

## myAllSouls Church Life App FAQ Tip Sheet

Please email [myallsouls@allsoulschurch.org](mailto:myallsouls@allsoulschurch.org) with any questions

**These instructions are for accessing myAllSouls via app ACS Church Life**

### 1. How do I get the app?

Download “ACS Church Life” through your app store (Google Play or the App Store). If the app is not in your app store, you can access the app via [www.churchlife.mobi](http://www.churchlife.mobi) from your mobile browser.

### 2. How do I log in to the app?

Open the ACS Church Life app. Log in with the same email and password you use for myAllSouls.org. **\*\*Note: you must log in via myAllSouls.org to request a log on before you can use the app.**

### 3. How do I search for someone?

The app opens immediately to the directory. To search for someone, simply type in their name and then tap their contact line.

### 4. Can I make changes to my information on the app?

Yes! Find yourself in the directory (see #3). Hit the pencil icon to the far upper right hand corner. Here you can edit phone numbers, email addresses, and physical addresses. **\*\*Note: you can only edit your and your family's information, you cannot edit anyone elses**

All changes will send a change request; these requests are applied every hour. You may not see immediate changes in your information.

### 5. What is that little icon in the upper right hand corner on someone's contact page?

That icon will save that person's information to your phone's personal contacts. If you select it and already have that person in your phone's personal contacts, the information in the app will replace that existing information.

### 6. How do I look at the calendar?

Tap the three-line menu icon in the upper left hand corner. Tap “Calendar”. List view is the default view; it lists all public events in the Calendar. To filter for a specific calendar subset (such as Children & Youth or Choirs), tap the filter icon, the first icon on the right hand side. To go to a month/day view, tap the second icon on the upper right hand side.

### 7. How do I make a one time or recurring gift?

Tap the three-line menu icon in the upper left hand corner. Tap “Give”. A mobile browser page will open, follow the prompts to make your gift. **\*\*Note: there is a payment minimum of \$3. For gifts smaller than \$3 please contact [accountingassociate@allsoulschurch.org](mailto:accountingassociate@allsoulschurch.org)**

### 8. How do I register for an event?

Tap the three-line menu icon in the upper left hand corner. Tap “Register”. A mobile browser page will open, select the event you would like to register for and follow the prompts.

### 9. How do I get back to the people directory?

Tap the three-line menu icon in the upper left hand corner. Tap “People”