



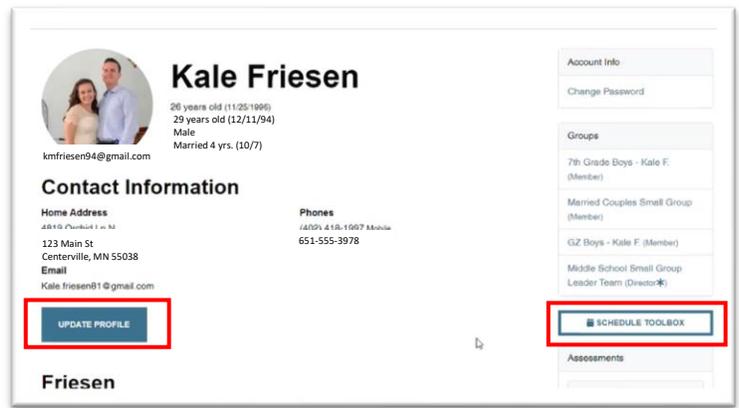
# Navigating Your my.eaglebrookchurch Account

my.eaglebrookchurch is where you can update your profile information, add new family members, request changes on your profile you're unable to do on your own, give financially, take a spiritual gifts assessment, and manage your serving schedule. This resource focuses on your profile and schedule.

## Updating a Profile

Upon logging in, your name and contact information are at the top, and any family member profiles are beneath yours.

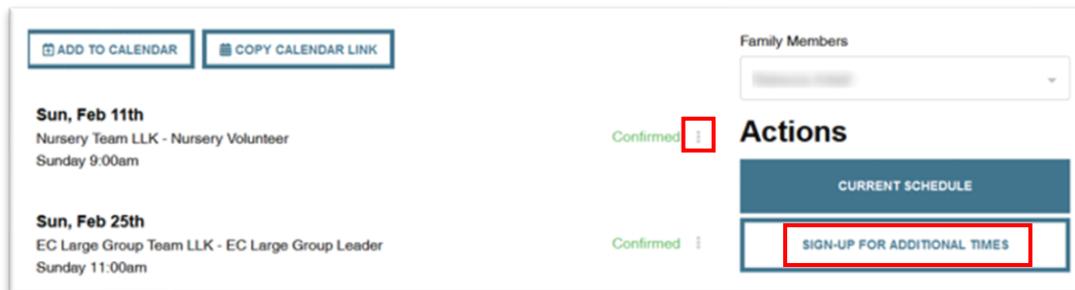
- Please double check that everyone's information is correct.
- If your profile needs updating, click Update Profile (see pic). If another family member's needs updating, click the pencil icon in their section.



## Managing Your Volunteer Schedule

Want to view your serving schedule?

Click the Schedule Toolbox button on the right (see above pic). A screen displays listing upcoming times that you are scheduled to serve:



- **If you'll be gone** when you would normally serve and that day and time is on the left, click the three dots for then (see above pic by the word Confirmed), and click Cancel Confirmation.
- **If you'll be picking up a shift outside your normal rotation**, click Sign-up For Additional Times (see pic). A screen displays, allowing you to select when you'll be serving. After doing so, there is a drop list to select which position you will be serving in. Select the one for which you are qualified and trained.
- **If you're trading serving times with someone** (e.g., a one-time thing), do a combination of those steps above. Ideally, you'll each want to decline your normal times before you Sign Up For Additional Times (whatever time you're picking up), otherwise that time may be unavailable.

## Managing Your Family Member's Schedule

Simply switch to see their schedule by using the Family Members drop list in upper right by Actions.