

# How Do I Change What People See On The Directory?

## Steps Summary

1. Go to church website: [www.zionhilllosangeles.org](http://www.zionhilllosangeles.org).
2. Scroll all the way down to the bottom and click on Click "Account Login."
3. Fill in your credentials and click on "Log In." (Make sure you sue the same email).
4. Click on the "My Church Profile." If you get an error message, it is because you do not have access and you need to contact the Church Office ([info@zionhillla.org](mailto:info@zionhillla.org)) in order to get access.
5. Click on the three horizontal dots next to your name and click on "Profile Visibility."
6. Toggle the blue bar to the left for any piece of information you don't want to be on the Directory.

1. Go to church website: [www.zionhilllosangeles.org](http://www.zionhilllosangeles.org)



[HOME](#) [ABOUT](#) [CONNECT](#) [RESOURCES](#) [EVENTS](#) [CONTACT](#) [GIVE](#)

[GIVE NOW](#)



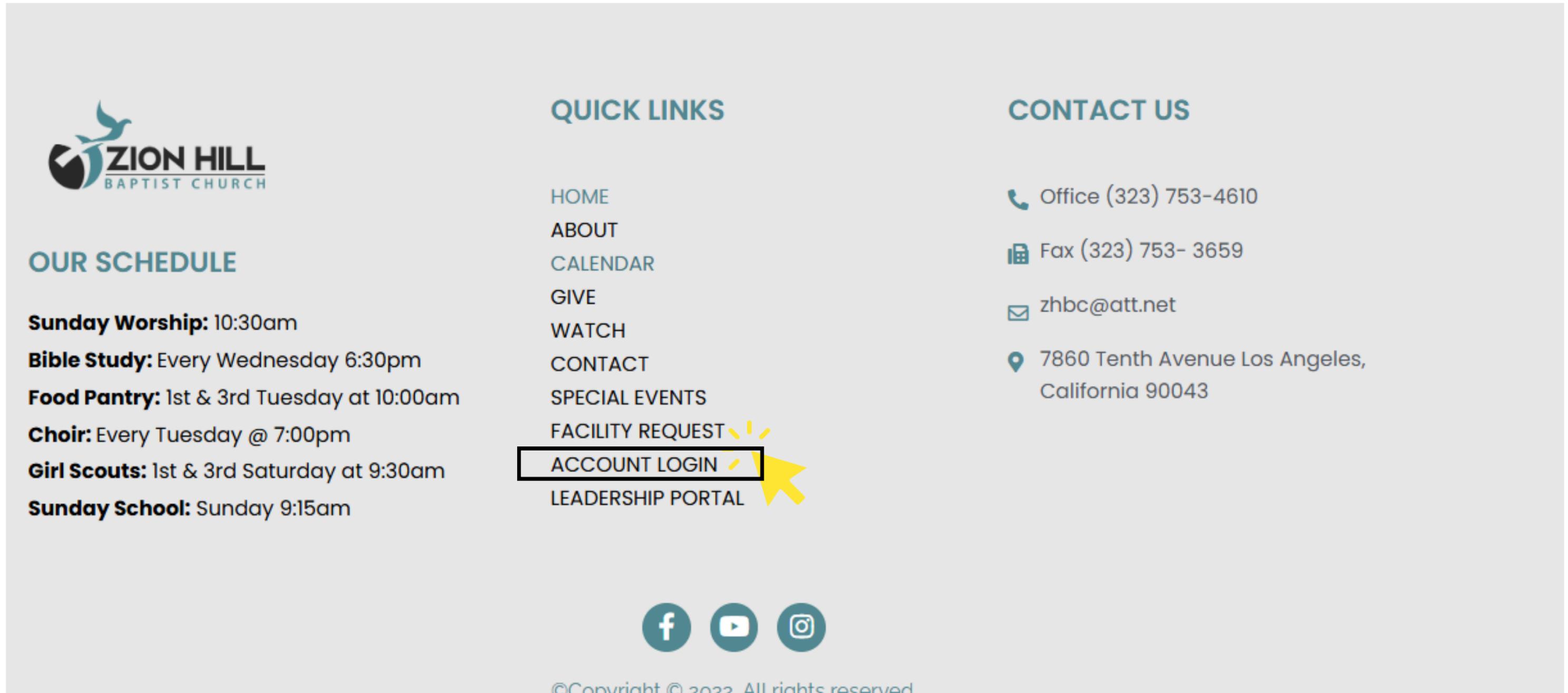
# WELCOME TO ZION HILL

Come worship with us!

[Join Zion Hill](#)

[Watch Live](#)

2. Scroll all the way down to the bottom and click on Click "ACCOUNT LOGIN."



The screenshot shows the footer of the Zion Hill Baptist Church website. On the left is the church logo and a list of activities under 'OUR SCHEDULE'. In the center is a 'QUICK LINKS' menu where 'ACCOUNT LOGIN' is highlighted with a black box and a yellow mouse cursor. On the right is a 'CONTACT US' section with phone, fax, email, and address information. At the bottom are social media icons for Facebook, YouTube, and Instagram, and a copyright notice.

