# NAVIGATING MYFELLOWSHIP

### THE BASICS

- Go to www.fellowshipnwa.org
- Click the Giving & myFellowship tab
- Click Log in/Register tab (upper right corner)
- Log in

## **UPDATING HOST HOME**

- 1. From the myFellowship homepage, click Menu
- 2. Click myGroups
- 3. Click on the proper cell group (should appear below "myGroups"
- 4. New page will open
- 5. On the right side of the page, click "Edit Group Info"
- 6. Change host home address.
- 7. Scroll down and press submit, to save your changes.

## **EMAILING PARENTS/STUDENTS**

- Same directions as above (1-4)
- On the right side of the page, click "Email Parents of"
- For student click "Email group"

#### BACKGROUND CHECK

- · Log in to your myFellowship account
- Under the menu tab, click on "myServing"
- · Click on "Background Checks"
- · Click on "Volunteer Registration"
- Fill out information and click submit

<sup>\*</sup>note what students don't have an email address listed, in order to contact them as well.