

Instructions for Church Center App ONLINE AND ON YOUR PHONE

Church Center is our online and smartphone portal for King of Kings Worship Center church family. With Church Center, we have a place to connect to one another through our check in to church and Schedule of events. Church Center can be accessed through either our [Web Portal](#) or through the mobile app.

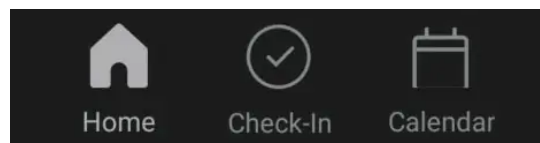
Here are instructions on setting up and using the Church Center app on your phone.

Step 1: Download and Install the Church Center App

1. Search your app store for “Church Center” or go to the [Android](#) or [iOS](#) app link.
2. Download and install the app
3. Run the app and click on “Get Started”
4. Allow Church Center to find our church. To do so, either:
Allow it to access your location & click “King of Kings Worship Center”
OR Search for our church by entering “King of Kings Worship Center” and use the zip code “07920”
5. Click on the King of Kings church logo and select “This is my church”
6. Enter your phone number. Use the phone number you have provided us for the church directory, and one that allows text messaging.
7. Church Center will text you a login code. Enter the login code in the app to continue to set up your password.
8. Click on your user profile to log in. You may optionally set up fingerprint scanning to login faster.
9. That’s it! You are all set up. From this point on, you should be logged in and you won’t need to perform these steps again.

Step 2: Using the Church Center App

We have set up multiple features for King of Kings Worship Center within Church Center, and more are to come. Most features are found using the bottom navigation menu bar that looks something like this (as we add more features or if you are part of a worship team, you may see more buttons on the bar):



- **Home:** provides our basic church information
- **Check-In:** The easiest way to check in the whole family for Sunday service, Children’s Church. Click the button, click on the service (usually Sunday service), click on the family members checking in, and click Check-In and you’re done!
- **Calendar:** View upcoming events and services

Your Account: Updating Your and Your Family's Information and Photo

1. Click on your photo or initials at the top-right corner of the screen to go into the “Account” screen.
2. To update your personal information, click on your name/photo at the top. This will take you to the “Edit Profile” screen. Click on each item to modify it. When done, click the Update link at the top-right of the screen. You may also update your personal photo from here. Click on the existing photo or the “Update Photo” link (at the top of the “Edit Profile” screen). Then upload a photo from your device.
3. For heads of households: to update your household information, from the Account screen, click on the photos or initials under the “My Household” section. It will take you to a listing of your household members. Click on each member of your household to update their information. Just like updating your own information, click on each item to edit it, then make sure to click the “Update” link at the top-right of the screen.

Note: if you need to add or remove a household member, there is a link at the bottom of the page to contact us by email. We'll be happy to help you out.