

Tutorials: Creating a UCG Account and Local Site Access

This document will explain how to create a new account for ucg.org and also explain how to gain access to separate congregational websites.

There are a number of reasons why you should create an account. For those who speak on a regular basis and want their sermons/sermonettes uploaded an account is mandatory.

Having an account also allows you to automatically get notifications of new sermons on the website. Or you can automatically get notifications of weather closings and other important notifications.

In addition those who wish to maintain websites (upload sermons etc) will need to have an account and be members of their local congregational website(s).

Before starting you will need:

1. A user name. This can be anything. Choose a user name you can remember easily.
2. A password. The only requirement is that it be at least 6 characters.
3. A valid e-mail address. You will need this to verify and activate your newly created account.

There are two stages to setup. In the first stage you'll create a ucg account. This account is your key to extended abilities and capabilities on all parts of the ucg website. If you already have a UCG account you can skip this stage and jump to the local site access section.

The second stage is to gain access to whichever local congregational websites you need. This is important for staying informed and up to date on what's happening in your local congregation(s).

It should not take longer then 10 minutes or so to finish this process.

It's pretty easy so don't be scared!

Go to the next page to get started....

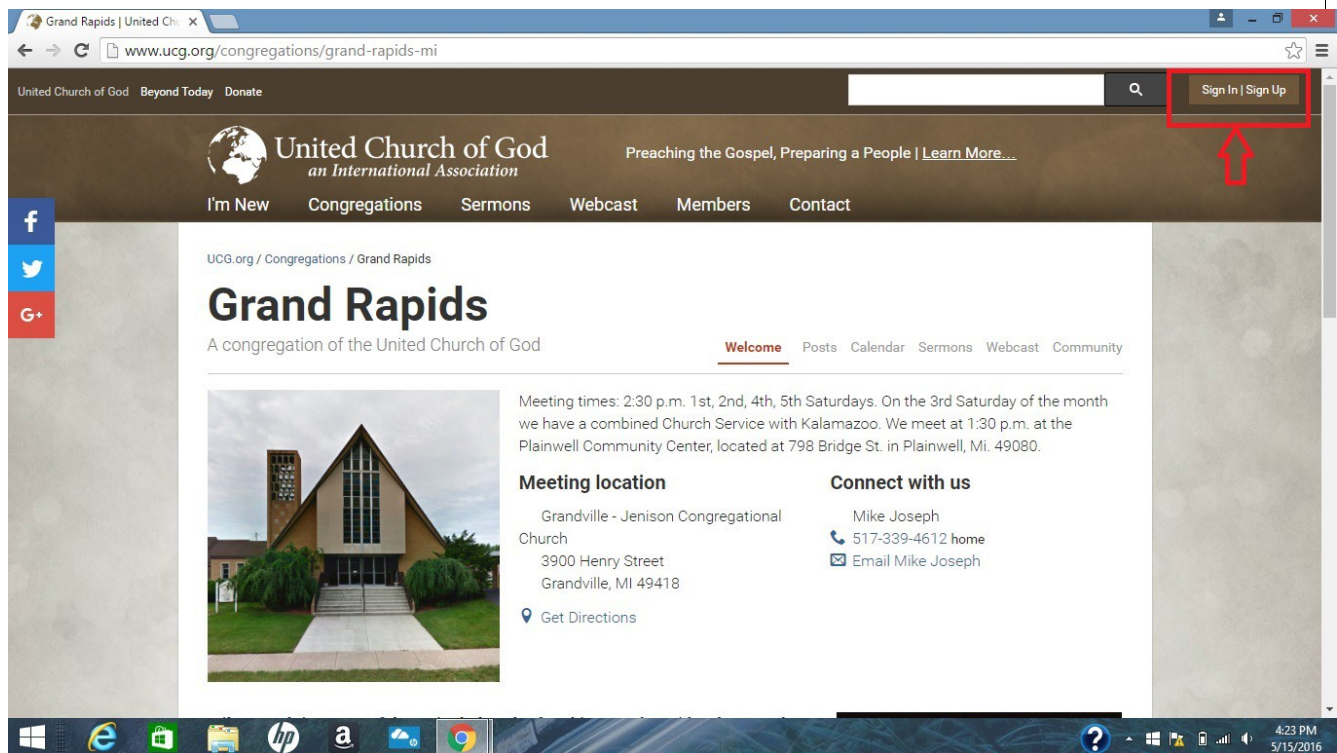
Creating a UCG Account STEP 1



Open a web browser and go to one of the following:

- Poplar Bluff - www.ucg.org/congregations/poplar-bluff-mo
- Cape Girardeau - www.ucg.org/congregations/cape-girardeau-mo
- Paducah - www.ucg.org/congregations/paducah-ky
- Henderson - www.ucg.org/congregations/henderson-ky

You should come to a page similar to this one...your page should appear instead of Grand Rapids.
After you get the right page click in the upper right on where it says "Sign In/Sign Up".



Creating a UCG Account STEP 2



After clicking “Sign in/Sign Up” you should get a screen similar to the picture below.

NOTE: If you already have a UCG account you can login and skip down to the steps for “Local Site Access”.

If you don't have an account you'll need to fill in all the information it's requesting. If you don't have an email you won't be able to complete this so make sure you have a valid email address.

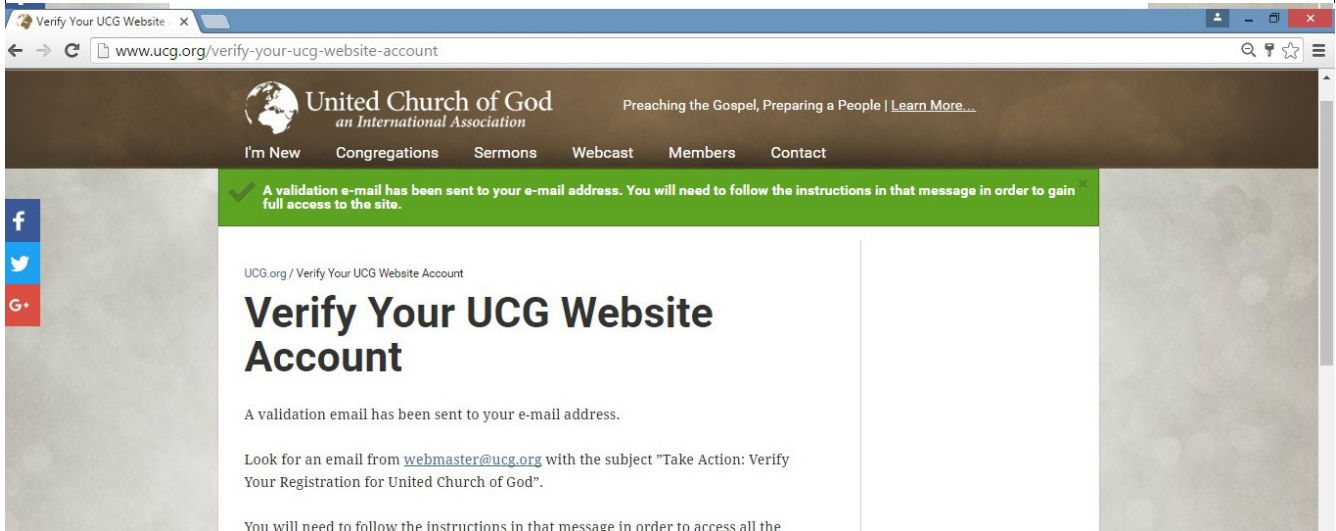
Fill in all the information including checking the box that says “Accept Terms and Conditions of Use”. After everything is filled out click on the button that says “Create New Account”.

The screenshot displays the UCG website's user interface. At the top, the navigation bar includes the United Church of God logo, the tagline "an International Association", and the slogan "Preaching the Gospel, Preparing a People | Learn More...". Below this, there are social media icons for Facebook, Twitter, and Google+, and a menu with links for "I'm New", "Congregations", "Sermons", "Webcast", "Members", and "Contact". The main content area is split into two columns. The left column contains the "Sign In" form, which has fields for "Username or e-mail address" and "Password", a "Log in" button, and a "Request new password" link. The right column contains the "Sign Up" form, which is highlighted with a red border and a red arrow. The "Sign Up" form includes fields for "First Name (and MI)", "Last Name", "Username", "E-mail address", "Confirm e-mail address", "Password strength", "Password", and "Confirm password".

