<h1 style="text-align:center">How To Update Your ShulCloud Account</h1>

Please note that any information in our database is kept private. We do not share, sell or give out personal data to anyone or any organization. Thank you for putting your trust in us and enabling us to serve you better.

To begin, open your web browser (safari, chrome, etc.) and type in www.agudasachim-va.org; or get to the AAC website in your usual manner

In the upper right corner, select "login"

1. Enter your email address and password as prompted
2. click "sign in"
3. When logged in, the box will read: "Welcome [your name]"

How to update your account:

1. Click on the **"My Account"** tab; this section of the website contains all your information: address, phone numbers, emails; financial information; subscription preferences; and access to the online directory
    a. Find the section labeled "**My Personal and Family Information**"
        i. Click on the tile labeled "**My Profile**"
            1. Scroll down and click on "View & edit your profile"; you will see 5 tabs or sections
                1. In the "**Personal**" section, add as much information as possible.
                2. Scroll up and select "**Contact Info**"
                    i. Enter phone numbers
                    ii. Select subscriptions. This section is where you can indicate what information you would like to receive from the congregation and whether you prefer paper mail or email. We prefer to send electronic mail to reduce waste, cut costs and minimize spread of germs. These selections can be changed at any time.
                3. Scroll back to the top of the page and select "**lifecycles**" section
                    i. Verify birthday information
            2. Be sure to click on "Save Changes to Person" when finished; you will receive a "profile saved" notice when complete.
            3. Click "Return to My Account Menu" button
        ii. Click on the "**My Family**" tile
            1. Scroll down and click on "Edit your family"; There are three sections to review: Adult, Children, More Info.
                1. Under **"Adult"** please verify all contact information for the adult(s) on the account. Please include birthdays so we can wish you well and offer honors at the appropriate time of year.
                2. When you are finished with "Adult" section, click on **"Children"** (if applicable).
                    i. Please include birthdays so we can wish the children happy birthdays when appropriate, plan for religious school and youth activities, and coordinate b'nai mitzvah.
                    ii. In this section, you may add children who have joined your family.
                3. When finished with "Children," click on "**More Information.**"
                    i. Here you may update marital status and verify wedding dates so we can wish you well and offer honors at the appropriate time of year.
            2. Once you finished with these three sections, click on "Save Changes to Account."
            3. Then click on the "Return to My Account Menu" button.
        iii. Click on "**Edit My Addresses**" tile.

1. Click on "Edit" button then click on the address to edit; please complete as much information as possible:
   i. At the top of the box, for "address type" select "Home"
   ii. For "phone at this address" please provide a home phone number if you have one that you'd like to share with the AAC community.
   iii. Click "Done" in the upper right corner when finished.
   iv. In the bottom left, for "Billing Delivery Method" please select "Email" to receive your statements by email instead of paper mail, if that is your preference.

2. Click "Save Changes to Addresses" in the bottom right corner when finished.

3. Then click on the "Return to My Account Menu" button.

b. Back on the main "My Account Menu," <mark>scroll to "**My Directory and Mailings**" section</mark>
   i. Click on "**Edit My Directory**" to see how you will be listed in the directory.
      1. You may choose to show or hide all your information from the directory
      2. You may show or hide: street address, phone number, email, people in your household
      3. When finished making selections, scroll down and click "Save Changes"
   ii. Click on "Return to My Account Menu"
c. Back on the main "My Account Menu," <mark>scroll to "**My Directory and Mailings**" section</mark>
   i. Click on "**My Subscriptions**" tile to see the list of the emails and mailings to which you are currently subscribed. Please note your preferences for USPS mail or email. Please keep in mind that at this time we are trying to limit USPS mail.
      1. Scroll and click the "Edit" button to see the full list of subscriber options—several new mails lists are now available; Select each item for which you would like to receive communications
         1. Explanations for each subscription category:
            i. Announcements (this list is used for general community announcements outside of the weekly newsletter)
            ii. Campaigns (we don't use this feature currently)
            iii. Dedication Notifications
            iv. Event Seating (we don't use this feature currently)
            v. Events (notices for upcoming special events, including the Moline Lecture, guest lecturers, artists-in-residence, etc.).
            vi. Food delivery (updates on kosher food deliveries to AAC for pickup in the parking lot)
            vii. Forms (such as High Holiday registration, the Hazzan's anniversary event and other similar events with more complex registration). If you do not select this option and register for an event, you would not receive communication about the event.
            viii. Fundraising Goals (we don't use this feature currently)
            ix. Honor Scheduling (we don't use this feature currently)
            x. Lifecycles
            xi. Schedule
            xii. School
            xiii. Weekly Update (this will be used for the weekly electronic newsletter)
            xiv. Young Families (information about programs for families of children age 5 and under)
         2. When finished making selections, scroll down and click "Save Changes"