Saint Mary Missionary Baptist Church
1460 Kenneth Avenue
Shreveport, LA 71103

CHURCHTRAC ONLINE

ChurchTrac Member Access

The Member Access feature allows members of your church to access and update their own profiles. Members can also access their own contribution statements, picture directory and church calendar events as well.

Each member **must** have their email address already entered in their Membership profile. *Only those members that have an email address entered in their Membership profile will be able to access and use the Member Access feature.*

Important: *To have your email added to your Membership profile, you must fill out the St. Mary BC Member **Access Form** on the church website.*

Step 1. Open browser.

To access the St. Mary BC Member Access Page, go the church website at **www.stmarybc.org** and click on the **ChurchTrac Member Access Button** in the right corner.

Step 2. Get a Passcode.

First time users, Type in your email address and click the link *I do not know my Passcode or I do not have a Passcode.* After clicking the link, a verification code will pop up. You will be emailed an access code to the email address that has been entered in their Membership profile. *(Please check your Junk Mail folder if you have not received the email).*

Step 3. Check your email address.

First time users once you click the link you should get a message to check your email for your generated passcode. After checking your email you can now enter in your email address and the passcode you received in your email.

Non first time users, enter your email address and passcode. *The Passcode is a secure, randomly generated password that cannot be changed at this time.*

Step 4. Log into your profile.

Once you have logged into Member Access, you will be able to view and update their profile, as well as the profiles of your family members.

Step 5. View your profile.

If the information is available you will be able to view your profile, member directory, photo directory, contribution history, and church upcoming events. *(There is some Profile Information that you will not able to update yourself)*

Your Profile | Directory | Photo Directory | Giving History | Calendar | ⚙ | Sign Out

Your Profile – Update your birthday, gender, phone number, email address, marital status & mailing address

Directory – View members contact info. *(Only families where this field is set to "Yes" will be visible to other members when viewing the membership access directory. Families who do not wish to share their contact information with other members should set this field to "No" in order to be excluded from the membership access directory.)*

Photo Directory – View uploaded member's pictures

Giving History – Members are able to view and/or print their own Contribution Statement

Calendar - View listed public church events

Cogwheel ⚙ - To change passcode (Password requirements: upper and lower letters, number and symbol.)

Other Profile Information: Your profile has other information that is pertinent to your membership profile. Please schedule with the Office Administration to view and update the following fields if needed.
 - *Membership Joined By (Letter or Christian Exp.) and Membership Date*
- *Baptism Date*

Step 6. Sign Out.