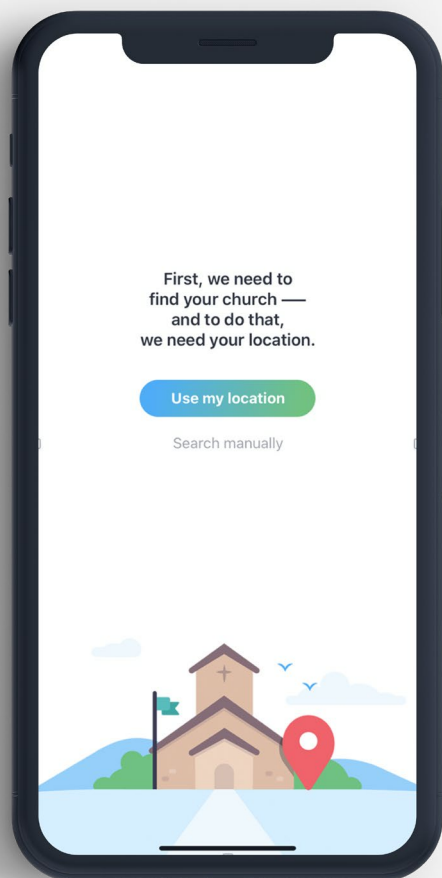
ANDROID:



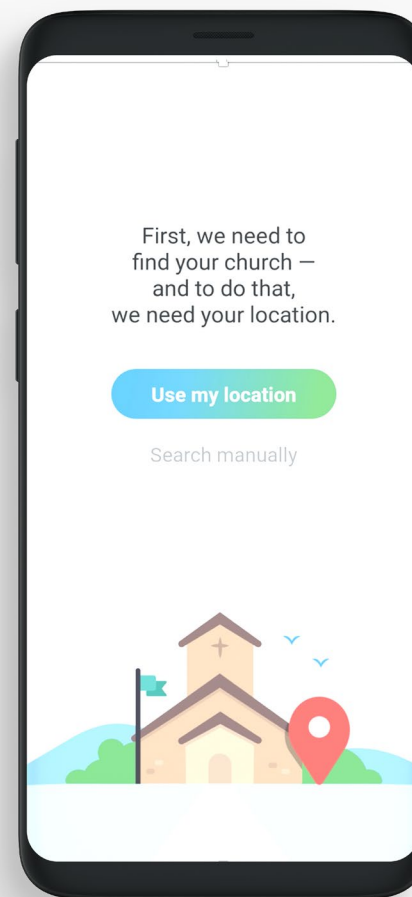
05

Click 'use my location'

APPLE:



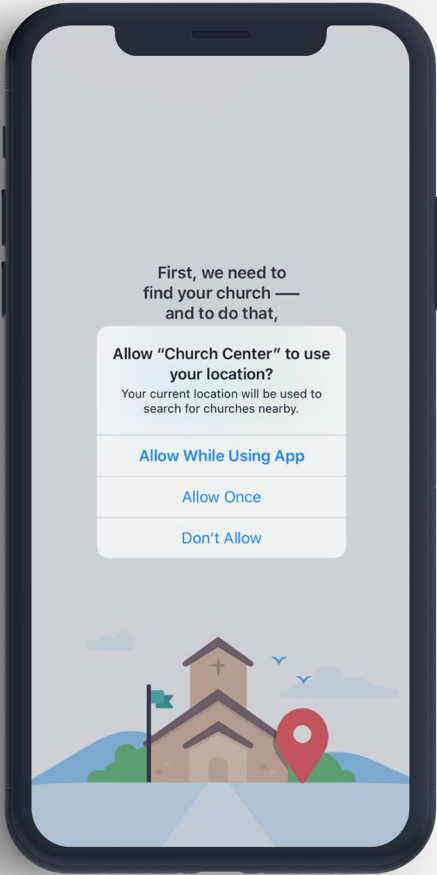
ANDROID:



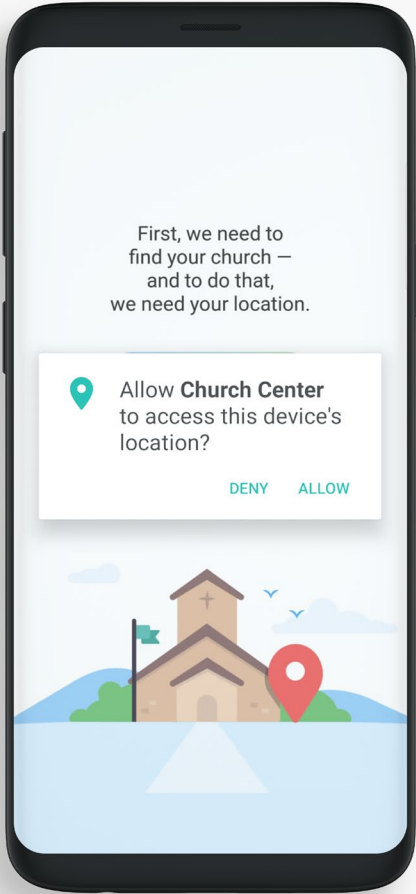
06

You will then see the prompt below. Click allow.

APPLE:



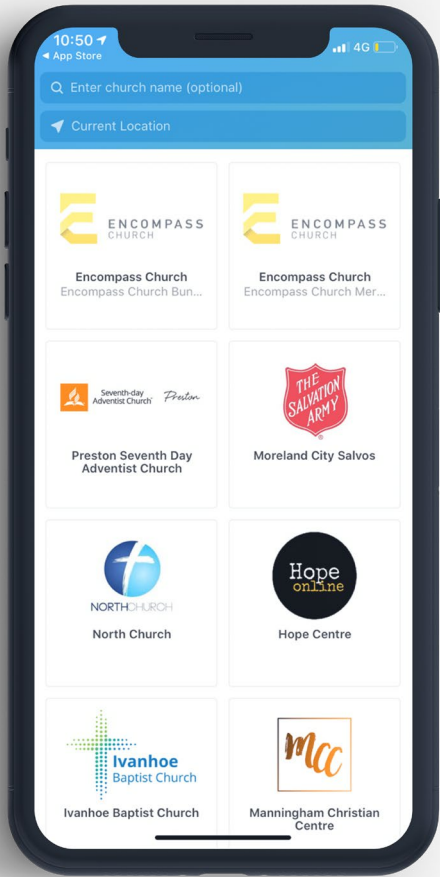
ANDROID:



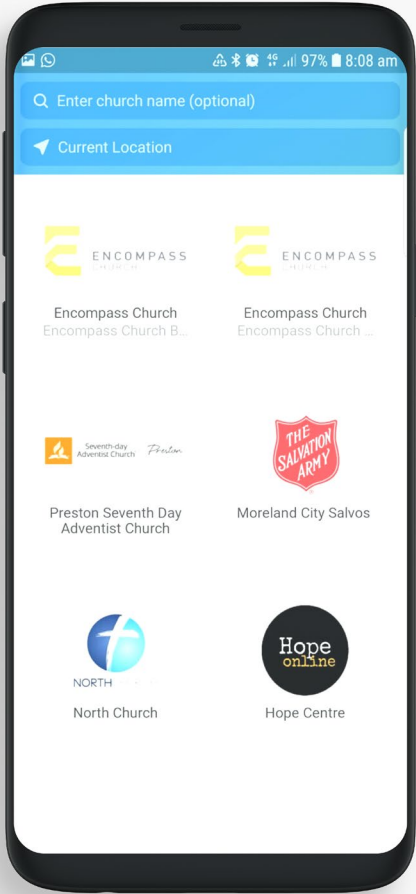
07

Pick ‘Encompass Church: Bundoora Campus’

APPLE:



ANDROID:

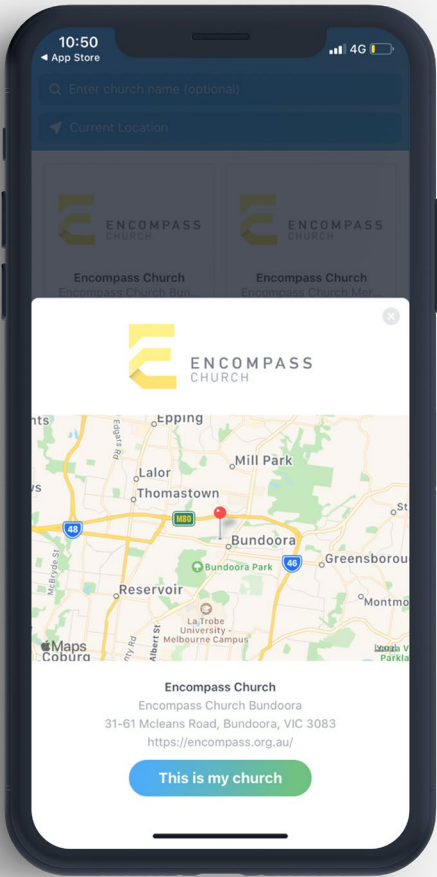




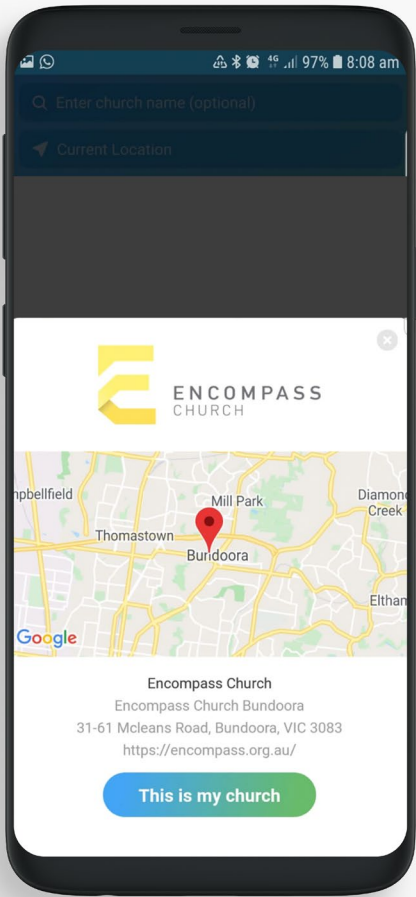
08

Click ‘this is my church’

