

## **Welcome to the Sugarloaf ShelbyNext website and Membership app!**

This user guide will walk you through a brief set of instructions to launch the app on your mobile device and get you logged on.

### **But first, what are the benefits of using the app??**

**1) Check-in** – The Check-in feature allows everyone who attends in-person Sunday morning services to check-in with us each week. Check-in will eventually replace the Keep in Touch Cards, continuing our transition to a digital experience. We will also use Check-in for Kids Sunday morning classes. Keep an eye out for future communications from the Kids ministry team.

**2) Contact Tracing** – The Check-in feature is VERY important! By checking in each week, you will be the first to know if circumstances arise requiring church staff to initiate COVID-19 contact tracing protocols.

**3) Directory** – The ShelbyNext software contains the Sugarloaf family Directory. It is a convenient way to help everyone stay in touch. If you are new to Sugarloaf, please see the New User slide below or speak with one of our staff at Guest Services on campus and they will be happy to help you.

sugarloaf  
UNITED methodist church

LOGIN SIGN UP

USERNAME

PASSWORD Forgot Password?

LOGIN

OR

Login with MinistryID

What's this?

<https://sugarloaf.shelbynextchms.com/user/login>

- Before downloading the **ShelbyNext Membership** app, let's see if you already have an account set up.
- Look in your email inbox. If you received a separate email from Sugarloaf UMC that says “**You have been given a Shelby Next ChMS account**” then click the “**You can login here**” link in that email and you'll land on a screen like the one on this page. (See bottom left of this page for the same link)
- Enter the username and temporary password provided in the email and click “Login” then go to the next slide.
- **Note:** If you do not have a separate email with account information, then skip to the **New User** slide below.

- After entering your username and temporary password provided in the separate email, you'll land on a welcome page like below.
- If you want to keep your temporary password, skip this next step. We encourage everyone to create a new password now by clicking the "My Info" button.

The screenshot shows a web interface for Sugarloaf United Methodist Church. At the top left is the church's logo. On the right of the top navigation bar are a help icon and a user profile icon labeled 'JT'. A dark sidebar on the left contains menu items: 'Groups', 'My Giving', and 'COLLAPSE'. The main content area displays a personalized greeting: 'Hello, Jeremiah!'. Below the greeting are two buttons: 'My Giving' (with a heart icon) and 'My Info' (with a circular profile icon labeled 'JT'). The 'My Info' button is highlighted with a red rectangular border.

- Under the “Account” tab, follow the change password instructions then hit the “**Save**” button at the bottom of the screen (*not shown here*). A message “Updated Account!” will appear to confirm your save. We encourage you to explore the other tabs and edit your information or settings as needed before logging on to the Membership app.

Jeremiah Tester

EDIT

GIVING

ACCOUNT


### Credentials

Username

Password

**To change the password, enter the new password in both boxes.**

Confirm Password

 Create MinistryID [What's this?](#)

