

# shelbynext

ShelbyNext is our church database and online directory program. Through ShelbyNext, you can see contact information and photographs of Highlands members, as well as our calendar and other ways to be involved in the life of the church. It is a good way to get to know your church family and put names together with faces. If you do not want to be included in the directory, you may opt out, however, *please note though that if you opt out, you will no longer be able to access the directory.*

You will shortly receive an email from [noreply@shelbynextchms.com](mailto:noreply@shelbynextchms.com) with temporary login credentials. Be sure to check your spam/junk folder! If you are a new member, do not receive a login information email, or for any other reason cannot locate your login information, please email Mary Elizabeth Neal at [maryelizabeth@highlandsumc.net](mailto:maryelizabeth@highlandsumc.net) for assistance. Once you have your login credentials, visit [www.highlandsumc.net/shelbynext](http://www.highlandsumc.net/shelbynext).

Our online directory can also be accessed from the ShelbyNext app!  
Just search “ShelbyNext Membership” in your app store.  
*Be sure to download ShelbyNext Membership, not Giving or Check-In.*

The first time you open the app, you will be required to sign in.  
To log in on the ShelbyNext Membership app:

1. Open ShelbyNext Membership on your smart phone or tablet.
2. Tap on the word “domain” and type **highlandsumc** (See picture)
3. Enter username and password information from the login credentials email you received and tap sign in.



Once you have accessed your ShelbyNext account, you can submit changes to you and your family’s information, view your groups and giving history, and update your login information. *Any changes you make to your information will be sent to the church office for approval before updating to the online directory. Thank you for your patience!*

- To edit information:
  - From a web browser: Click on the edit button at the top of the screen and update any incorrect information. Be sure to click Save when you are finished.
  - From the app: Tap on your name at the bottom of the page and update any incorrect information. Be sure to tap Save when you are finished.
- To change username or password:
  - From a web browser: Click on the Account tab and update information in the Credentials box. Be sure to click Save when you are finished.
  - From the app: Tap on your name at the bottom of the home screen. Scroll to the bottom of your record and tap Change Password. Enter new password and tap OK.
- To change photos:
  - From a web browser: There is currently no way for users to update photos from the web version of ShelbyNext. Email the photo you would like to use to [maryelizabeth@highlandsumc.net](mailto:maryelizabeth@highlandsumc.net) and we will upload it for you.
  - From the app: Tap on your name at the bottom of the home screen. Tap on the picture icon at the top of your record, then tap Edit and either choose from your photos or take a new one.

For further assistance with ShelbyNext, please contact Dick L’Eplattenier at [dick@highlandsumc.net](mailto:dick@highlandsumc.net), Mary Elizabeth Neal at [maryelizabeth@highlandsumc.net](mailto:maryelizabeth@highlandsumc.net), or call the church office at 205-933-8751.