Creating a UCG Account STEP 3



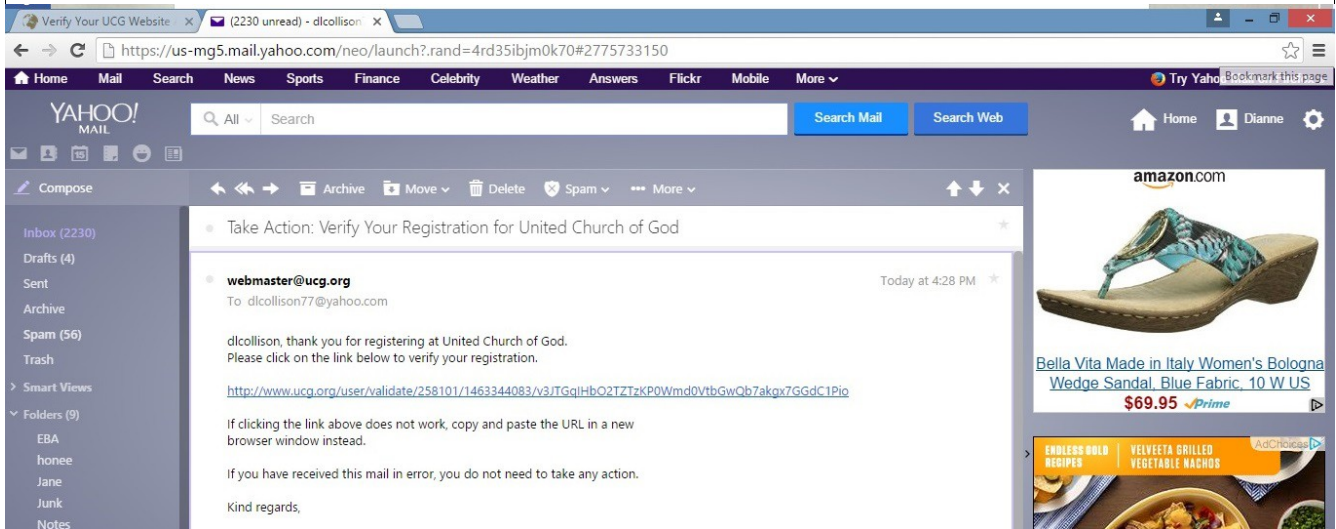
After clicking on the “Create New Account” button you should see a screen like the one below. You will now need to go to your email and open up the email from “webmaster@ucg.org”.



Creating a UCG Account STEP 4



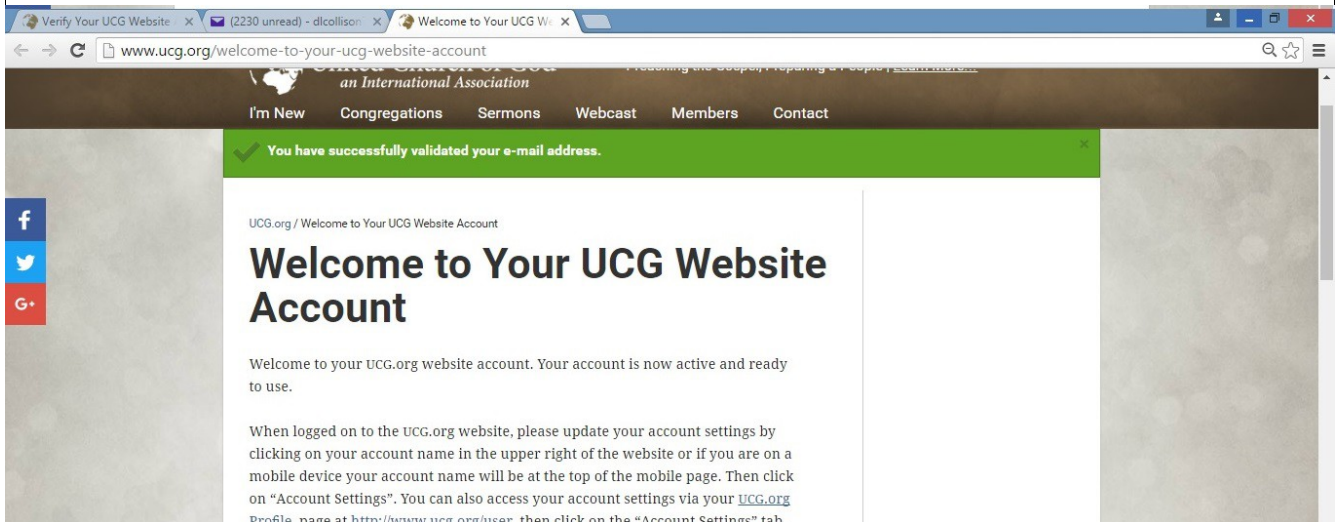
When you open up the email it should look similar to the picture below. Click on the link provided in the email to verify your registration.