### Settings

Receive Interactions Email Digest

Daily  Weekly  Never

Unsubscribe From Mass Emails

No  Yes

Display User IDs Beside Names

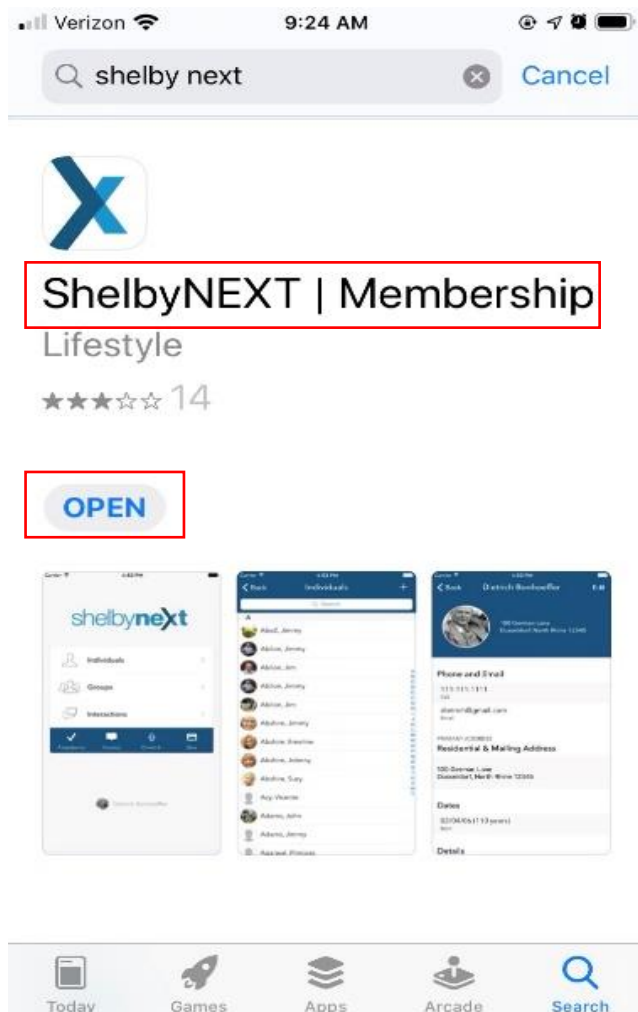
No  Yes

Timezone

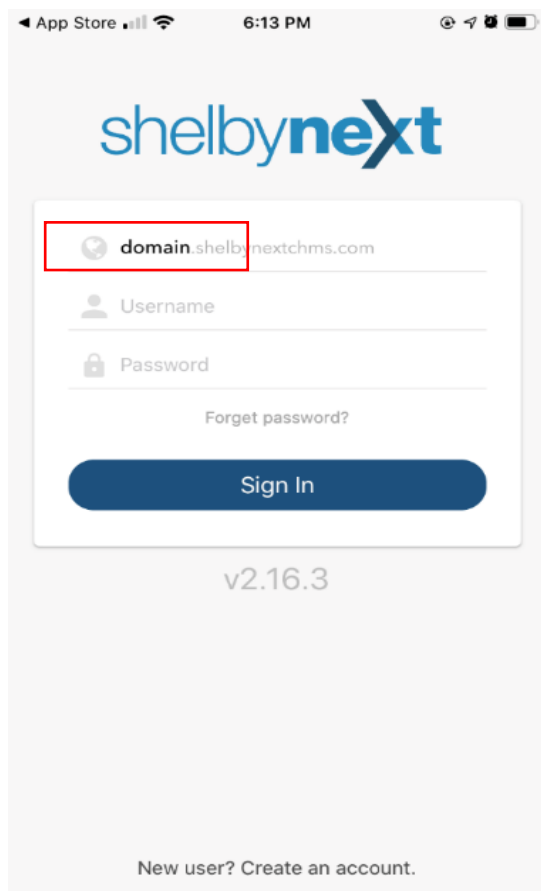
Use the Default ([GMT-05:00] Eastern Standard Time (...))

The default timezone is: [GMT-05:00] Eastern Standard Time (US/ East-Indiana).

