



# Getting Started with Unifyer

## Accessing Unifyer

Go to the Eastridge website at [www.eastridgebaptist.org](http://www.eastridgebaptist.org) and click on the Unifyer logo

OR

Enter the following on the address bar in your web browser: <http://eastridgebaptist.unifyer.com>  
(hint: save this to your favorites)

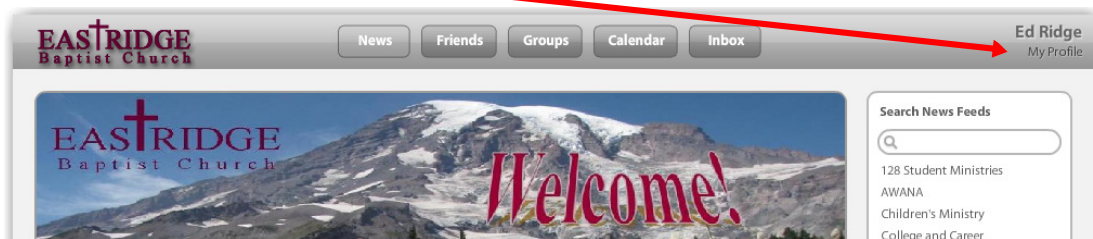
## Logging in

At the login screen, type in your **username and password\*** and click **Login**  
(the password is case sensitive; the username is not).

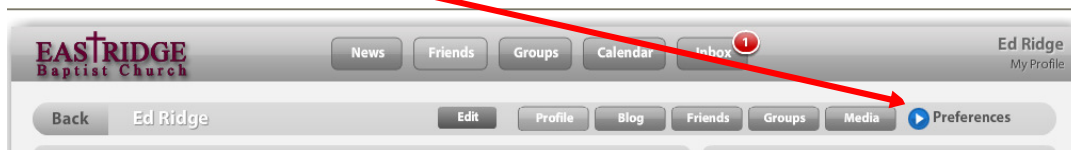
\* If you are listed in the church directory with a valid e-mail address, you should have received an e-mail containing your username and *temporary* password. If you did not receive an e-mail, please call the church office and we'll get you set up.

## Setting up your profile/changing password

1. Click on **My Profile** in the top right corner of the screen.



2. In the profile window, click on the **Edit** button.
3. As a minimum, fill in your first name, last name, gender, address, city and postal code, home phone and mobile phone (the church will be using this information for the directory). When you're finished, click the **Done** button at the top of your profile.
4. Click on **Preferences** in the Profile Window.



5. Change your password (it is case sensitive) and click **Save**.

## Adding News Feeds

Click the "News" button at the top of the screen.



On the right side of the screen, click on the **Eastridge Notifier** news feed and drag it to one of the empty gray boxes to create a “widget.” You have now **subscribed** to this news feed and will receive a notification in your Inbox and an e-mail when information is posted to this news feed. (This news feed contains information on the major events at Eastridge). **Subscribe** to any other news feeds you’re interested in. Click directly on a widget to access all the articles and media in a news feed.

### ***Joining Groups***

Click on the **Groups** button at the top of the screen. On the right side of the screen, click the name of the group you’re interested in and drag it to an empty gray box to create a “widget” Join as many groups as you’re interested in. You can also create a new group. Groups can be private\* (accessible only by selected members) or public (open for all to see). Click on the **View** option on a widget to see all the posts and media in a group.

**\*NOTE:** Even if you make a group “private,” **system administrators** can view all information in that group, including comments; the rest of the Unifyer users cannot.

### ***Adding Friends***

Click the **Friends** button at the top of the screen. On the right side of the screen, click the name of the person you want to request as a friend and drag it to an empty gray box to create a “widget.”

### ***Communicating with Comments***

Comments allow Unifyer users to communicate with each other.

- To comment on a **News Feed** *posting*, click on the appropriate News Feed widget, locate the posting and click on the **Add Comment** button in the top right-hand corner of the screen. Type your comment and click **Submit**.
- To comment on a **Group** *posting*, click on the **View** option on the appropriate Group widget, locate the posting and click on the **Add Comment** button in the top right-hand corner of the screen. Type your comment and click **Submit**.
- To “talk to” a friend, click on the **Friends** button at the top of the screen. Place your mouse over the friend’s widget and click on the **Comment** option. Type your comment and click **Submit**.

### ***Cool tools to try***

- Click on the **Calendar** button at the top of the screen to access the Eastridge calendar.
- Click on the **Archive** button when viewing postings to see a sequential list of posts in that news feed or group. This makes it easier to find the posting you’re looking for.
- Try adding your picture to your profile. Click on the **My Profile** button and click on the silhouette beside your profile information. Click on the **Upload** button in the bottom left-hand corner of the screen, locate your picture file on your computer and click **Open**. Your picture will be added to your profile.

### ***Getting Help***

If you have any questions about Unifyer or how to use a particular feature:

- Click on the **question mark** located in the bottom left-hand corner of the Unifyer screen. This will bring up the Unifyer help options.
- If you still need help, contact Eric Olson (eric.olson@comcast.net), Pete Emme (peteemme@comcast.net) or Kim Turnbull (kim@eastridgebaptist.org).
- If you forget your username, contact the church office during business hours at 253-630-2327.