

Zion Christian Church
ZCC APP
Managing Family Members Guide (V2)

Date: 05 October 2024

Disclaimer

For confidentiality reasons please avoid sharing your password or any screenshots with personal information e.g Date of Birth, Email addresses, phone numbers, Home addresses, etc

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1. MANAGING FAMILY MEMBERS

a. Prerequisites

This guide works with the assumption that you have an active account on your app and you have internet connection.

b. What is a family?

The meaning of a **family** in the context of the ZCC App is different from the normal family setup. A family in the context of the ZCC APP is as follows:

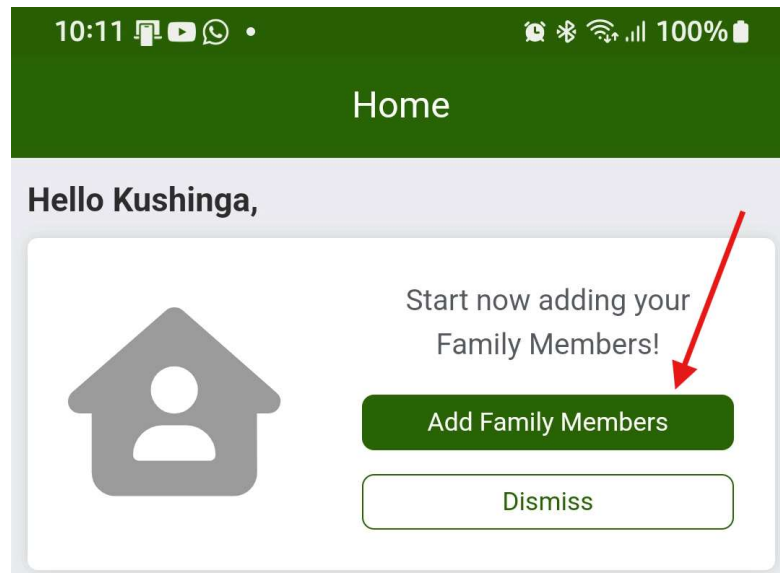
1. Members who are biologically related or stay together.
2. The primary account holder can be anyone be it the father, sister or the child. The relationships are determined by the primary account holder.
3. A Family **only** covers 2 generations. Either the Father/Mother and their spouse and their **unmarried children** irrespective of the age **OR** a child, their unmarried siblings and their parents.
4. Anyone who is married, divorced or widowed will have a separate family independent of other members.
5. Some cases als include grandparents and grandchildren because either the parents are late or Non Zionists. These can form a family.

c. How to add a family member

1. Depending on whether you have added family members during registration or not. There are 2 options to navigate to adding family members.

Option 1 - Alerts

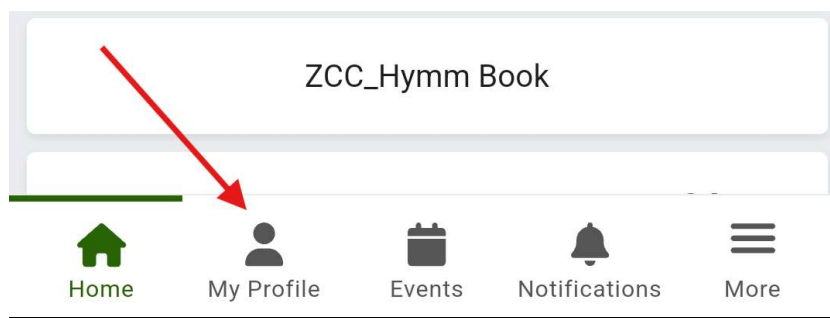
As soon as you open your app on the home page/screen you will see an alert at the top. Click or tap on **Add Family Members**



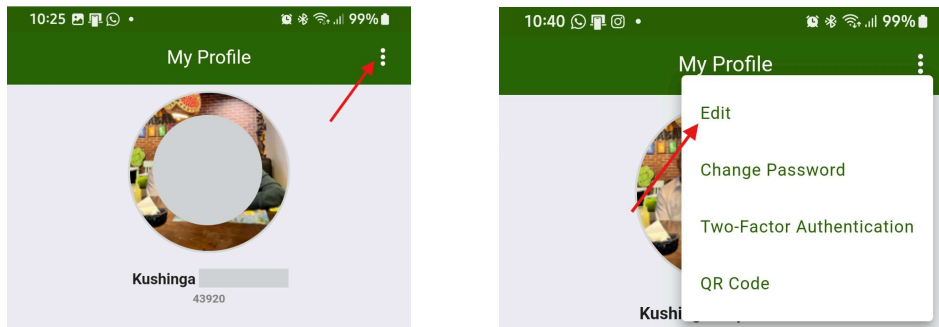
Option 2 - But editing your profile

If you once added some members during registration, you can add members but editing your profile using the following steps:

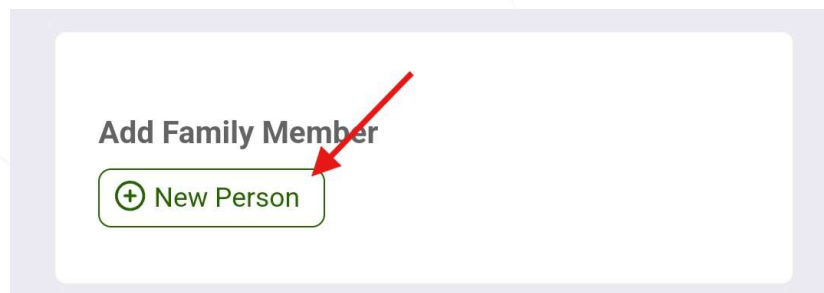
Either click on Profile on the Bottom Navigation Panel or to click on **More or Hamburger Menu** ≡ at the bottom right. On the top left with your name, tap on that to open your profile.