SAVE button  
is below here

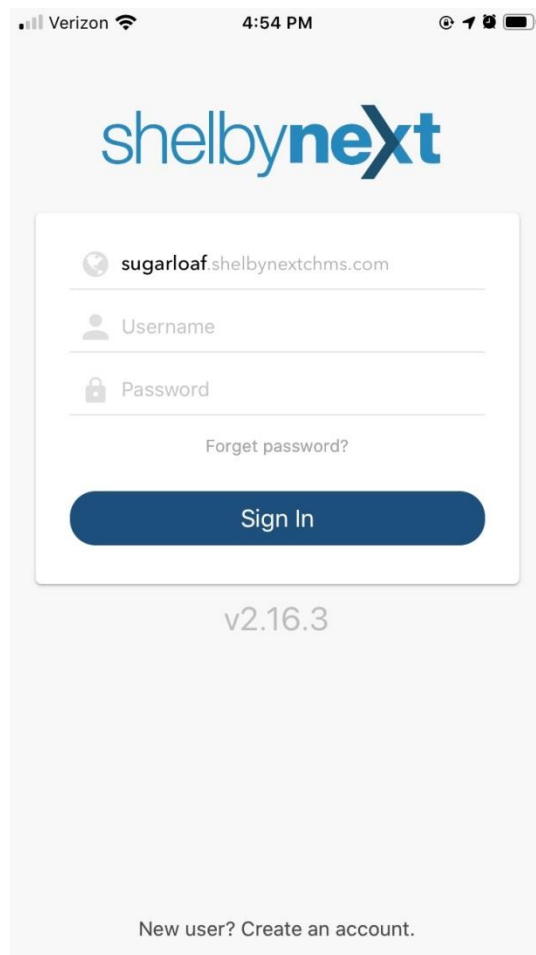


- Search the app store for **“ShelbyNext Membership”** on your mobile device to download the free app
- Download the free app then click OPEN

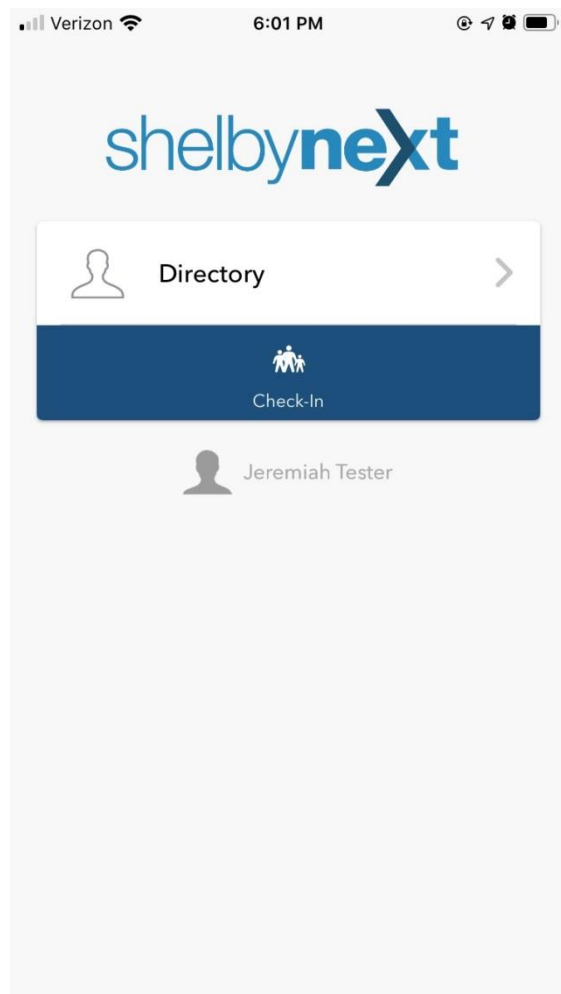


- You'll see the word "domain" is bolded on the first line
- Our domain name is sugarloaf so delete the word "domain" and type "**sugarloaf**" in its place
- After you do that the first line will read:

**sugarloaf.shelbynextchms.com**



- Now you're ready to Sign In!
- Enter your Username and Password then click the **Sign In** button.
- If you previously set up an account and you don't remember your information, try entering your Username as your First.Last name then click "Forgot password?" and follow the instructions to create a new password.
- **If you are new to Sugarloaf or if the above steps do not work, see the New User slide below.**



- Once you log into the app you should land on a screen like this one.
- Unless you are new to Sugarloaf you will see “Directory” and “Check-In” on this home screen.
- Click on **Directory** to see basic contact information for everyone in the Sugarloaf family. If any of your information is incorrect you can change it by logging on to your account here (you can’t make account changes while in the app):  
<https://sugarloaf.shelbnextchms.com/user/login>
- Note: The **Directory** is monitored by church staff and is only visible to authorized individuals to maintain confidentiality. Email [terri@sugarloaf.org](mailto:terri@sugarloaf.org) for questions.
- Now click on the **Check-In** button to explore the Check-In process