APPLE:



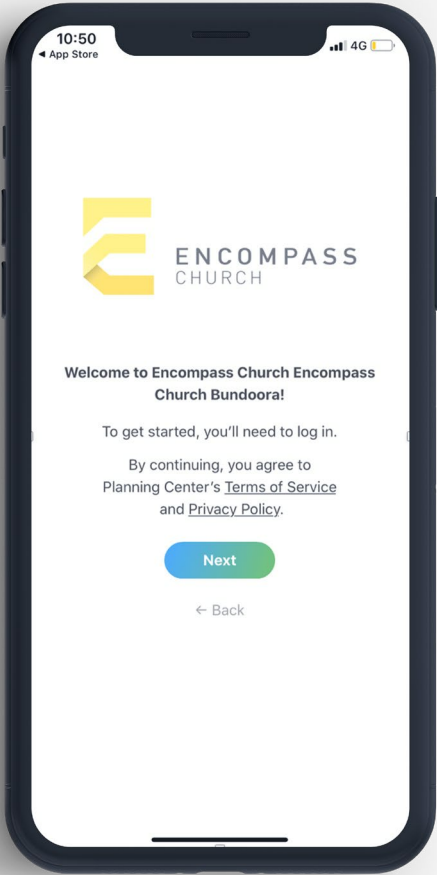
ANDROID:



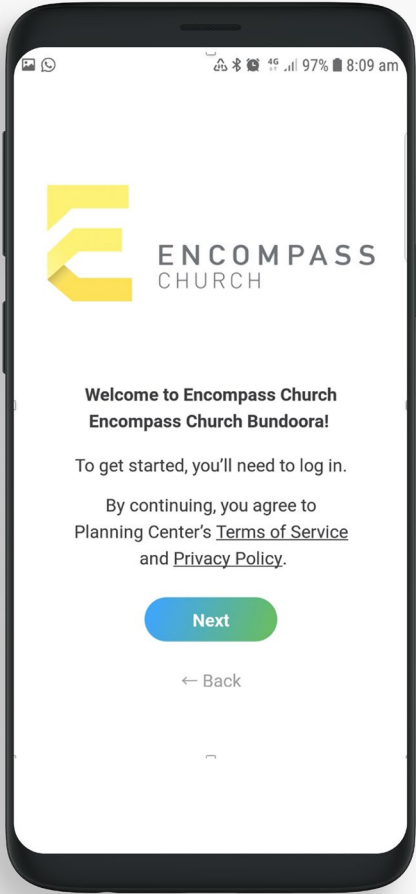
09

Click ‘next’

APPLE:



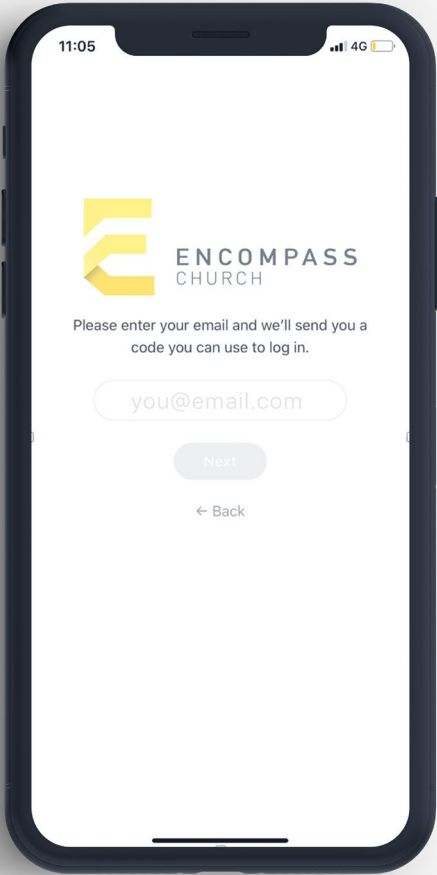
ANDROID:



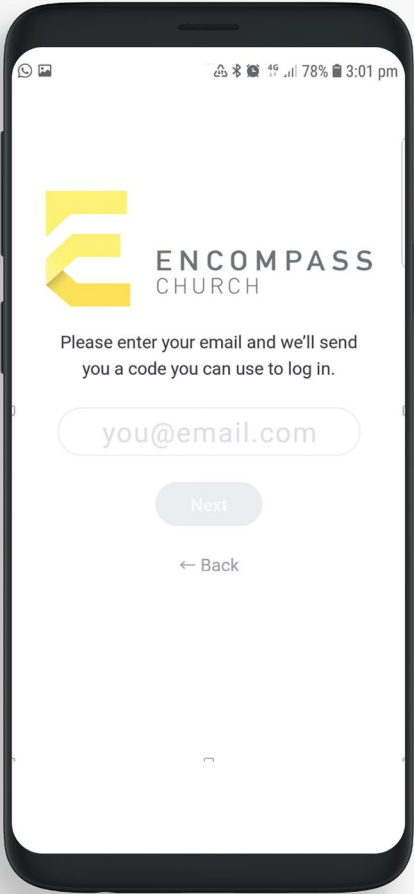
10

Enter your email adress and then click ‘next’

APPLE:

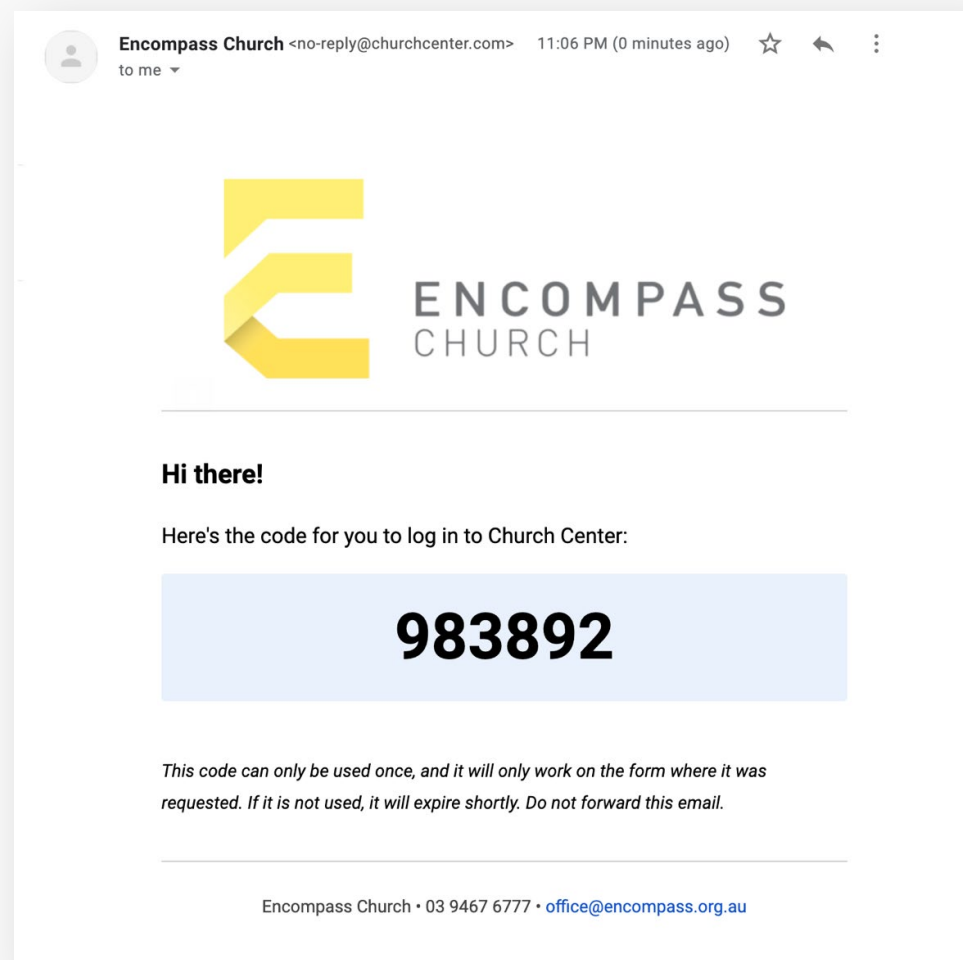


ANDROID:



11

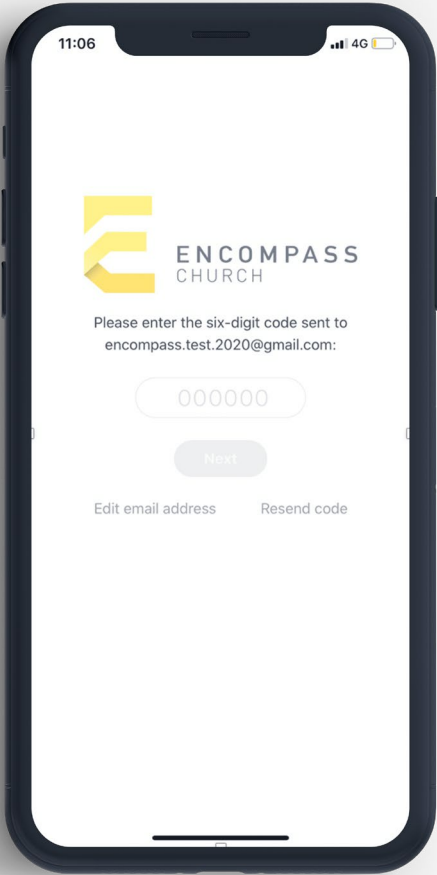
Now access your emails where you would have received a six digit code like the one below:

**EMAIL:**

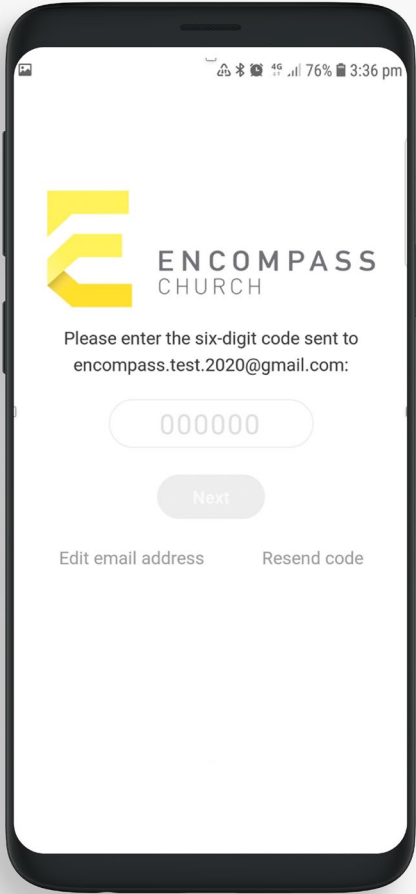
12

Enter this code into the app and click ‘next’

APPLE:



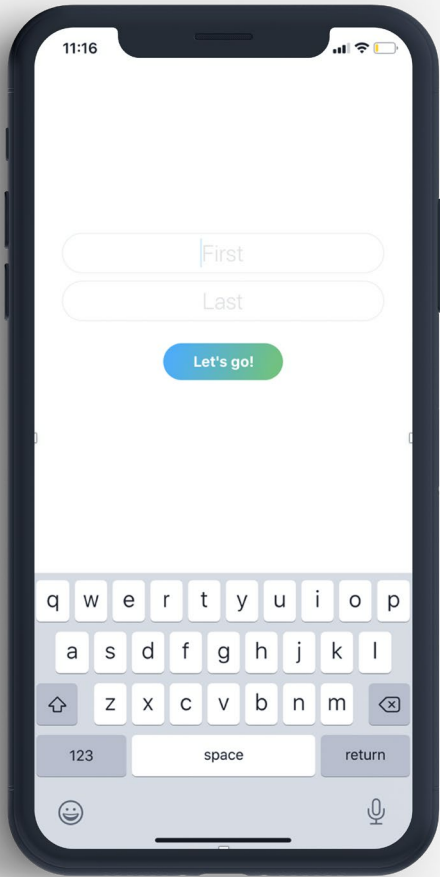
ANDROID:



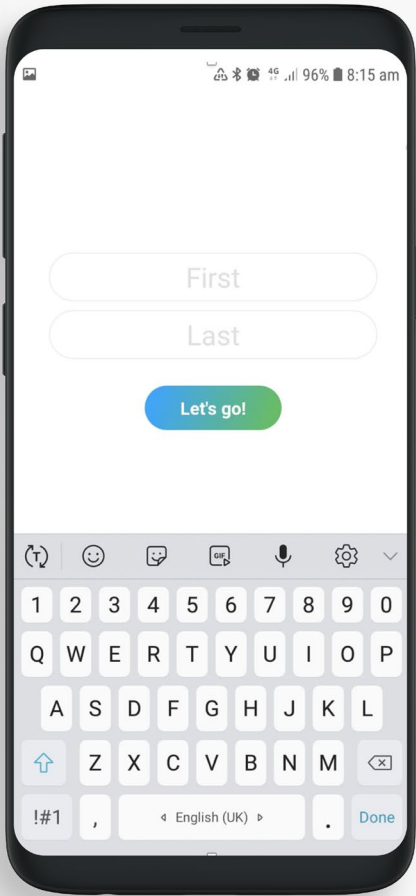
13


Enter your first and last name and click ‘let’s go’

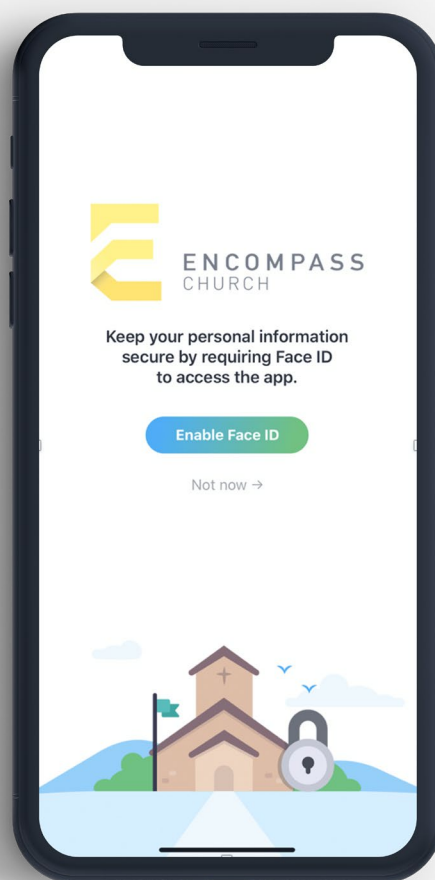
APPLE:



ANDROID:



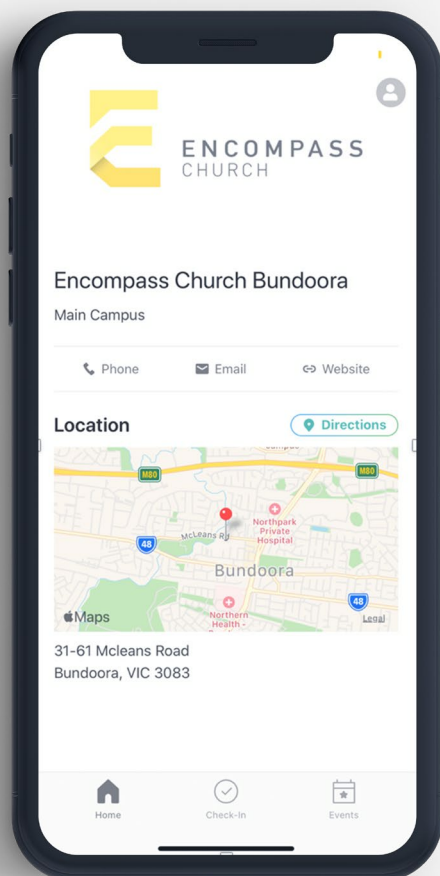
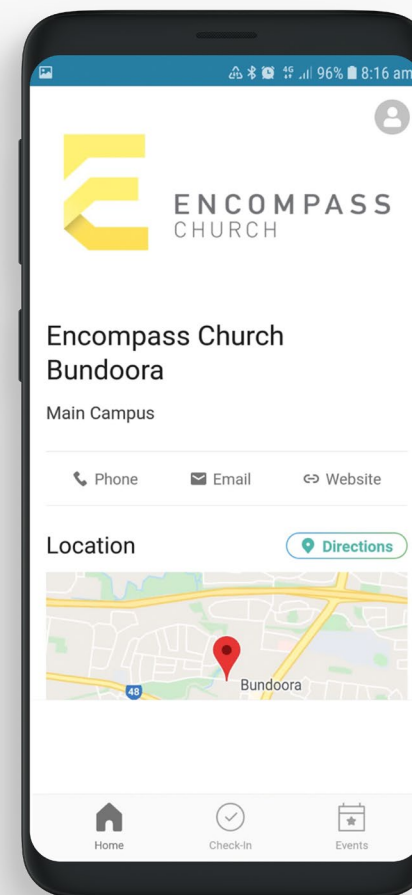
 **EXTRA STEP (FACE ID or TOUCH ID)**  
If alternative options for login appear you can choose your preference. It will not affect your registration

**EXAMPLE:**

01

**REGISTERING FOR AN EVENT (FIRST TIME)**

When opening the 'church center' app you will land on the home screen below. Click on 'events'

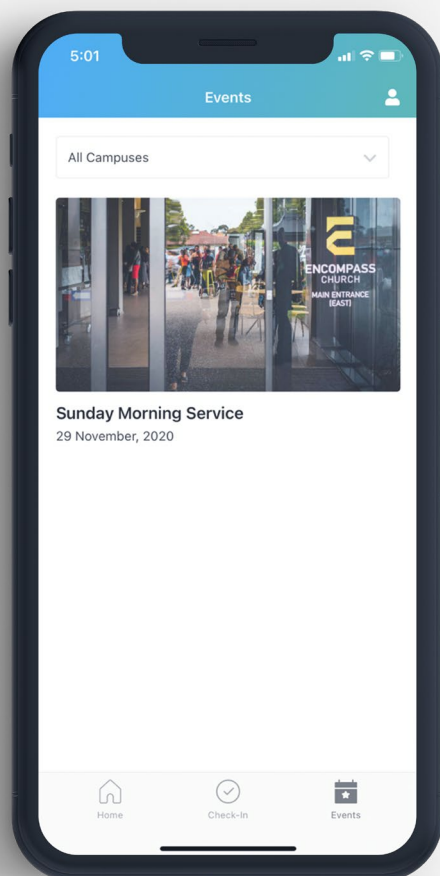
**APPLE:****ANDROID:**



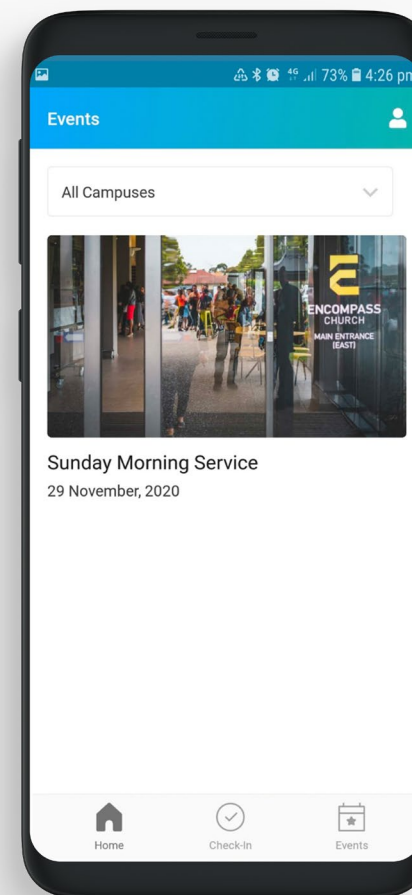
02

Click 'Sunday Morning Service' event

APPLE:



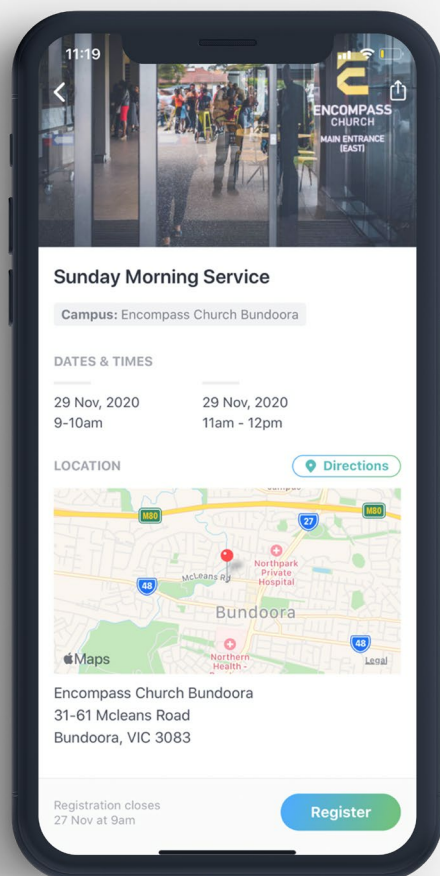
ANDROID:



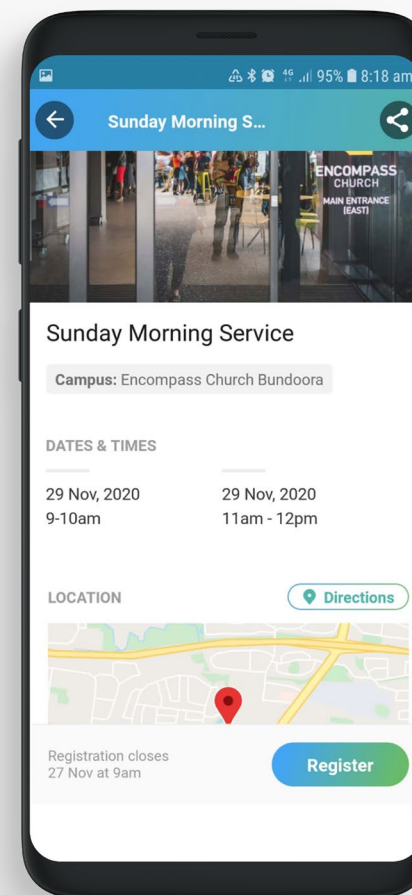
03

Click the 'register' button at the bottom of the screen

## APPLE:



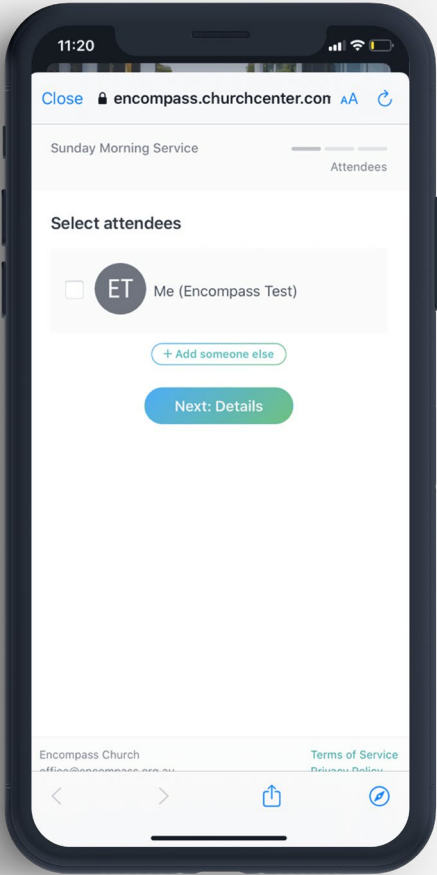
## ANDROID:



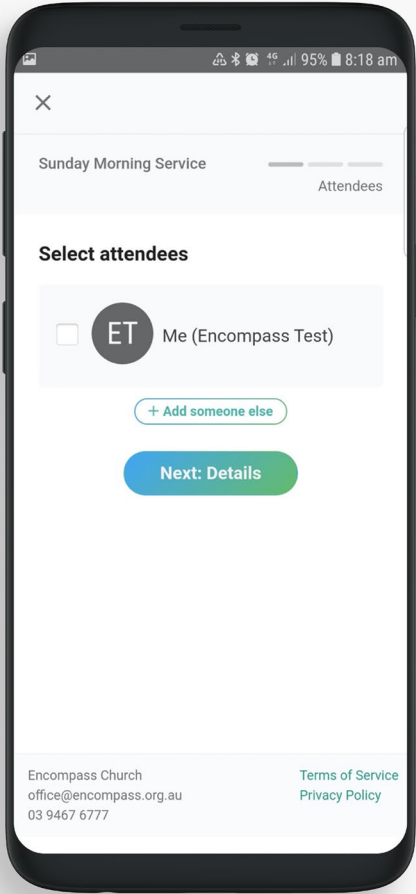
04

Click the check box next to your name

APPLE:



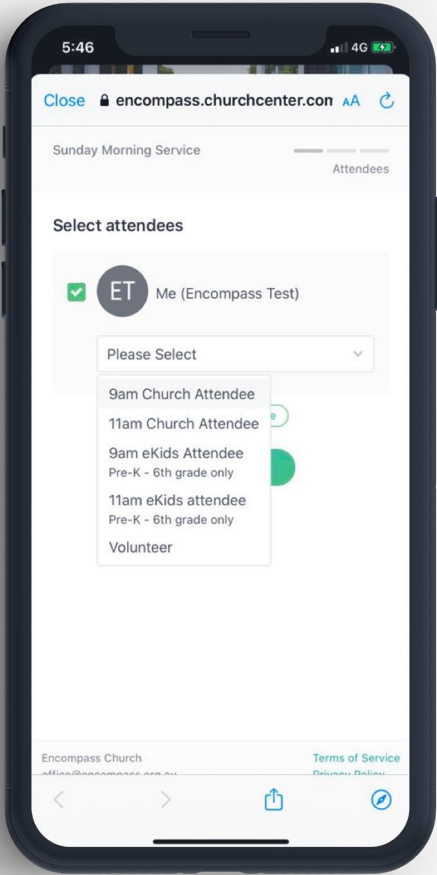
ANDROID:



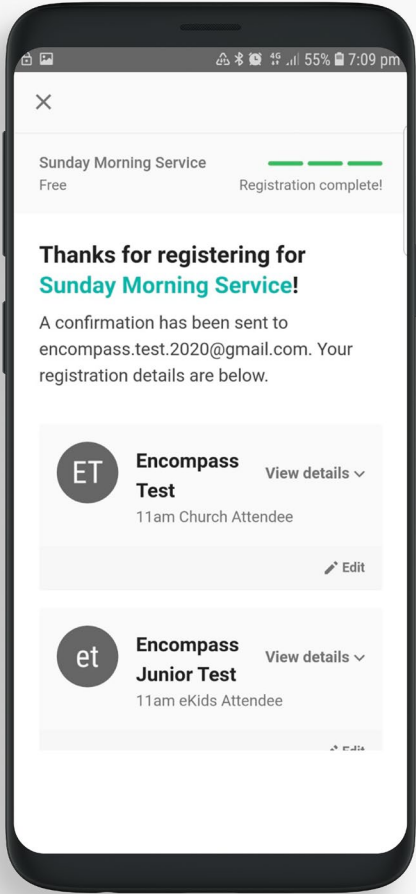
05

Select your preferred service (or ‘volunteer’ option for those volunteering)

APPLE:



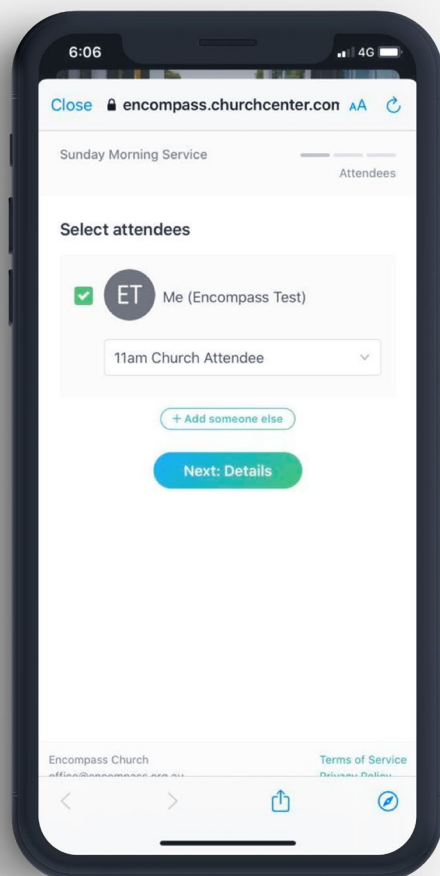
ANDROID:



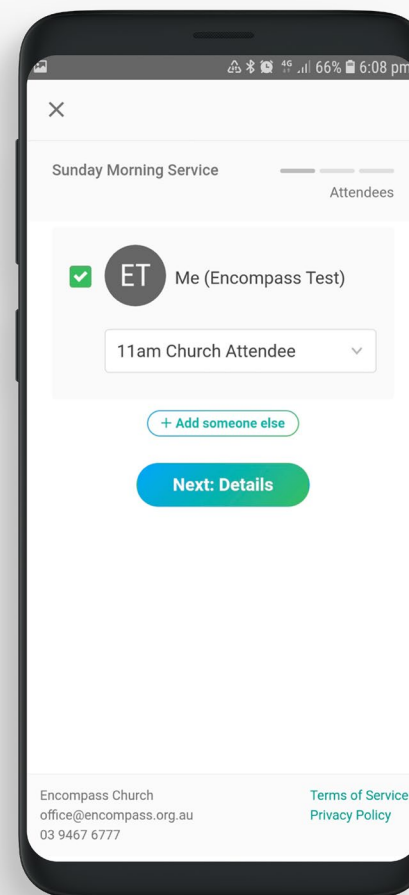
06

To add your family (or the person you are attending church with), click on the ‘+ add someone else’ button

