

ShelbyNext Personal Account Access

- Check-in from your phone
- Access the church directory
- Make contributions
- View your giving records
- Update your own contact information

ShelbyNext—What is it?

- ShelbyNext is our ESCOC church database system. It also incorporates our financial giving system and child check-in system.
- ShelbyNext can be accessed through a web browser or through an app installed on your phone or tablet.

Download and Configure the ShelbyNext Membership App

ShelbyNext can be accessed through a web browser or app. We recommend that you download the app to get the best experience. Please note that there are three apps in the app store related to Shelby: ShelbyNext-Membership, ShelbyNext-Giving, and ShelbyNext-Check-in. *The only app you need is ShelbyNext Membership.*



<https://tinyurl.com/ShelbyNext-Android>



<https://tinyurl.com/ShelbyNext-iOS>

To use the app, you will be asked to log in using your log-in credentials.

Domain:

Username: *

Password: *

**If you forgot your Username or Password, use the instructions below under “Obtain and/or Recover Your Username and Password” to recover it.*

Obtain and/or Recover Your Username and Password

All members and participants at ESCOC can have access to ShelbyNext for managing their contact information, giving records, and child check-in. It is recommended that each adult have his or her own account.

Using a Web Browser	Android or iOS App
<ol style="list-style-type: none">1. Visit the ESCOC ShelbyNext portal: http://eastsidecoc.shelbynextchms.com2. Click "Forgot Password"3. Type the email address associated with your church record.*4. Click "Send Password." An updated password will be sent to you automatically by the ShelbyNext system.5. Check your email for your username (usually different from your email address) and new password. Be sure to check your spam folder.	<ol style="list-style-type: none">1. Download and open the app.2. At the log-in screen, type in the following domain: eastsidecoc.shelbynextchms.com3. In the "user name" field, type the email address associated with your church record.*4. Click "Forgot Password."5. Confirm that the email address entered in step 3 is displayed. Then, click OK." An updated password will be sent to you automatically by the ShelbyNext system.6. Check your email for your username (usually different from your email address) and new password. Be sure to check your spam folder.

**If you do not have an email address or the email address associated with your church record is not current, you will need to contact our membership secretary to update your account and obtain a username and password. membership@eastsidecoc.com.*

Check In

The Check-in feature is only accessible from a mobile device (Android or iOS) within 1/4 mile of the church. You will need to make sure location services are activated on your mobile device and that you are within the allowed distance. You will also need to have configured the app using the instructions above.

Android Devices	iOS Devices
1. Open the app and click on "Check-In"	1. Open the app and click on "Check-In"
2. At the top of the screen, click, "Select Check-in Station,"	2. Choose a single person from your family
3. Choose a single person from your family	3. Choose the group(s) you are checking him/her into
4. Choose the group(s) you are checking him/her into	4. Click "Done"
5. Click "Done"	5. Repeat steps 2-4 for additional people
6. Repeat steps 2-4 for additional people	6. Under "Choose Check-in Station," select test-station
7. At the bottom of the screen, click "Check-In"	7. At the bottom of the screen, click "Check-In"

Make a Contribution

Contributions can be made using a laptop/desktop web browser or using the mobile app. In order to use the app you will need to have configured it using the instructions above.

Using a Web Browser	Android or iOS App
<ol style="list-style-type: none">1. Visit the ESCOC ShelbyNext Giving portal: https://www.eastsidecoc.com/"fill in URL"2. Log in using your ShelbyNext username & password.3. Use the "Give Now" link to submit a contribution.	<ol style="list-style-type: none">1. Open the app and click on "Give."2. Enter the amount you wish to contribute.3. Select your payment method from the "Payment Method" drop-down list. Or, if you have not set up a payment method, click "Add new payment method."4. Choose the fund/purpose from the "Fund" drop-down list. This tells ESCOC how to direct your contribution.5. Optionally, enter a memo or comment in the "Optional Fund Comment" field. For instance, you may enter a memorial note or a purpose/fund that is not listed in the drop-down list.6. Optionally, choose your desired recurrence pattern from the "Recurrence" drop-down list.7. Click the "Give!" button.

View Your Contribution History

Your contribution history is secure and is only visible using your login. Please note that if you and a spouse make contributions together as a family, both spouses will be able to view the family giving records. If you make contributions independently, you will only be able to view your own giving records from your login. To update your giving records, including how your giving records are accounted (family or individual), please contact the church finance office.

Using a Web Browser	Android or iOS App
<ol style="list-style-type: none">1. Visit the ESCOC ShelbyNext Giving portal: https://www.eastsidecoc.com/2. Log in using your ShelbyNext username & password.3. Use the "My Account" link to view and/or print a record of your giving history.	<ol style="list-style-type: none">1. Open the app.2. Android: Click on "My Profile." iOS: Click on your name on the home screen.3. Click the "Giving" tab.

Edit Your Personal Information

ESCOC does not share your personal information with any third party. Only your name, contact information, and photo are visible to other church members using ShelbyNext Directory feature.* You may edit and update this information, together with additional personal information not visible in the directory (e.g., birthday), using a web browser or the ShelbyNext app.

Note: In order to ensure consistency and accuracy, changes are not made directly, but are submitted to the ShelbyNext administrator for approval. Any change requests will be processed within two business days.

Using a Web Browser	Android or iOS App	
<ol style="list-style-type: none">1. Visit the ESCOC ShelbyNext portal: http://eastsidecoc.shelbynextchms.com2. Login using your ShelbyNext username & password.3. Use the "My Account" link to view and/or print a record of your giving history.	<ol style="list-style-type: none">1. Open the app. <p>Android</p> <ol style="list-style-type: none">2. Click on "My Profile."3. On the "Profile" tab, click the button with the three vertical dots at the bottom right corner of the screen.4. Click "Edit"5. Change and update your information as needed.6. Click the checkmark button at the top of the screen to save.	<p>iOS</p> <ol style="list-style-type: none">2. Click on your name on the home screen3. On the "Details" tab click the "Edit" button at the bottom of the screen.4. Change and update your information as needed.5. Click the "Save" button at the top of the screen to save.

**Only members are included in the Directory by default. You may request to add or remove your information from the directory by contacting the Membership Secretary, membership@eastsidecoc.com.*