- Follow the steps below each Sunday to complete the event **Check In** process

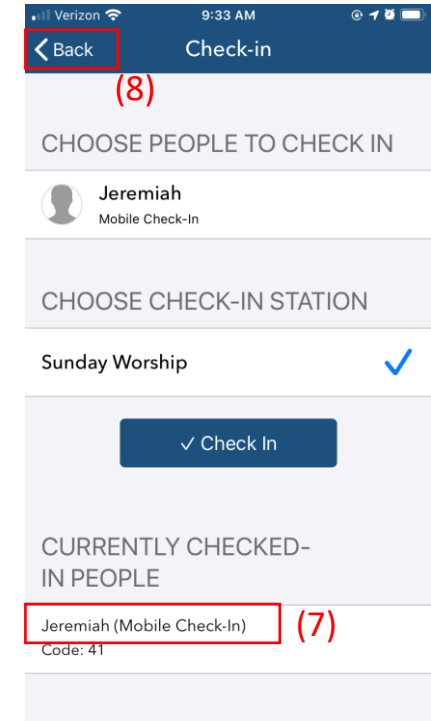
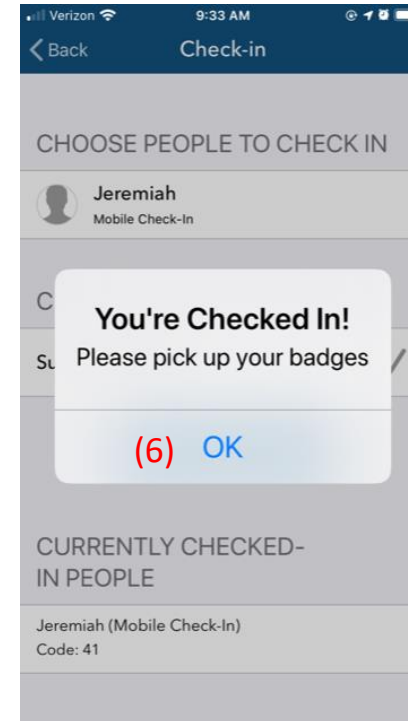
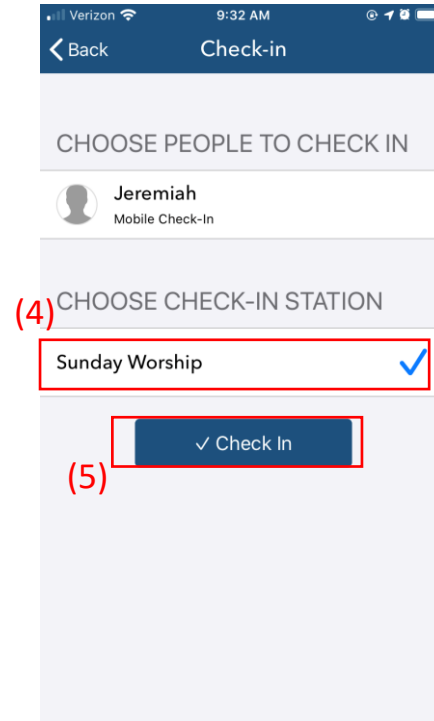
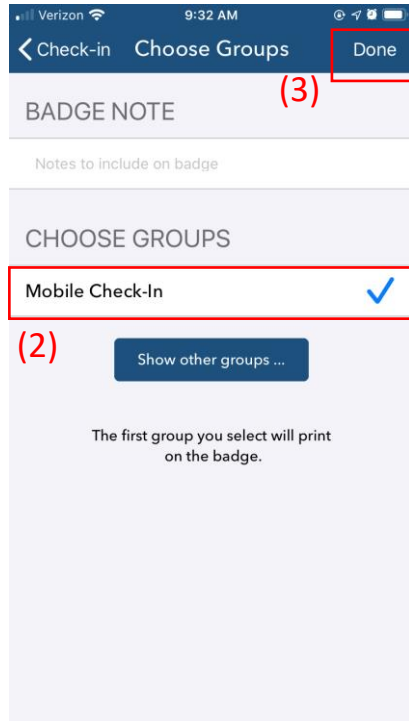
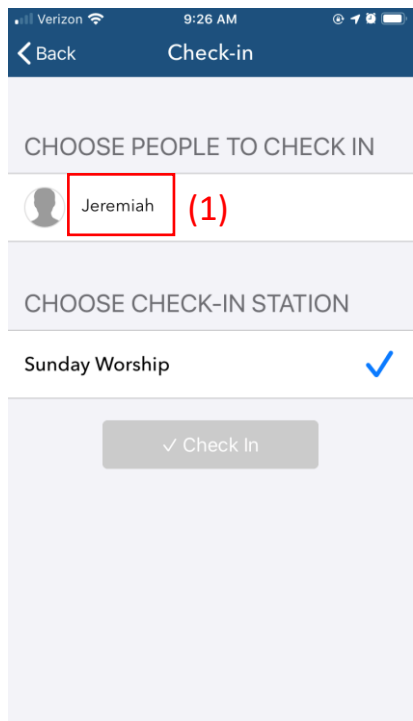
(1) Click your name

