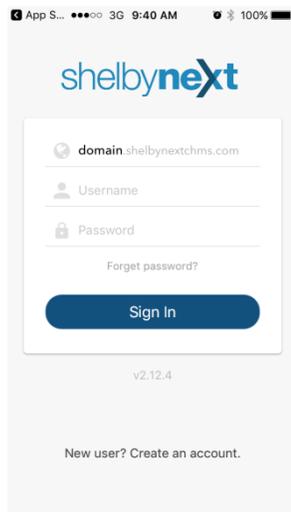


FOR PHONE ACCESS to ShelbyNext:

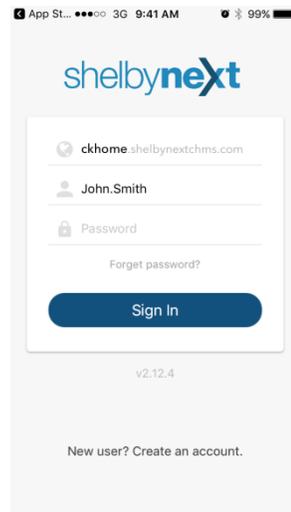
1. Download the app on your phone or tablet. Search in the **App Store** or **Google Play** for “ShelbyNEXT Membership”. Download the app and open it.



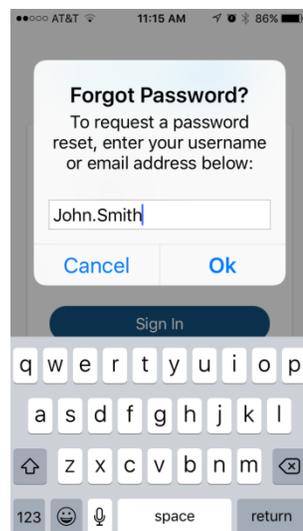
2. Concordia’s Online Directory login screen will appear (see below).



3. Enter in “ckhome” for the Domain Name. Enter your username with the following format: Firstname.Lastname. (For example, John Smith’s username would be John.Smith).



4. If you already logged into ShelbyNEXT on your computer, your login and password for the APP will be the same. If this is the first time you’ve logged into ShelbyNEXT, click **Forget Password?** and enter in either your username or email address. A temporary password will be emailed to you.



5. You will receive an email (like below) with a **temporary password** to use to log in for the first time. [If you do not see the email from Concordia Lutheran Church in your Inbox, check to see if it is in your SPAM folder.]

From: Concordia Lutheran Church <noreply@shelbynextchms.com>
Date: August 14, 2017 at 11:39:22 AM CDT
To: John Smith <johnsmith@gmail.com>
Subject: [Shelby Next ChMS] Your password has been reset.

Your password has been reset. Your new login information is below.

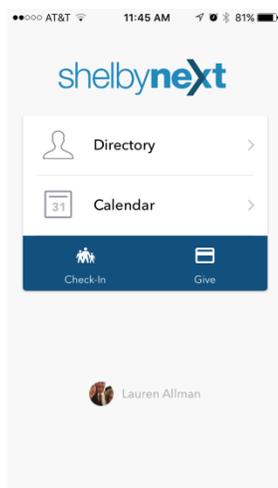
Username: John.Smith
Password: 1aaae2912a

[You can login here.](#)

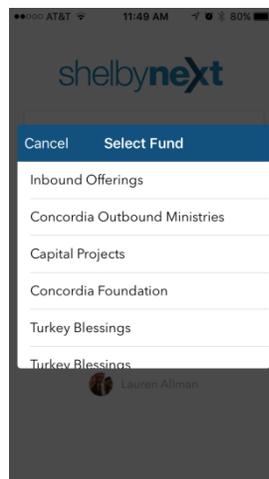
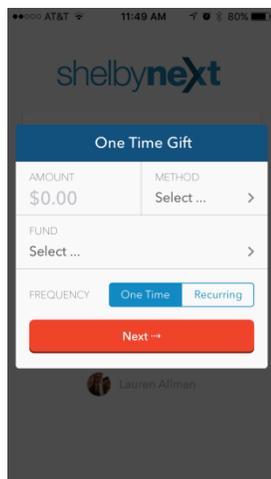
Once you login, you can change your password by clicking your name in the top right corner and then by going to the "Account" section.

--Shelby Next ChMS--

6. Click on [You can login here](#) within the text of the email. Enter your username (Firstname.Lastname) and the password provided for you in the email. This is a temporary password for you to use to log into the Online Directory for the first time.
7. The main page will come up. Click on **Directory** to access the online church directory. Click on **Calendar** to see upcoming events at Concordia.



8. If you would like to make a one-time or recurring gift online, click on **Give**. You will be able to select which fund you would like to donate to (Inbound Offerings, Turkey Blessing, Capital Project, etc), and choose one-time or recurring gift.



9. Click on your name at the bottom of the screen to see your profile and giving details. **(only you can see your giving details – you can't see others)**
- You can update your profile by clicking **Edit** on the bottom left.
 - You can also see your **Giving** information – recent giving, pledges, payment methods, and recurring gifts.
10. To exit ShelbyNext, click on **Logout** on the bottom right of your profile screen.

You can only login if you are in our database, using the name we have you listed under (ex. David vs. Dave).

If you have any problems logging in, contact Katie Mulchek at kmulchek@ckhome.org or 314-822-7772.