2. On the top right, click on the **vertical menu (3 dots)** \vdots . On the Menu options click on **Edit**



3. Scroll to the bottom and tap on **New Person**.



4. You will see available options and you can pick an option of your choice (*Grandparent, Parent, Primary, Spouse, Child, Sibling, Other*). In this case we will pick a spouse. Fill in all the required information and picture and on the top right click **Add**

For members under the age of **18** you can leave the email field empty unless they already have their email address. **For the email field, you must use a valid email not a dummy email.**

10:47 98%

← Add Person Add

First Name *
Daina

Last Name *

Middle Name

Nickname

Birthdate *

Mobile Phone *
00263

☐ Do Not Text

Email *
@gmail.com

☐ Do Not Email

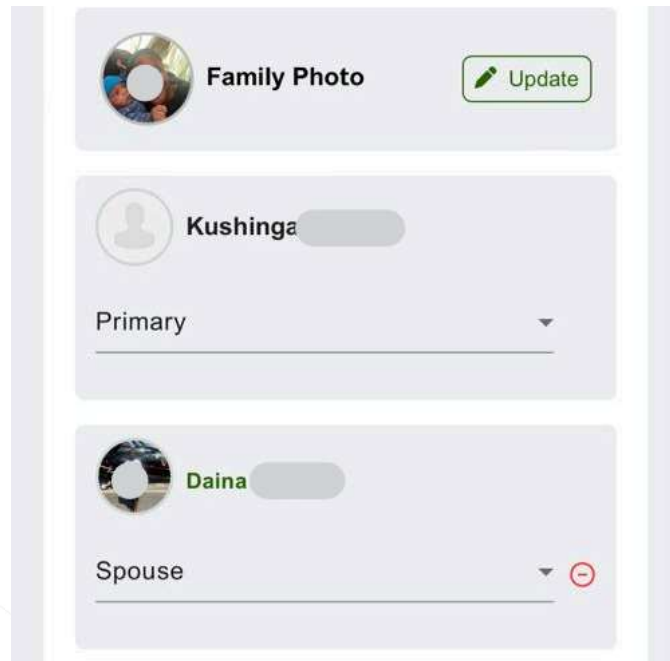
Home My Profile Events Notifications More

5. The app will autoload a new page with the family details. You can also update your **Family Photo**.

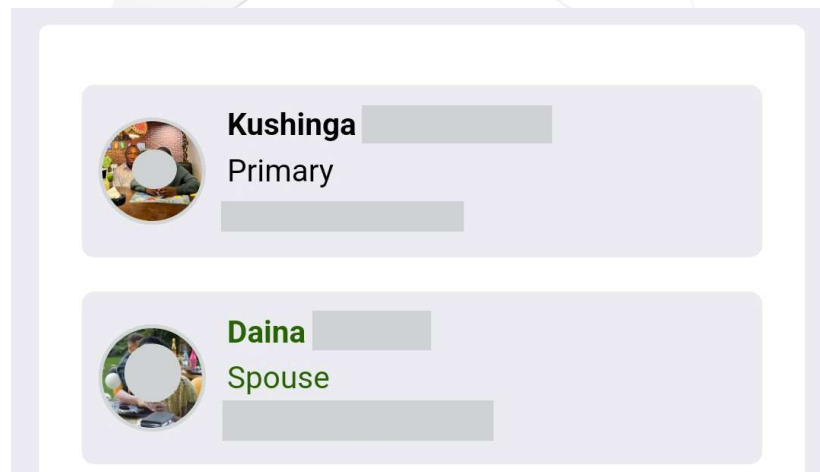
It will show the name of the primary account holder and the newly added members. From this stage you can also make the following changes or updates:

- Updating the primary account holder's details

- Changes the relationship of the new member you want to add
- Change the new member detail but tapping on their name and editing their details



6. Once you are done, click **Save** on the right corner, you will be redirected to your profile and scroll to the bottom to view the new updates.




7. The newly added family member will receive an email with their login credentials to their account.





For now they have a **profile**. They can use these details to login to their **account**.

d. Login as an added family member

You can follow the same login steps in the [Registration Guide](#).

If you are not signed in, on the top right corner click on this icon  and you will be welcomed by the login page.

Enter the **email** and **password** you used when you registered on the app.

In the password input field you can toggle between  and  to either view or hide your password as you type.

1. Enter your email address and the password you received via email.

← ZCC Zion Christian Church - M... 👤

Email
@outlook.com

Password
.....

Forgot Password?

Log In

2. During the first login, the system will ask you to change the current password to a password of your choice.

Change Password

Please change your password to start using the app.
The old password is the password sent to you by email while registering.

Old Password *
.....

New Password *
.....

Cancel Save

Once you have entered the new password, click save. Once it's successful, you will be automatically logged in.

3. From now on, you have to login using your email and your new password.

e. Frequently Asked Questions

1. **What is the difference between having a profile and having an account?**

When a person is added as a family member, they will have a **profile** on the app. When you login to your personal account using your email and password then you have an **account**.

You can have a profile but not an account. Once you have an account you also have a profile. Whether you have a profile or an account you both have app numbers.

2. **What is the minimum age to have a personal account?**

There is no age limit on having an account. As long as you can login to your personal account under your family otherwise it will stay as a profile.

3. I was registered as a family member and later on opened my individual account. How can I delete the other number?

You will need to first delete the individual account you opened at a later stage. After deleting that account, reach out to support for assistance to login to the family account.

ZCC