Creating a UCG Account STEP 5



After clicking on the link it should take you to a page like the one below. Congratulations...we're halfway there. What we've done is to create an account on the main church website.



Good job. Now that we've setup an account for ucg.org we need to gain access to your local websites. This will be done in the next section "Local Site Access".

Local Site Access

STEP 1



To gain local access we need to go the congregation page(s) you want access to. Do that by using one of these links again in your web browser:

Poplar Bluff - www.ucg.org/congregations/poplar-bluff-mo

Cape Girardeau - www.ucg.org/congregations/cape-girardeau-mo

Paducah - www.ucg.org/congregations/paducah-ky

Henderson - www.ucg.org/congregations/henderson-ky

Once you click you should see something like the screen below. **YOU MUST BE LOGGED IN.** If you are logged in your name will appear in the upper right. If it doesn't you will need to click the "Sign in/Sign up" button and sign in with the user name and password you created previously.

After verifying that you're logged in click on the "Community" link.

Grand Rapids | United Church of God

www.ucg.org/congregations/grand-rapids-mi

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I'm New Congregations Sermons Webcast Members Contact

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UCG.org / Congregations / Grand Rapids

Grand Rapids

A congregation of the United Church of God

Welcome Posts Calendar Sermons Webcast **Community**

Meeting times: 2:30 p.m. 1st, 2nd, 4th, 5th Saturdays. On the 3rd Saturday of the month we have a combined Church Service with Kalamazoo. We meet at 1:30 p.m. at the Plainwell Community Center, located at 798 Bridge St. in Plainwell, Mi. 49080.

Meeting location
Grandville - Jenison Congregational Church
3900 Henry Street
Grandville, MI 49418