(2) Choose Mobile  
Check-In Group  
(3) Click Done - top  
right

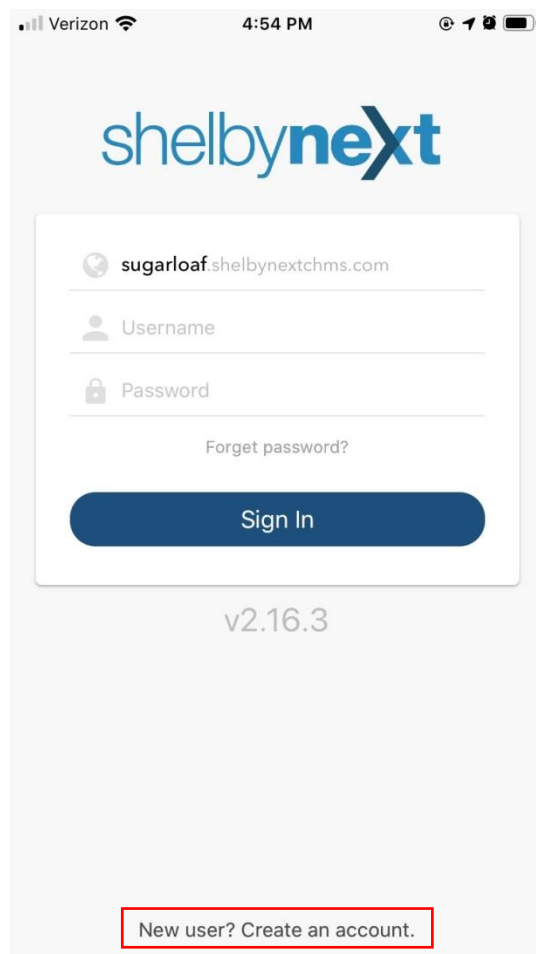
(4) Choose Sunday  
Worship  
(5) Click Check In

(6) You're Checked  
In! (Ignore the  
badges comment)

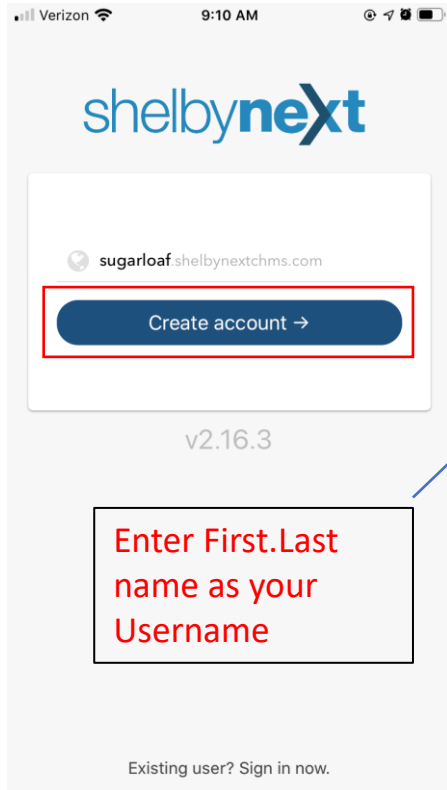
(7) Check-In status  
is at the bottom  
(8) Click Back for  
home screen



