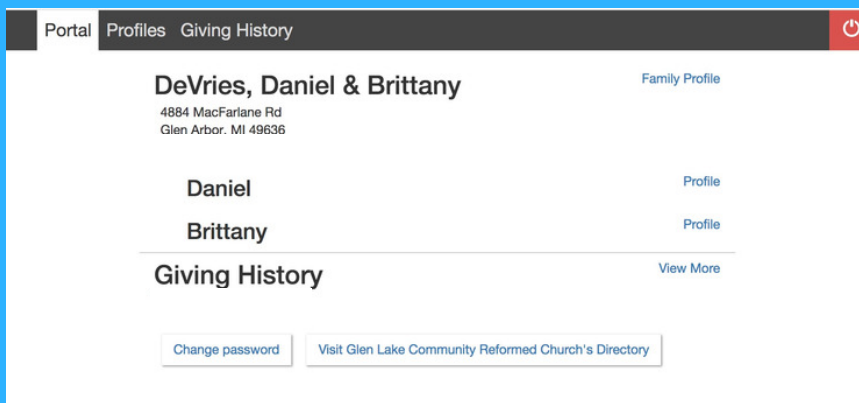


UPDATING YOUR "SERVANT KEEPER" PROFILE FOR THE DIRECTORY: GLEN LAKE CHURCH MEMBERS, REGULAR ATTENDERS, AND SEASONAL ATTENDERS

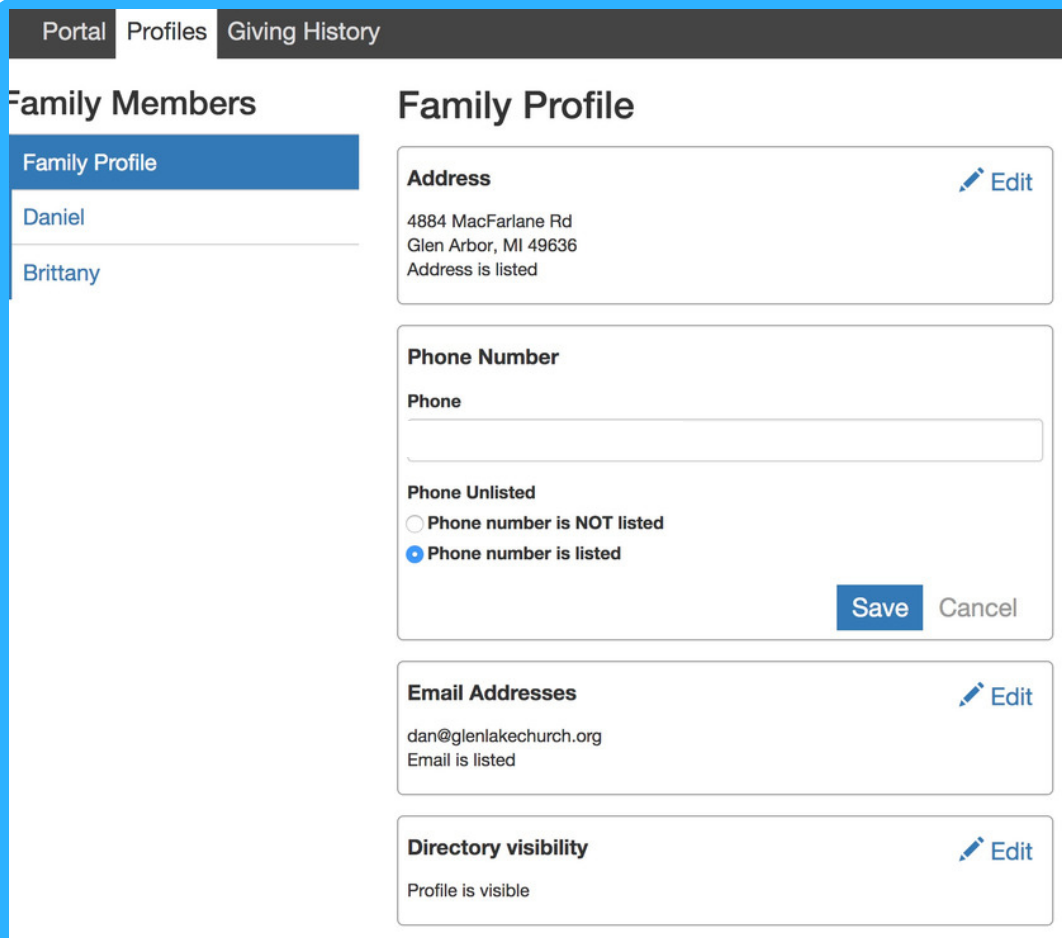


1. You should receive a link from the office if you have an e-mail on file. If you don't see the e-mail go to <https://servantkeeper.com/member-portal/glenlakechurch>. If this does not work contact the church office.

