

Update Personal Information



Step 1 - Make sure you are logged in and in “My Account.”

The screenshot shows the user profile page for Greg Knapp. The top navigation bar includes the church logo, the name 'The Church of Eleven22', and a user greeting 'HELLO GREG'. The 'MY ACCOUNT' link is circled in red. The profile page displays a profile picture, name, age, gender, and marital status. Below this is the 'Contact Information' section, which includes home address, phone number, and email. A sidebar on the left lists various account settings and group memberships.

Step 2 - Scroll down a little more and click the “Update Profile” button.

This screenshot shows the same user profile page for Greg Knapp, but scrolled down to reveal the 'Family Information' section. The 'Update Profile' button at the bottom of the profile information is circled in red. The 'Family Information' section shows 'Foster Family' as 'Unknown'. The sidebar on the left now includes 'Next Step Response Team - Eleven22 Online (Member)' and 'New Believer Ambassador - SP (Member)'. The 'Test Mens Knapp 32250 (Leader)' group is also visible at the bottom of the sidebar.

Update Personal Information



Step 3 – Keep scrolling down until you see your info and make any changes. Make sure you keep “All Emails” and “SMS” checked. Now hit the “Save” button.

The Church of Eleven22 HELLO GREG

Email Address
gregory.knapp@coe22.com

Email Preference
 All Emails Only Personalized Do Not Email

Communication Preference
 Email SMS

Home Address Moved

1 Main Street
Address Line 2
Jacksonville FL 32250

This is my mailing address This is my physical address

Save Cancel

Step 4 – You can also change personal information for other family members by scrolling back up and clicking on “MY ACCOUNT”.

The Church of Eleven22 HELLO GREG

MY ACCOUNT LOG OUT

My Account / Group Toolbox

Groups

- Mixed Knapp/Kelemen 32082 (Leader)
- Compassion Volunteers (Member)
- Online-only Dgroups (Connector)
- Next Step Response Team - Eleven22 Online (Member)
- New Believer Ambassador -SP (Member)
- Test Mens Knapp 32250 (Leader)**
- Baptism Teachers - SP (Member)

ATLANTIC BEACHES
One Ocean Resort & Spa
THE BEACHES

Test Mens Knapp 32250

This is a group to run online tests on. Do not join. It's not a real disciple group.

Group Details:
Type: Men Only
Time of Day: PM
Day of Week: Wednesday
Childcare: No
Online Only: Yes
Group Was Launched from Discover Group: No
Meeting Method: In Person
Launching Campus:
Launching Leader: Greg Knapp

Leaders:
• Greg Knapp (Leader)

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Step 5 – Scroll down to the family member you want to edit and click on the "small pencil" icon on the right.

The Church of Eleven22 HELLO GREG ▾

Compassion Volunteers (Member)

Online-only Dgroups (Connector *)

Next Step Response Team - Eleven22 Online (Member)

New Believer Ambassador -SP (Member)

Test Mens Knapp 32250 (Leader *)

Baptism Teachers - SP (Member)

Communion (Member)

Baptism Ambassadors - SP (Member)

Next Steps Response Team-FLE (Member)

Compassion Serve Team (Member)

Email
gregory.knapp@coe22.com

Family Information
Foster Family
Unknown
[Update Profile](#)

Knapp Family

 **Anne Knapp**
Female
Married

Contact Info
(555) 555-5555 Mobile
noemail@gmail.com



Step 6 – Keep scrolling down until you see your family members info and make any changes. Make sure you keep "All Emails" and "SMS" checked. Now hit the "Save" button.

The Church of Eleven22 HELLO GREG ▾

Christmas Eve Staff Serve Opportunities (Christmas Eve Staff Serve Opportunities at SP_2023)

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Email Address *
gregory.knapp@coe22.com

Email Preference
 All Emails Only Personalized Do Not Email

Communication Preference
 Email SMS

Home Address ▾ Moved

1 Main Street

Address Line 2

Jacksonville FL 32250

This is my mailing address This is my physical address

[Save](#) [Cancel](#)