- **You are now Checked In!!**
- Here are some additional important notes:
- You can Check In when you are on campus or you can Check In before you leave your home. The Check In feature has a 20-mile radius.
  - *Do not use the app while driving in accordance with state law.*
- The Checked In status will remain the same all day. The software resets each night, clearing the status for everyone. When you log in the next week, or for a mid-week event, the status will be cleared so you can Check In again.
- If multiple family members appear on the Check In screen of the app, you can follow the same steps as above to check your family members in as well. \*\*Once SUMC resumes Kids Sunday classes you will be able to check in your children on the app and remotely print the name badges to have the badges are waiting for you when you arrive on campus. Watch out for more communication from the Kids Ministry.\*\*
- If you are a **New User**, please go to the next slide.



- **Instructions for New Users**
- **ShelbyNext Membership** app allows anyone to set up a new user account directly in the app.
- Make sure your app screen looks like this one (with “**sugarloaf**” as the domain name)
- Now click the “New user? Create an account” link at the bottom of the screen.



Cancel New Account Save

User Account

USERNAME ★  
Jeremiah.Testman

PASSWORD ★

CONFIRM PASSWORD ★

Personal

FIRST NAME ★  
Jeremiah

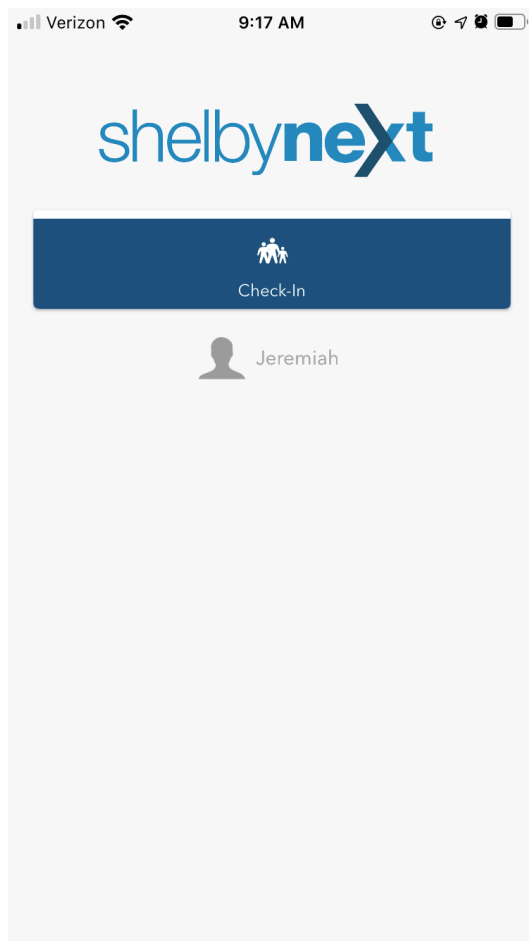
LAST NAME

PREFERRED NAME  
Testman

Phone and Email

HOME

- Click the **Create account** button
- Now enter at least the minimum required information as designated by a star. **Important:** The Username will default to First.Last name no matter what you set up as the Username on this initial setup. You can change your Username and password later by logging on to this website:
  - <https://sugarloaf.shelbynextchms.com/user/login>
- Once you have entered the minimum required information, hit the **Save** button in the top right of the screen.



- After hitting the Save button, you will return to this home screen
- You are now ready to Check In by following the instructions noted in the above slides.
- If you have any questions about the Check In process or questions about the Directory, please:
  - 1) Email [terri@sugarloaf.org](mailto:terri@sugarloaf.org) or [jeff@sugarloaf.org](mailto:jeff@sugarloaf.org)
  - 2) Look for a Guest Services desk or kiosk when you are on campus.

Thanks!!