## APPLE:



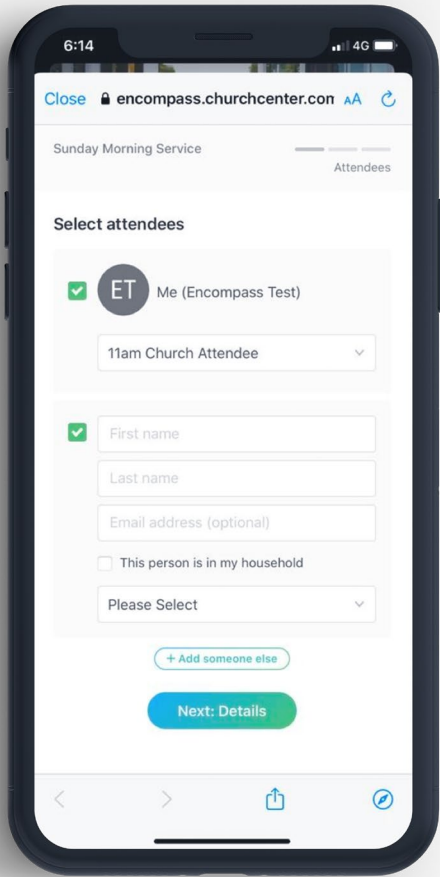
## ANDROID:



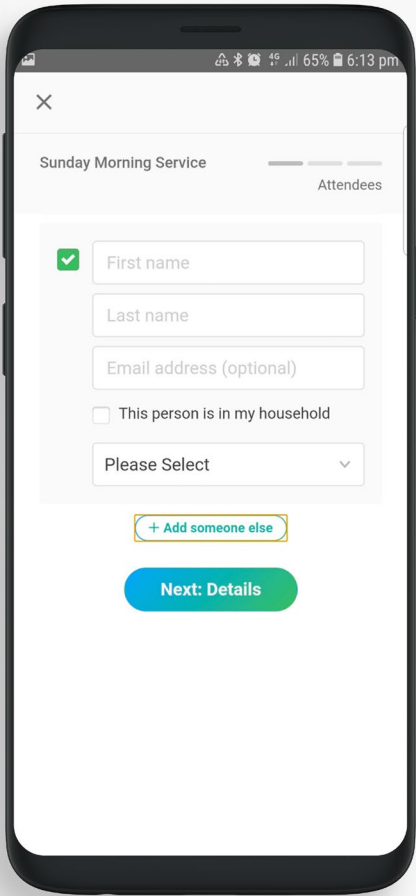
07

Add the details for your family member (or person who is attending church)

APPLE:



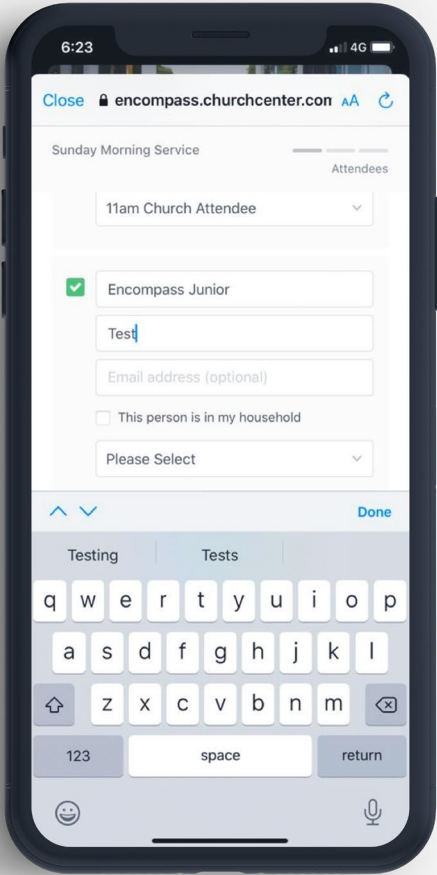
ANDROID:



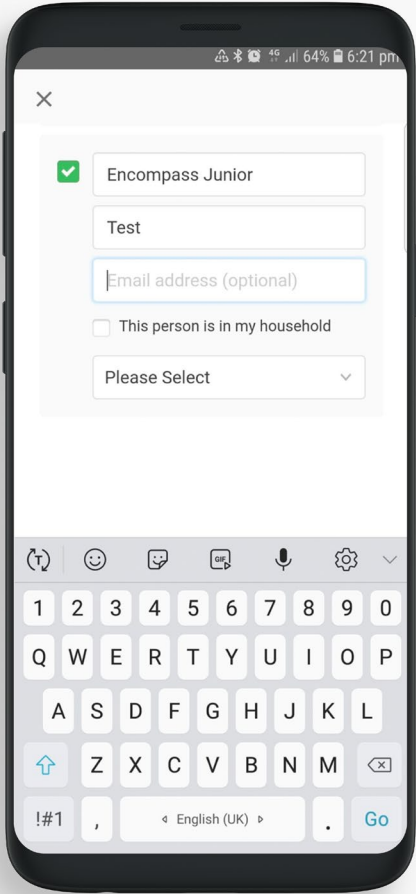
08

Check the ‘this person is in my household’ if they are your immediate family or you are their guardian

APPLE:



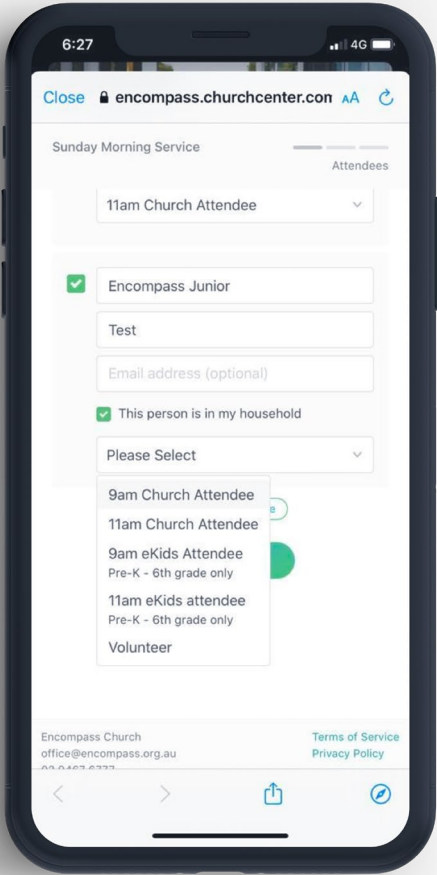
ANDROID:



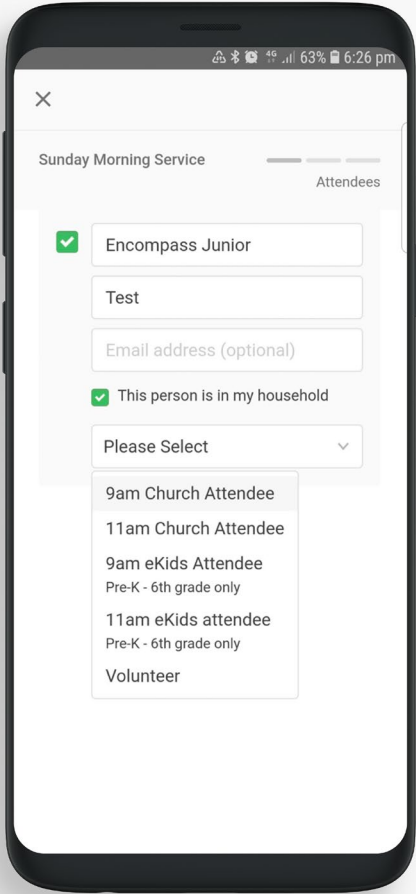
09

Select which service they will be attending (or if they are in eKids)

APPLE:



ANDROID:



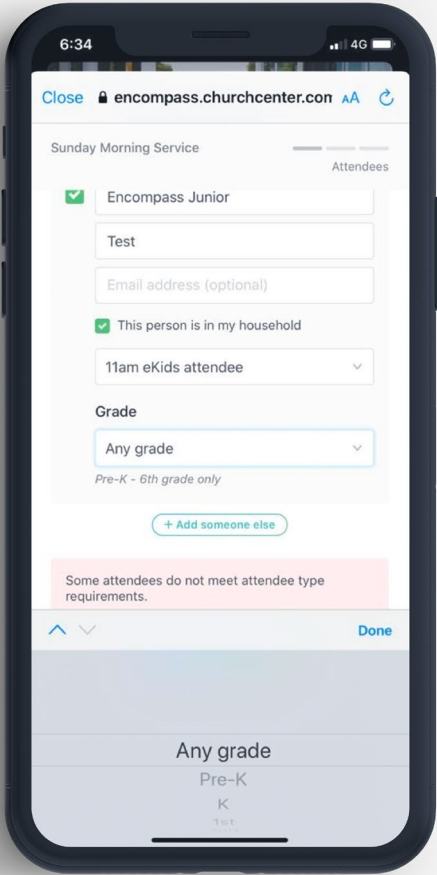




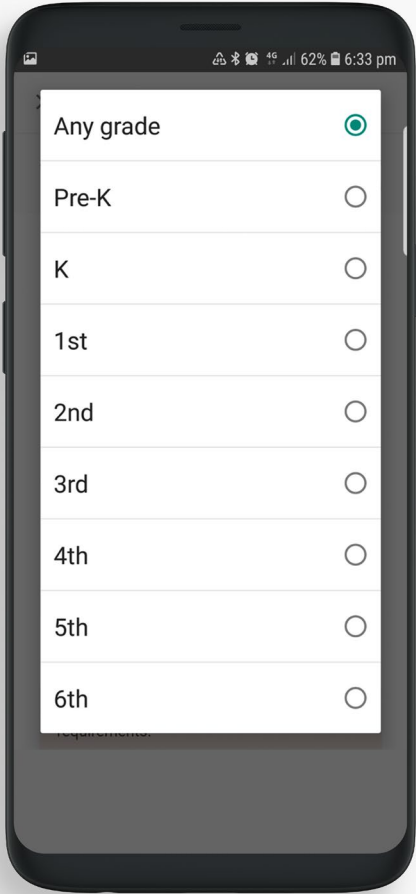
EXTRA STEP (FOR EKIDS ONLY)