**ZION HILL**  
BAPTIST CHURCH

**OUR SCHEDULE**

- Sunday Worship:** 10:30am
- Bible Study:** Every Wednesday 6:30pm
- Food Pantry:** 1st & 3rd Tuesday at 10:00am
- Choir:** Every Tuesday @ 7:00pm
- Girl Scouts:** 1st & 3rd Saturday at 9:30am
- Sunday School:** Sunday 9:15am

**QUICK LINKS**

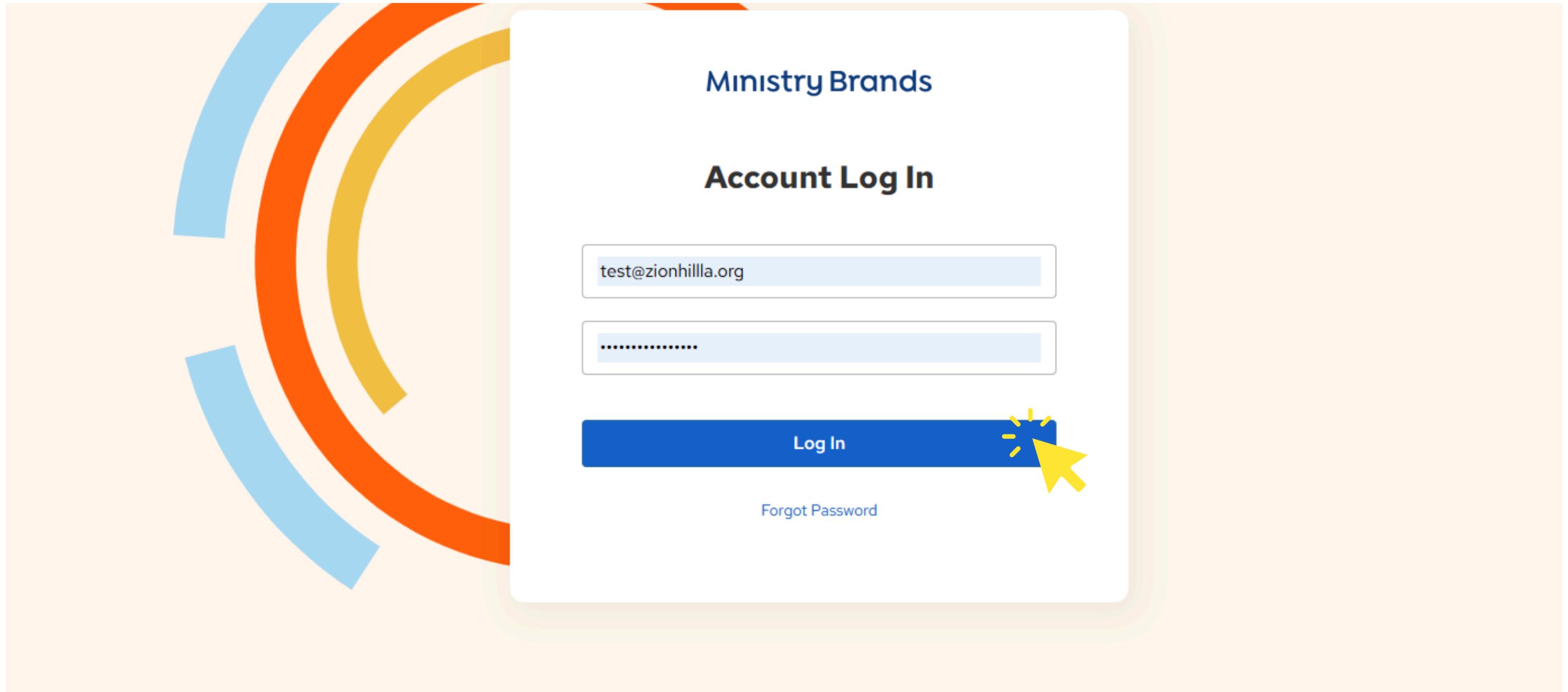
- HOME
- ABOUT
- CALENDAR
- GIVE
- WATCH
- CONTACT
- SPECIAL EVENTS
- FACILITY REQUEST
- ACCOUNT LOGIN**
- LEADERSHIP PORTAL

