

## Adjace for Restoration Covenant Church

### I. INTRODUCTION

What is Adjace all about? Well, it is an awesome way to help people feel more connected faster! People from Restoration have this tool to help them feel more confident in learning and remembering people's faces and names. It allows for people to connect outside of Sundays by providing contact information, perhaps offering a way to call, text, or send notes of encouragement, thanks, congratulations, birthday or Christmas cards, and so on.

Put simply, Adjace is an online church directory tool that enables our attenders to access contact information for one another. People can update their own information and portrait. It is a simple yet helpful tool.



### II. CREATING A USER ACCOUNT

STEP #1 - make sure your information is already in the church database

- In order to use Adjace, the email you register with must already be a part of the church database. This happens when you submit a Connection Card for the first time in worship, or...
- Alternatively, if you still need to submit this info for the first time, go to [restorationcov.adjace.com/Profile/New](http://restorationcov.adjace.com/Profile/New), fill in your information and click **Submit**
- NOTE: For those with [Planning Center Services](#) accounts, this will be the same email as that

STEP #2 - follow these steps to set up an account

- In a web browser, go to [restorationcov.adjace.com](http://restorationcov.adjace.com)
- At the top-right, click **New User**
- Enter your email address and create a password
- Click **Register** (you will be sent a confirmation email)
- Confirm your registration, and you are all set!

### III. UPDATING PROFILES AND USING THE DIRECTORY

To add or change your profile information or picture, follow these steps:

- Log in at [restorationcov.adjace.com](http://restorationcov.adjace.com)
- At the top-right, click [*Your Email Address*] > **Profile**
- Choose a profile to edit (your profile is linked with your household) and click **Save Changes**
- Be sure to add a portrait

To view the directory

- At the top-left, click **Directory**
- Search or scroll through households, A-Z, and click who you are looking for. Easy as that!

Questions? Contact Lacey Skoglund at [info@restorationcov.org](mailto:info@restorationcov.org)