



**FAIRHOPE**  
UNITED METHODIST CHURCH

**SHELBYNEXT**  
membership

## HOW TO VIEW YOUR GIVING & PRINT STATEMENTS...

- Login and click on “My Giving” in the right sidebar.
- To print statements:
  - Click on “Statement”
  - Select Date Filters and Tax Deductible options
  - Click “Download PDF” or “Email Statement”



**STAY CONNECTED**



WWW.FAIRHOPEUMC.ORG | 251-928-1148

**SHELBYNEXT** IS OUR ONLINE PORTAL FOR CHURCH MEMBERS, WHICH PROVIDES YOU WITH SECURE ACCESS TO THE CHURCH DIRECTORY, YOUR PERSONAL CONTRIBUTION HISTORY, AND THE ABILITY TO VIEW EVENTS ON THE CHURCH CALENDAR.

THE **SHELBYNEXT** PORTAL ALSO ALLOWS YOU TO UPDATE YOUR INFORMATION AND CONNECT WITH OTHER MEMBERS.



WWW.FAIRHOPEUMC.ORG

# HOW TO USE SHELBYNEXT MEMBERSHIP:

## TO ACCESS SHELBYNEXT USING YOUR COMPUTER:

- On your computer or tablet, open your internet browser and visit our login page: [www.fairhopeumc.shelbynextchms.com](http://www.fairhopeumc.shelbynextchms.com)  
Look beneath the “Login” box and click on “Forgot Password.”
- Type in your primary email address then click “Send Password”
- Check your email which contains your temporary password. Copy the password and click the link in the email to return to the Login Screen.
- Type your email address (must match the email address we have on file for you) for the username then type or copy/paste the temporary password. You will now be logged in.  
\*If your email address does not work please call the church office. We may not have your correct email or if you share an email with your spouse your username will be different.
- Once you are logged in, click on “Account” to change your Temporary Password to a permanent one that you will remember.



**STAY CONNECTED!**  
**VISIT [WWW.FAIRHOPEUMC.ORG](http://WWW.FAIRHOPEUMC.ORG)**

## TO ACCESS SHELBYNEXT USING YOUR IPHONE OR ANDROID:

- Visit the App Store (iPhone) or Google Play Store (Android) on your phone.
- Search for “ShelbyNeXt Membership” and download the free App.
- Start the new App on your smartphone or tablet/iPad.
- On the first screen, replace the word “domain” with “fairhopeumc” and then enter your email address or (username) in the space below and password you set up in the steps for when accessing through a computer web browser.
- Once you’ve logged in you will have access to the Church Directory, Groups, Church Calendar, Check-in, Giving & MORE!

\* If you do not have an email address or the email address associated with your church record is not current, you will need to contact the church to update your account and obtain a username.  
251-928-1148 or [bobbi.hobbs@fairhopeumc.org](mailto:bobbi.hobbs@fairhopeumc.org)

## WHAT YOU WILL BE ABLE TO ACCESS:

- View/edit contact information for all members of your household.
- Update profile pictures.
- View your giving record and download your statements.
- Have access to the membership directory Check-in for Sunday worship, Sunday School and ministry events.
- Register for events and small groups Ministry leaders and Small Group leaders will be able to contact their groups and take attendance. No more paper rosters!

## HOW TO CHANGE OR ADD YOUR PROFILE PHOTO:

- Login and click “View Profile”.
- Once you are looking at your record in the database, click the Pencil icon in the top right corner, then under “Picture”, click Browse, or simply drag and drop your desired picture on the specified part of the webpage.
- Select a photo on your computer, then click “OK” (or “Open”) when you are ready to make the change.
- In ShelbyNext, click the “Save” button to apply your changes.

## HOW TO PROPOSE CHANGES TO YOUR CONTACT INFORMATION:

- Log in using your username and password.
- Hold your mouse over your initials in the upper-right corner, then click “View Profile”.
- Once you are looking at your record in the database, click the “Pencil” icon in the top right corner to edit your information.
- Type in new contact information, home phone, cell phone email or address.
- \*Click the “save” button to apply your changes.

\*Note: In order to ensure consistency and accuracy, changes are not made directly, but are submitted to office staff for approval. Please allow 24 hours for changes to be made.