**CONTACT US**

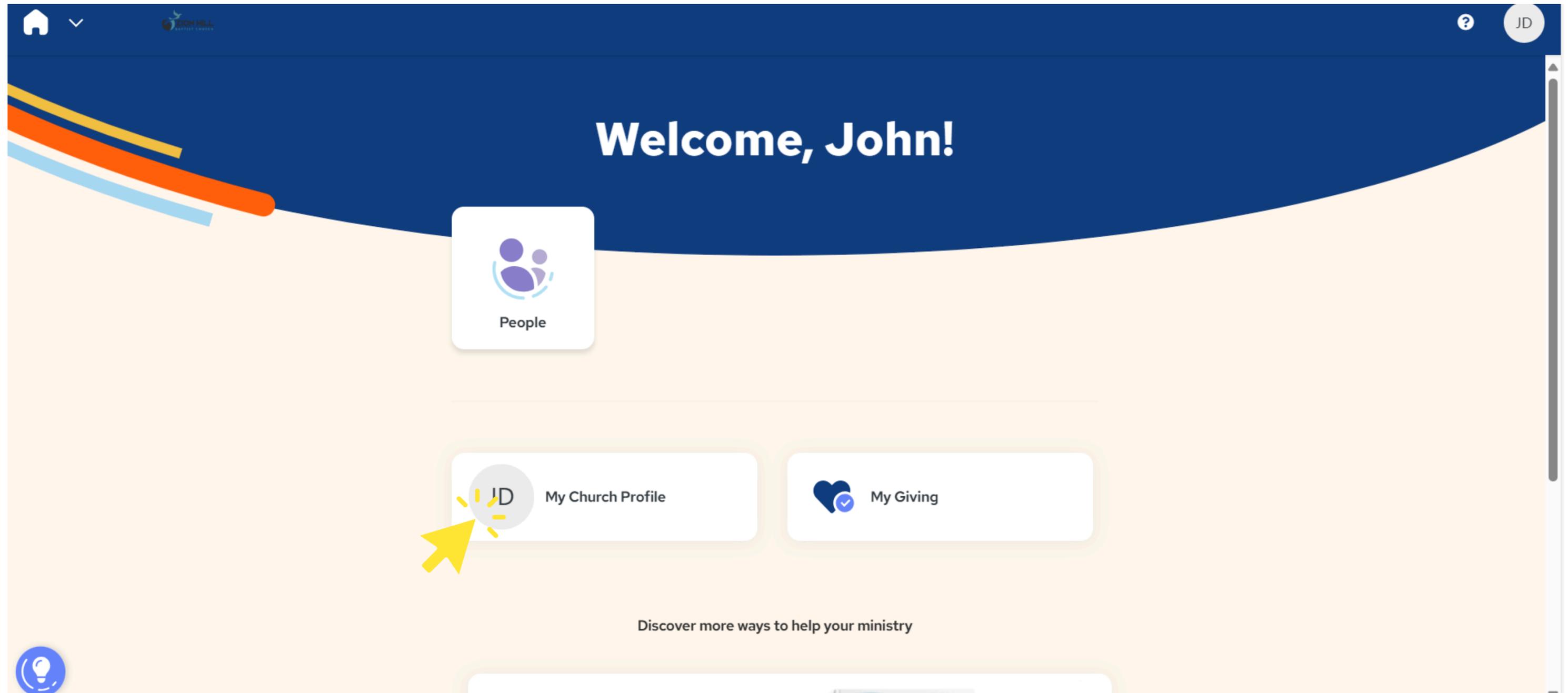
- Office (323) 753-4610
- Fax (323) 753- 3659
- zhbc@att.net
- 7860 Tenth Avenue Los Angeles, California 90043

©Copyright © 2022. All rights reserved.

3. Fill in your credentials and click on "Log In." (Make sure you use the same email).



4. Click on the "My Church Profile." If you get an error message, it is because you do not have access and you need to contact the Church Office (info@zionhillla.org) in order to get access.



5. Click on the three horizontal dots next to your name and click on "Profile Visibility."

The screenshot shows a user profile interface. On the left is a dark sidebar with navigation items: 'Groups', 'Calendar', 'My Giving', and a 'COLLAPSE' button. The main content area is titled 'John Doe' and includes tabs for 'Giving' and 'Account'. Below this is a profile card for 'John Doe (Dr. John Doe)', a male born on 10/04/1977. A 'Profile Visibility' button is highlighted with a yellow cursor, and a three-dot menu icon is visible next to it. To the right of the profile card is a 'Schedules' section. Below the profile card is a 'Contact Info' section with the following details:

PHONE (CELL)	323-777-7779
EMAIL	<a href="mailto:test@zionhillla.org">test@zionhillla.org</a>

6. Toggle the blue bar to the left for any piece of information you don't want to be on the Directory.

**VISIBILITY SETTINGS** [Close]

Configure who can view your information by using the selector below.  
Leaders can still view contact information if the church allows them to edit your record

	Personal Information	Group Leaders	Group Members	Directory
Address	Blue bar	Blue bar	Blue bar with yellow sun icon and mouse cursor	Grey bar
Address 2	Blue bar	Blue bar	Blue bar	White bar with blue outline
Home Phone	Blue bar	Blue bar	Blue bar	White bar with blue outline
Cell Phone 323-777-7779	Blue bar	Blue bar	Blue bar	White bar with blue outline
Work Phone	Blue bar	Blue bar	Blue bar	White bar with blue outline
Driver's Email	Blue bar	Blue bar	Blue bar	White bar with blue outline