Connect with us
Mike Joseph
517-339-4612 home
Email Mike Joseph

Doug Collison

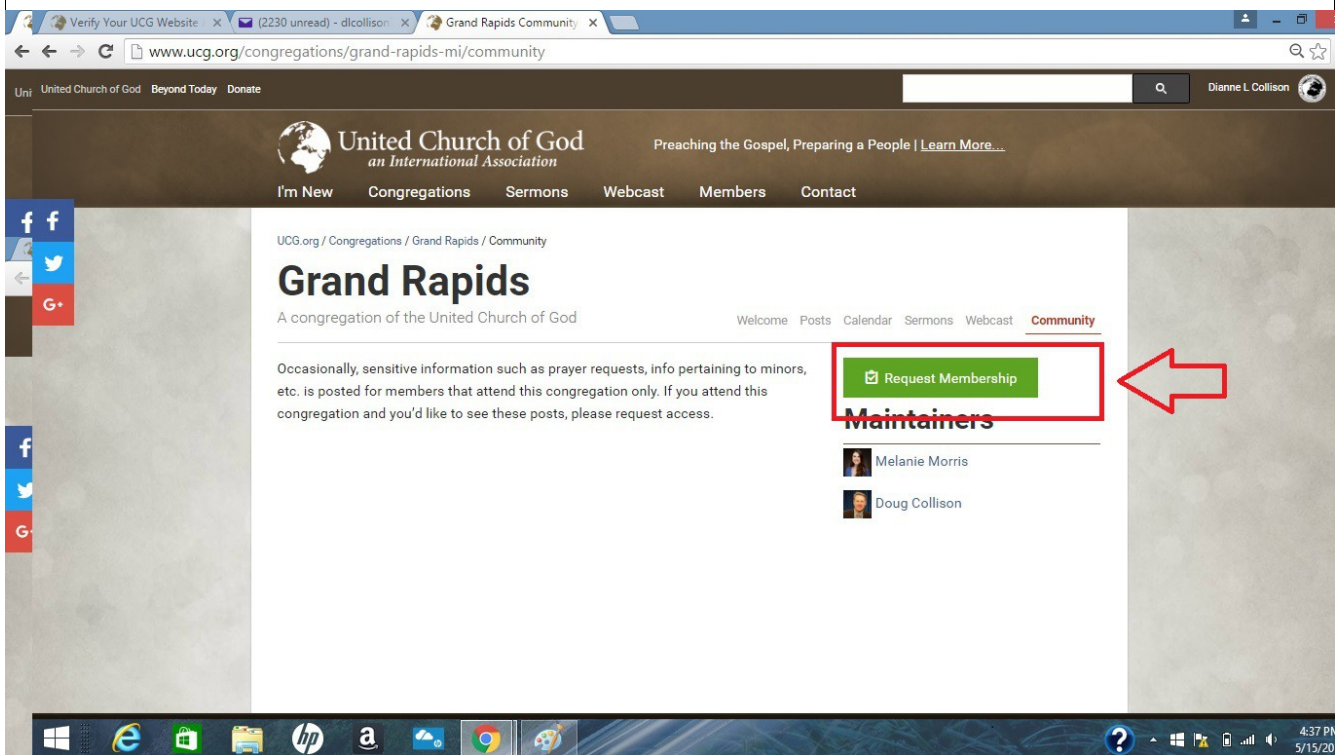
Verify that you're logged in and then click on "Community"

Local Site Access

STEP 2



Once you've verified that you're logged in and clicked on the link that says "Community" a page similar to the one below should open. Click on the green button that says "Request Membership".

