

# FOUNDRY UNITED METHODIST CHURCH

## SHELBY WEBVIEW

### Quick Reference Guide

#### What is Shelby WEBVIEW?

It is a web-based software product offered by Shelby Systems, Inc., Foundry's database vendor. It allows you as a Foundry member to gain remote access to your Foundry data, 24 hours a day, 7 days a week, by using the internet.

#### What will WEBVIEW allow me to do?

- You may view and update your contact information online (e.g. address, phone number, email, etc.).
- You choose if you want to display your name and contact information for other Foundry members to see in an online Foundry Directory. **You** determine the extent of information to be shown.
- You can access the up-to-date information of other members who allow their contact information to be viewed.
- By completing a brief survey, you will inform Foundry about your gifts, talents and interests.

#### What are the advantages of using WEBVIEW?

- Provides more updated and accurate contact information in Foundry's database.
- Allows for a current online Foundry Directory rather than an outdated paper directory.
- Enables Foundry to reach out to members according to their interests and gifts.
- Saves postage on Foundry mailings because of updated addresses.

#### How do I login and access WEBVIEW?

1. Go to Foundry's website at [www.foundryumc.org](http://www.foundryumc.org).
2. On the Foundry homepage, click on the **Shelby WEBVIEW** link.
3. Fill in the **Member Login** information: your **Number** and then your **Password**. *(These are provided in the letter accompanying this guide. The password is given to the head of household. You may change your password later along with other family members on the **Personal Profile** tab.)*
4. Click the **sign-in** link.
5. **Home Tab:** gives you News and Events as well as quick links to other websites.
6. **Directory Tab:** There are two ways to choose the records that will appear:
  - a. Click one of the alphabetical letters to display all names beginning with that letter; - or -
  - b. Choose a criteria field from the drop down list, type any letter or number in the Search box and click the Search button. Click the magnifying glass for more information.
7. **Personal Profile Tab:** Click here to display the **Family Members** page.
  - a. Click the pencil under the Edit column to edit selected information on the record chosen. When you click the Edit "pencil" you will go to the...
  - b. **Member Details** page. Toward the bottom of the page, where it says **Pertaining to Me**, the **Show Me in the Directory** option is unchecked by default. Click the Check box  to be included in the Directory. Choose which data fields you would like to show.
  - c. **Pertaining to My Family:** Click these boxes if you wish to have your family members shown in the Directory.
  - d. If you wish to change your **Password**, click the link and follow directions.
  - e. Click **Update** to make any changes.
8. **Servant Information Tab:** Click on this tab to be taken to a short survey. We ask you to complete this to provide Foundry with information regarding your **Gifts and Skills**, your **Interests**, and the **Opportunities for Involvement** which might interest you.
  - a. Click the boxes of the categories that apply to you.
  - b. When finished, click **Submit** at the bottom of the page.
9. Click **Logoff** at the upper right corner of any page to logoff Shelby WEBVIEW.

Questions? Click on **Help** in the upper right corner of the page – or –

Call Robert McDonald at Foundry: 202-332-4010, extension 251; email: [rmcdonald@foundryumc.org](mailto:rmcdonald@foundryumc.org).