2. You will be prompted to create a password. Be sure to write this down somewhere so you can remember next time you need to update your profile. The e-mail you log in with is the same e-mail you got the link from.

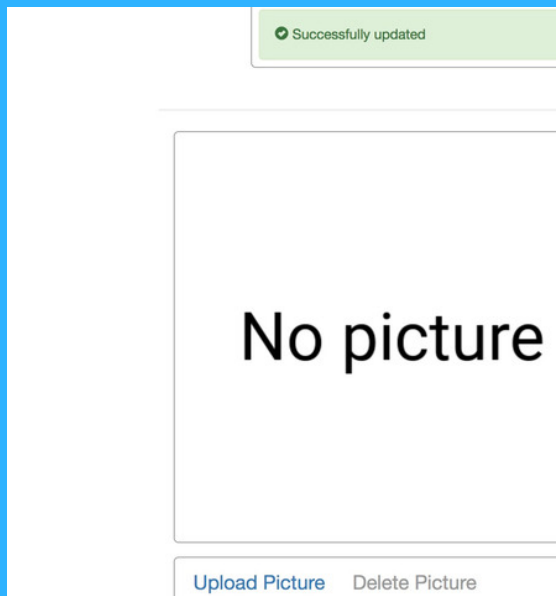


3. When you log in you will see your portal. Start by clicking on the link that says "Family Profile"



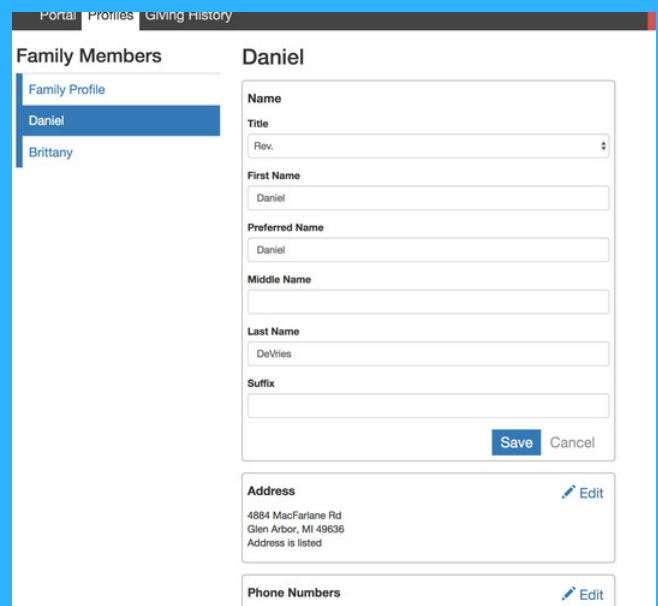
4. Edit the information in your Family Profile by selecting the blue edit button in each section. If you do not want some of your information listed in the directory, such as a phone number, simply select "XXX is NOT listed." Be sure to click save on each section. For the family e-mail, enter an e-mail that is checked most often. Please note that this e-mail address will be the one you will use to log into your family portal in the future.

UPDATING YOUR "SERVANT KEEPER" PROFILE FOR THE DIRECTORY



5. At the bottom of the page, we encourage you to upload a family picture from your computer by selecting "Upload Picture". This will help each of us get to know each other better!

6. Scroll back to the top, select an individual, and just like you did in the family section, please update each individual. Be sure to click save on each section that you edit. Again if you do not want a section of information to appear in the directory, feel free choose that option.



THANKS FOR EDITING YOUR SERVANT KEEPER PROFILE! IN THE FUTURE, PLEASE HELP US OUT BY KEEPING YOUR PROFILE AS UP TO DATE AS POSSIBLE. WHEN YOU TAKE A NICE FAMILY PICTURE, BE SURE TO UPDATE YOUR PICTURE IN YOUR PORTAL. IF YOU NEED HELP, OR NEED TO UPDATE SOMETHING THAT YOU DO NOT HAVE ACCESS TO (A NEW BABY, MARRIAGE, ETC) PLEASE CONTACT THE CHURCH OFFICE.

ONCE UPDATES ARE COMPLETE, YOU WILL RECEIVE A LINK AND PASSWORD FOR THE ONLINE DIRECTORY.