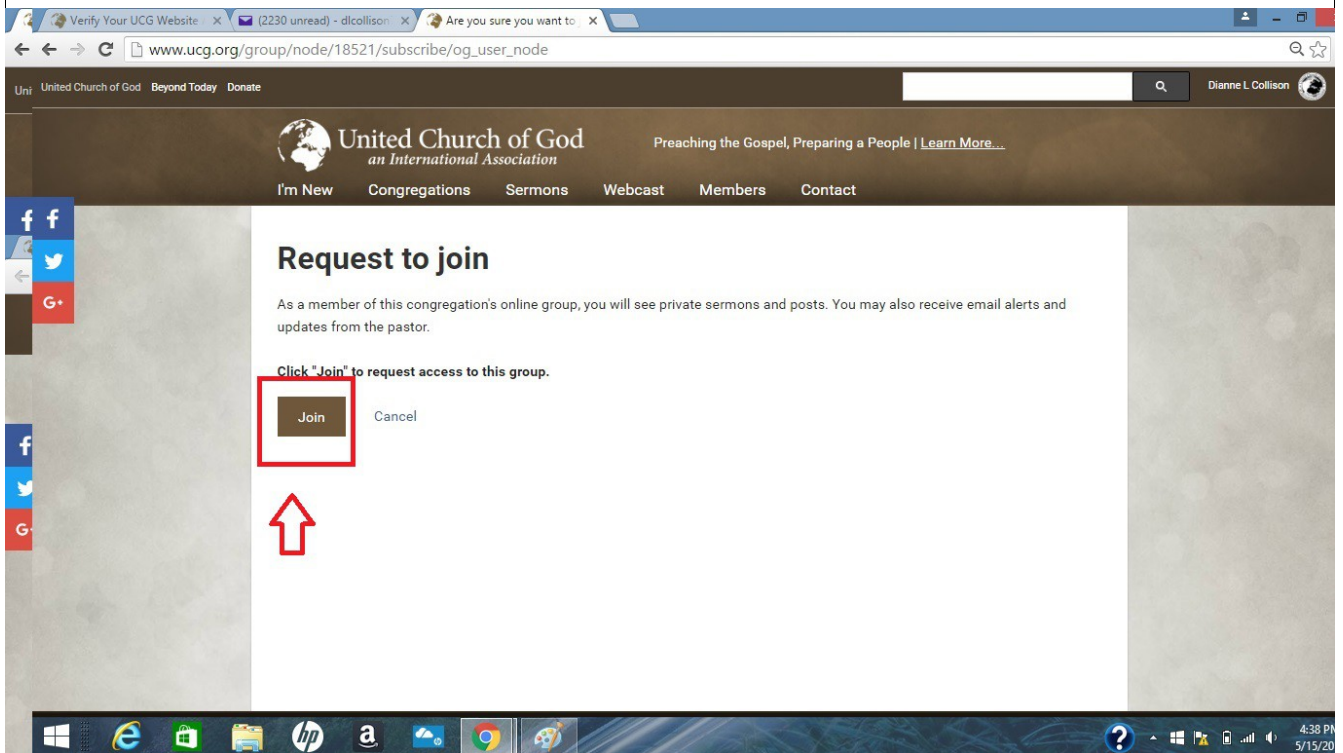


Local Site Access

STEP 2



After clicking on “Community” another screen will open that will look like the screen below. You will need to click on the “Join” button.



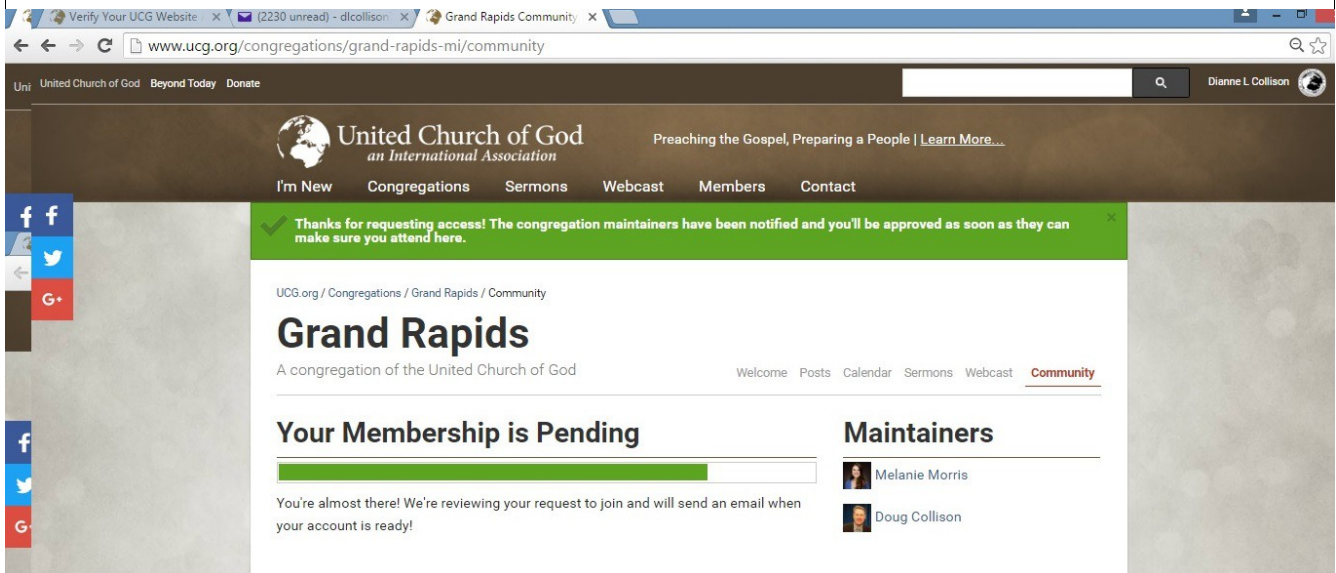
Local Site Access

STEP 3



After clicking on “Join” you will see a screen like the one below. Check your email. You will receive an email telling you that your request is pending.

NOTE: At this point there will likely be a wait. This is not an automatic process. One of the web maintainers will receive an email with your request to join the congregation website. It may take some time for the maintainer to respond.



Local Site Access

STEP 4



When your request has been approved you will receive an email that looks similar to the one below. Congratulations! You are all set. You can use this email to reference the link for the local site(s) that you need access to. If you have any questions or run into any problems please contact your local web maintainer.