When registering an eKids attendee, it will ask for their grade once you select their registration type

APPLE:



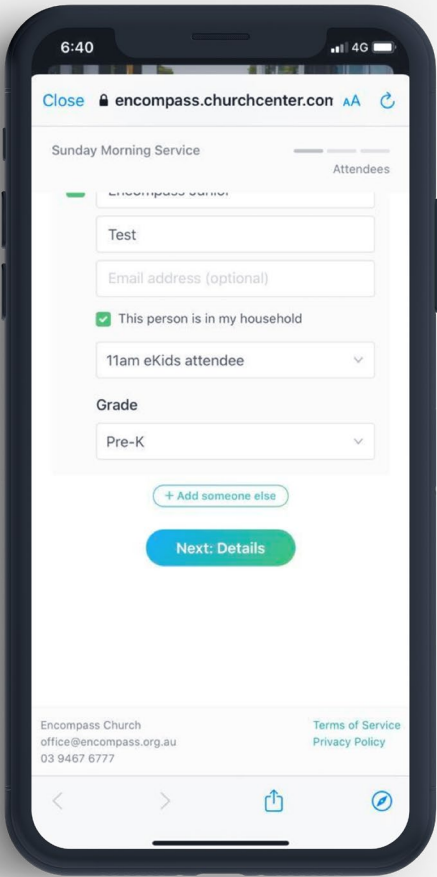
ANDROID:



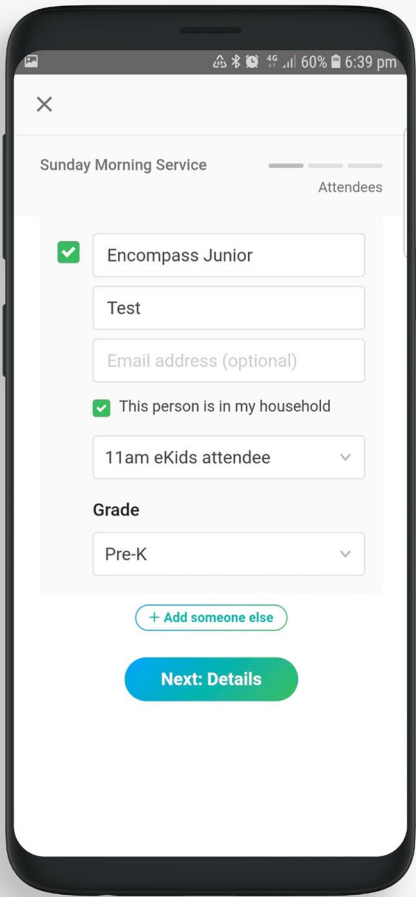
10

When you’ve finished registering those you will be attending church with, click ‘next: details’

APPLE:



ANDROID:



- 11 Fill in all details and COVID health declaration (or you will not be able to continue)  
If registering multiple people click on 'continue to \_\_\_\_\_' button

## APPLE:

The screenshot shows the 'COVID Health Declaration' form on an iPhone. The browser address bar shows 'encompass.churchcenter.com'. The form text reads: 'COVID Health Declaration. In response to the COVID-19 pandemic, all church members that will be attending church services must complete this COVID Health Declaration. Please select any that apply: \*'. There are four options with checkboxes: 'I have recent COVID-19 symptoms such as the following: loss or change in sense of smell or taste, fever, chills or sweats, cough, sore throat, shortness of breath or runny nose.', 'I have been directed to isolate in the last 14 days', 'I have been in contact with a confirmed case of COVID in the last 14 days', and 'None of the above' (which is checked). A green button at the bottom says 'Continue to Encompass Junior'. At the very bottom, contact information for Encompass Church is listed: 'office@encompass.org.au' and '03 9467 6777'. There are also links for 'Terms of Service' and 'Privacy Policy'.

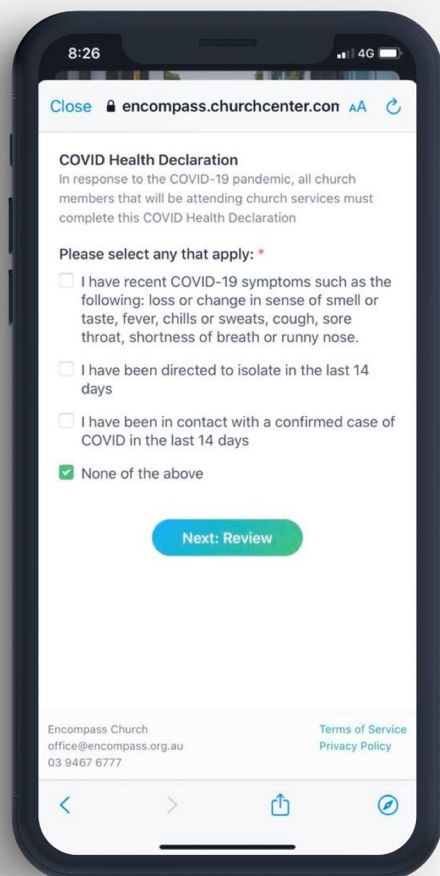
## ANDROID:

The screenshot shows the 'COVID Health Declaration' form on an Android phone. The browser address bar shows 'encompass.churchcenter.com'. The form text reads: 'COVID Health Declaration. In response to the COVID-19 pandemic, all church members that will be attending church services must complete this COVID Health Declaration. Please select any that apply: \*'. There are four options with checkboxes: 'I have recent COVID-19 symptoms such as the following: loss or change in sense of smell or taste, fever, chills or sweats, cough, sore throat, shortness of breath or runny nose.', 'I have been directed to isolate in the last 14 days', 'I have been in contact with a confirmed case of COVID in the last 14 days', and 'None of the above' (which is checked). A green button at the bottom says 'Continue to Encompass Junior'. At the very bottom, contact information for Encompass Church is listed: 'office@encompass.org.au' and '03 9467 6777'. There are also links for 'Terms of Service' and 'Privacy Policy'.

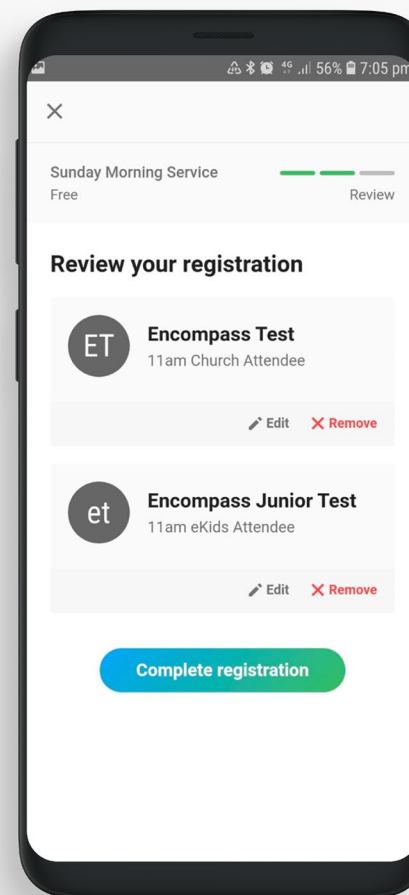
12

Once all declarations are complete, the button 'next: review' will appear

## APPLE:



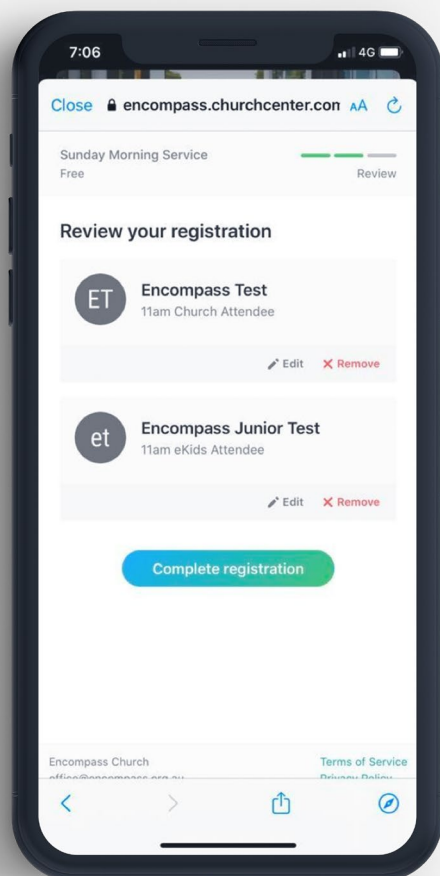
## ANDROID:



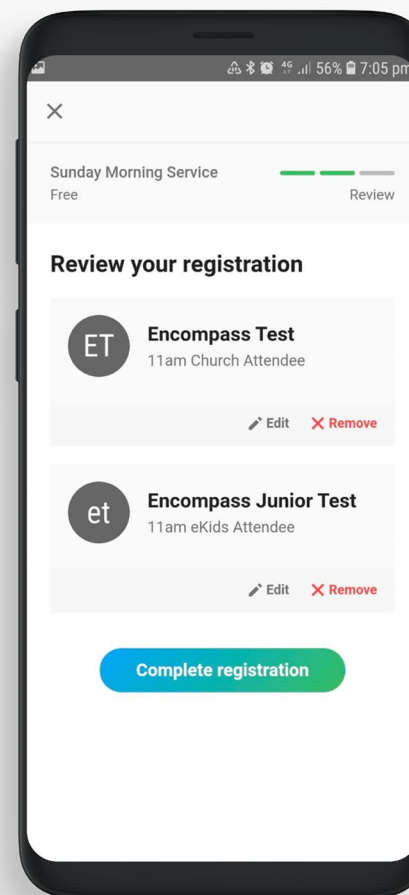
13

Take a minute to check you registrations (you may edit or remove any wrong or unwanted registrations)  
Click 'complete registration' when ready

## APPLE:



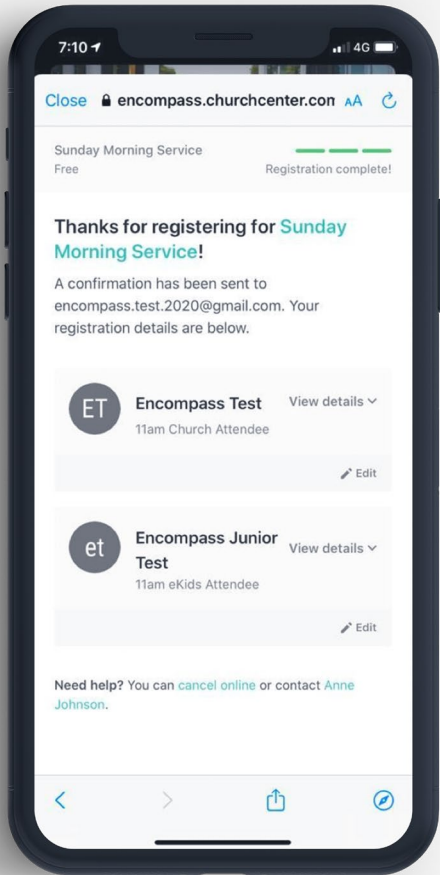
## ANDROID:



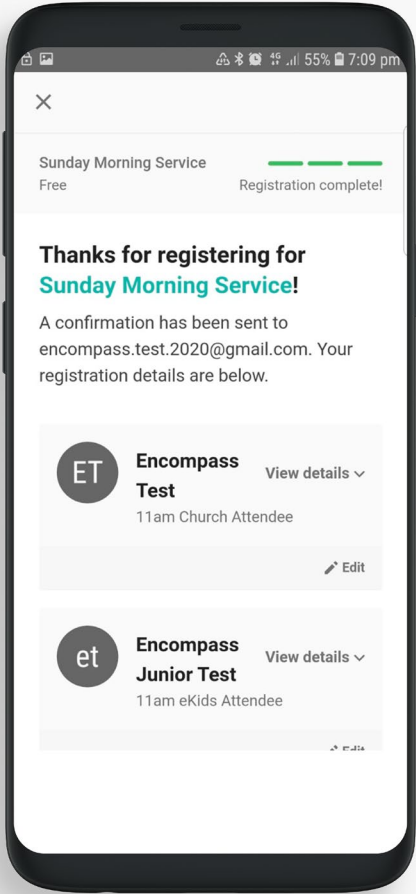
- 14
- A confirmation page will appear.

(If you need to cancel your registration or need further help, click the links at the bottom of the page)

APPLE:



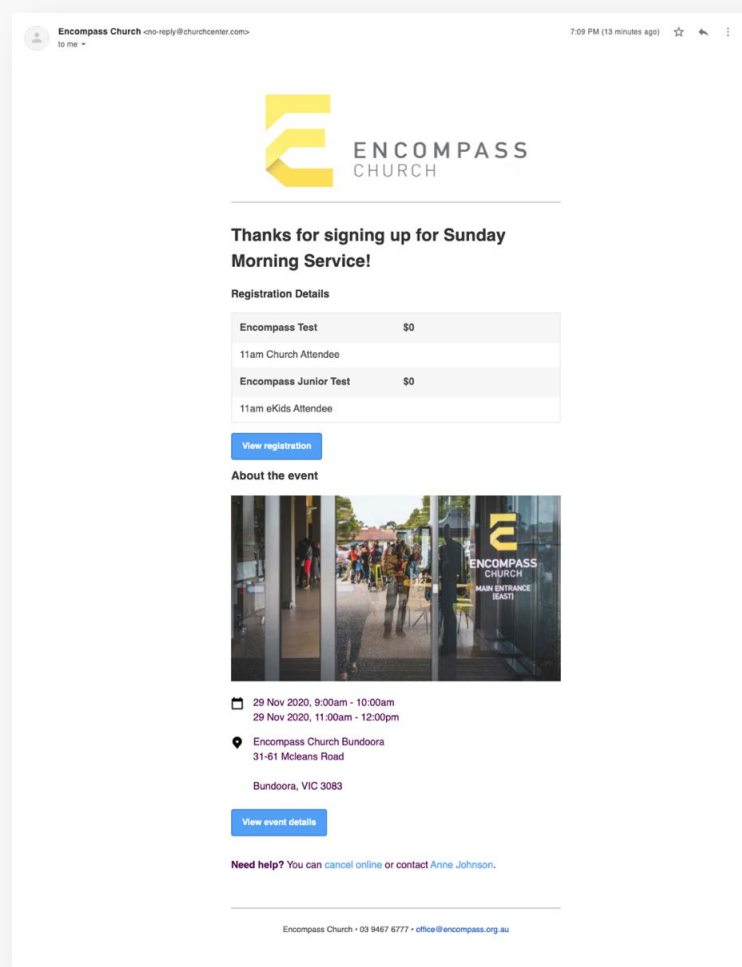
ANDROID:



15

You will also receive a confirmation email  
(If you need to cancel your registration or need further help, click the links at the bottom of the page)

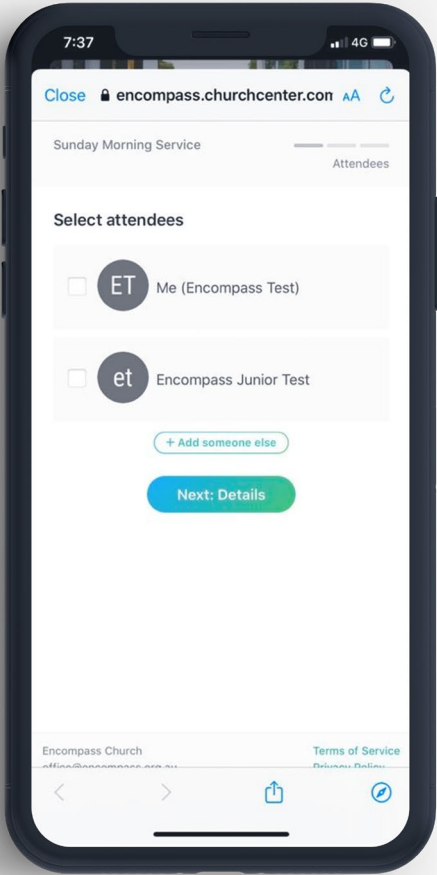
## EMAIL:



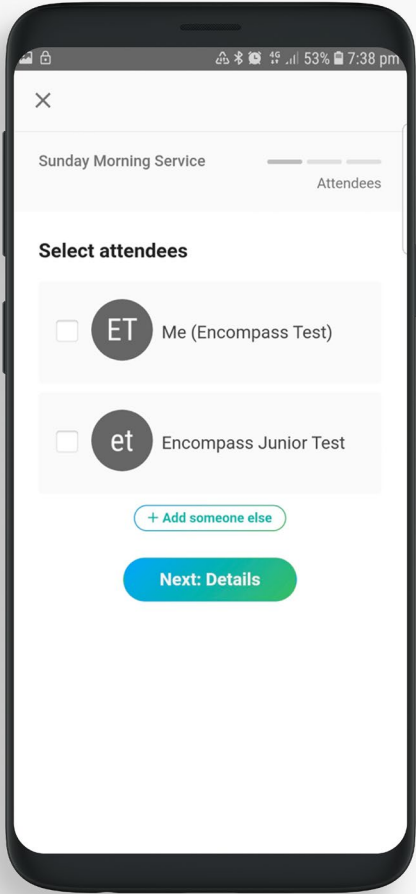
01

**REGISTERING FOR AN EVENT (REGULAR)** Refer to steps 1-3 from first time registra-  
Past registrations will appear. Check those that will be attending

APPLE:



ANDROID:

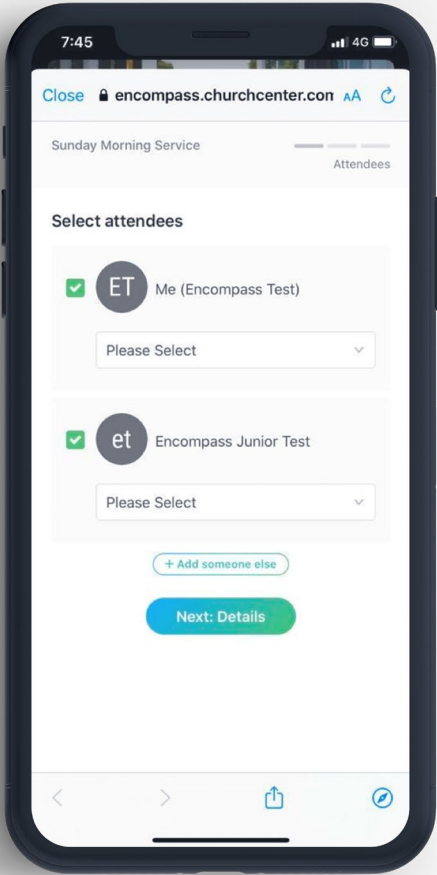




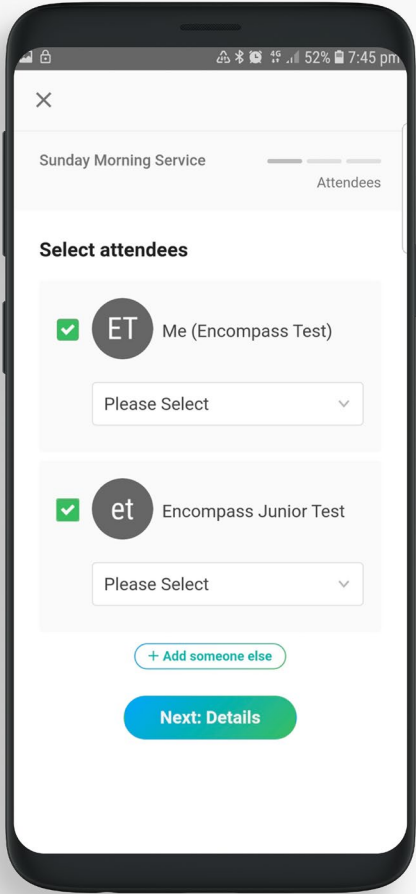
02

Select service/attendee type for each registration

APPLE:



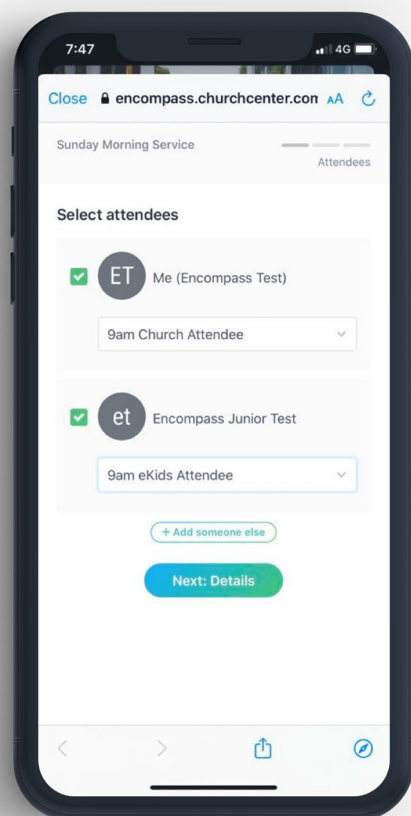
ANDROID:



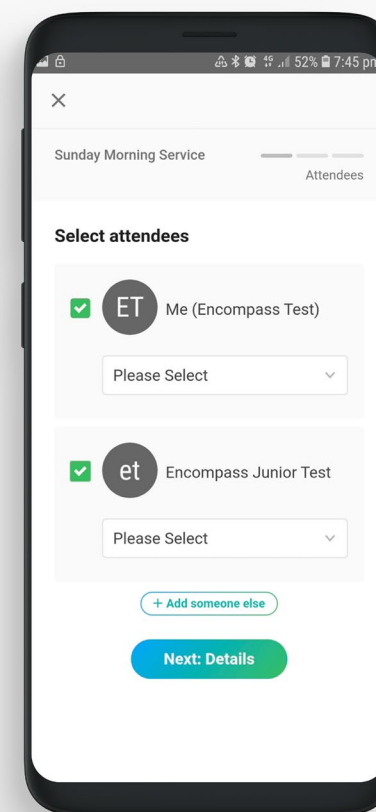
03

Click 'next: details'

APPLE:



ANDROID:



04

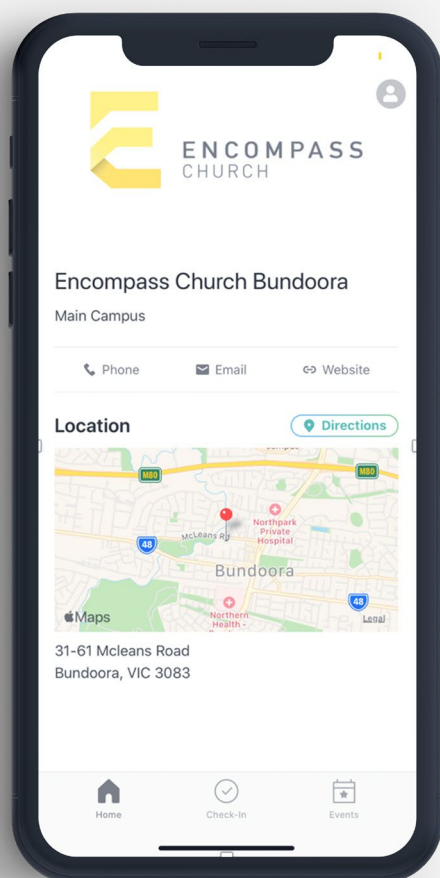
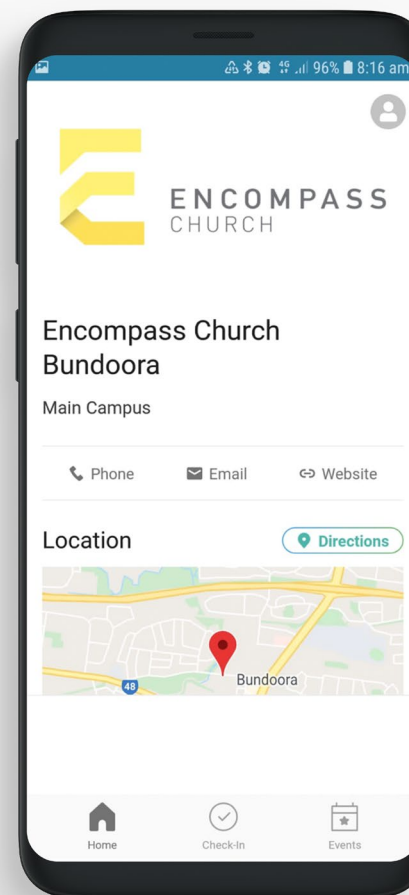
**Refer to steps 12-16 from registering for an event (first time)**

Your details will be pre-filled, however the COVID health declaration and eKids rooms will need to be filled in each time

01

**CHECK-IN ON DAY OF EVENT**

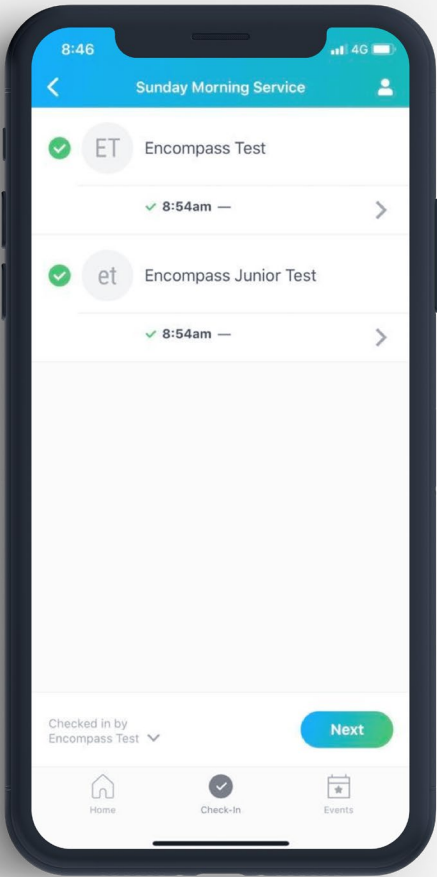
Open 'church center' app and click on 'check-in'

**APPLE:****ANDROID:**

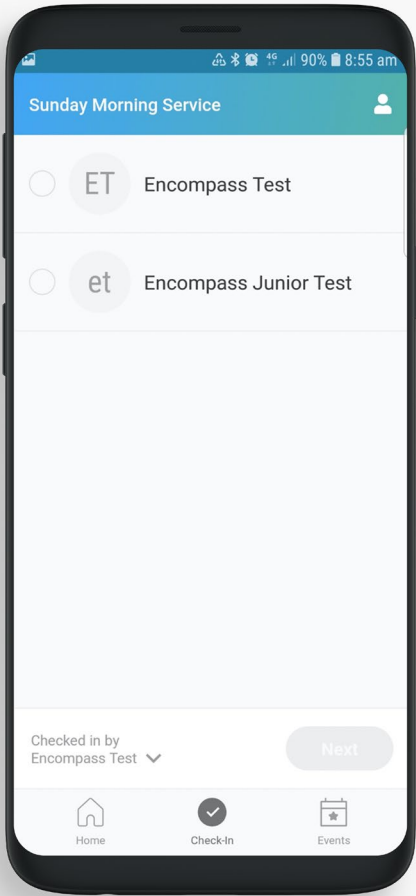
02

Check all attendees you would like to check-in and click ‘next’

APPLE:



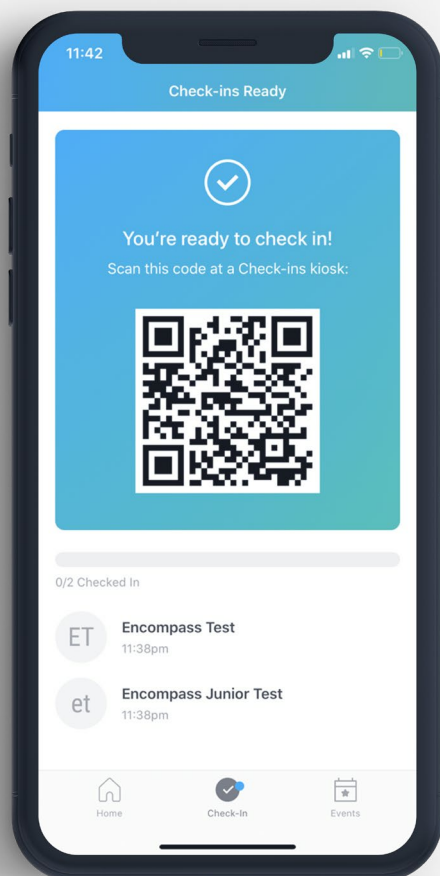
ANDROID:



03

On arrival to church show the QR code to the registration team  
(This QR code will be available from 9am Saturday before the service)

## APPLE:



## ANDROID:

