

# HOW TO USE THE HORIZON ON-LINE DiRECTORY

Do you want to know how to: Register for camps online - See the church directory - Get your tax statement before the end of January, or - Make sure your information in the church database is correct?

## Step 1 -- Getting to the Website

The easiest way is to simply click on the link at the bottom of the www.horizonweb.org website that says Church Directory. You can also get there (without going through the main website) by typing the following site in your browser -- www.directory.horizonweb.org.

## Step 2 -- See If You Are Already Signed Up

You will be at this screen. (If this is not the screen you see, click the Home tab).

Horizon Community Church Directory

home online giving registrations

Member Login

Number / E-Mail Address:

Password:

Login

News

How to Sign Up

If you have an email already on record at Horizon click on the Forgot Your Password link and enter your email. (Only click continue once and then click cancel or you will be sent an email for every time you click continue.) If the email is on record you will automatically be sent a password. If not you will need to click on the Register link. Please complete the information as we will use it to update our records and verify your identity.

Is my Information public?

Your information is not accessible by everyone on the internet or by a web crawler. Your phone number and email are viewable only by someone who has been given a password by Horizon and is logged in. You can select to make more or less information available in the Personal Profile tab.

Contribution History

The contribution history is only available under the email for the head of household. This information cannot be viewed by anyone else over the internet (not even staff).

Forget your password?

Have it e-mailed to you.

Register

Don't have a login?

Register

Quick Launch

Horizon Community Church

HBook

Calendar of Events

McAfee SECURE

ESTED DAILY 15-JAN

If you have an email address in the church database, you have already been assigned a password. To see if you are already signed up click on "Have it emailed to you" under "Forget your password?"

Forget your password?  
Have it e-mailed to you.

This window will open.

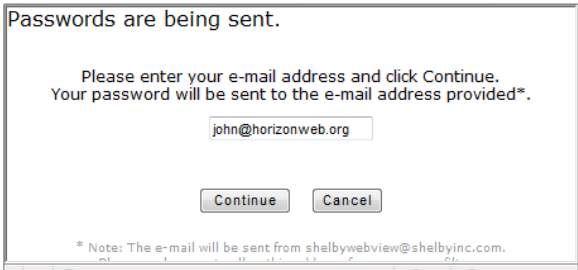
Enter your email address and click Continue.

Please enter your e-mail address and click Continue.  
Your password will be sent to the e-mail address provided\*.

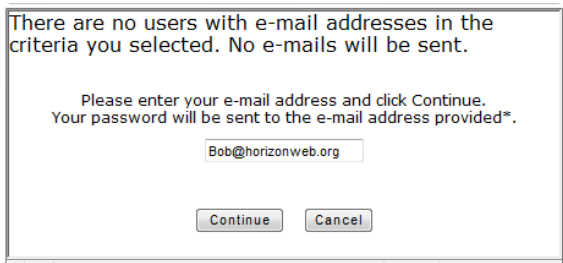
Continue Cancel

\* Note: The e-mail will be sent from shelbywebview@shelbyinc.com.  
Please make sure to allow this address from any spam filters.

If your email is in our database, you will get this message. In that case, click Cancel and check your email (you should get an email within a few minutes, if not check your spam folder). Once your password is received, go to Step 4.



If your email address is not in the church database, you will see this message. In that case, click Cancel and go to Step 3.



### Step 3 -- Sign Up

To sign up, click on "Register" under "Don't have a login?" You will be taken to this page. (This is only a partial picture of the page.)

You must enter any field marked with an \* and your address. Other information is optional but it helps the church to have complete and accurate information. Your password must contain at least one letter and one number. When you are done, click Register at the bottom of the page.

## Horizon Community Church Directory

home
online giving
registrations

### Registration Details

\* Indicates Required Field

Personal Information

Person ▼

Title:  Q

\* First and Middle Names:

Salutation:

\* Last Name:

Suffix:  Q

Birth Date:  (MM/DD/YYYY)  
The year is used for internal purposes only and will not appear in the directory.

Employer:

Position:

Occupation:

\* New Password:  (6-20 chars.)

\* Re-type New Password:

Once you have successfully registered you will get this message.

**Registration Complete**

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Thank you for registering. Please do not register again. Click the below link to continue.

[Return Home](#)

Click Return Home to go the main page. Until your registration has been received in the church office and accepted, you will only be able to access the Online Giving and Registrations tabs. When you have been accepted, you will also have a Directory, Personal Profile and Contribution History tab. We do not give access to these tabs until you have been accepted in the church office so that the Directory in particular can not be viewed by just anyone. You must be a part of the Horizon community. The Personal Profile and Contribution History tab is your own information. The information in these tabs are unique for each registrant.

## Step 4 -- Log In

Once you are signed-up and have a password, you can log in. (Remember, if you just completed Step 3, you are already logged in. Once you have been approved by the church office, you will need to log in again to see the full set of tabs.) Simply enter your email address and Password and click Login. (Tip: You can choose to use the UserID number you got in your email instead of your email address if that is easier for you.)

**Member Login**

Number / E-Mail Address:

Password:

This page will open for you.

Welcome John! | [Home](#) | [Logoff](#) | [Help](#)

[home](#) | [directory](#) | [personal profile](#) | [online giving](#) | [contribution history](#) | [registrations](#)

### Quick Launch

Add Link

-  [Horizon Community Church](#)
-  [HBook](#)
-  [Calendar of Events](#)

### News

[add new announcement](#)

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#### Contribution History

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## Step 5 -- Using the Site

The site includes six tabs which are described below. The use of each of the tabs is generally self-explanatory. A manual for use is available by clicking on Help in the upper right hand corner of each page.

### Home

This is the welcome page and contains general information and any announcements for the site as well as links to other Horizon web pages.

### Directory

This tab gives access to the Horizon directory. You can look up telephone numbers or addresses for the Horizon congregation.

### Personal Profile

This tab contains your information as stored in the church database. You can edit your information here and make sure we have the latest info, determine if there is some information you do not wish to be seen by others members, or change your password.

### Online Giving

This tab allows you to make a one-time contribution or set up an automatically recurring contribution using either your bank account and/or a debit/credit card. (We do not encourage the use of credit cards for donations except for convenience purposes only.)

### Contribution History

This tab allows you access to your contribution record. Contributions made online will be shown immediately. Other contributions will be shown within 1 to 2 weeks after they are recieved. You can also request and print a tax receipt from this tab.

### Registrations

This tab allows registration for any event which the church chooses to show online such as Hume Lake. You can register for the event and make payments online.

If you have questions or need additional information, email [john@horizonweb.org](mailto:john@horizonweb.org).