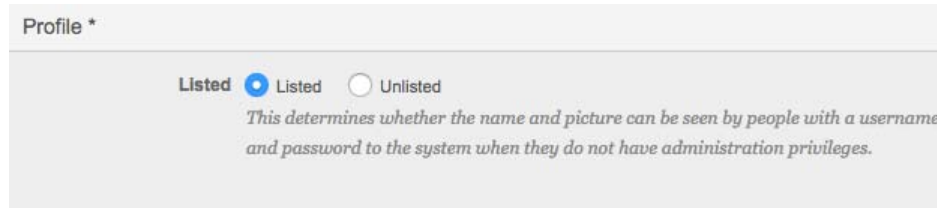


How to adjust privacy settings in First Focus

1. To begin, open your profile by clicking on your picture or initials in the top right corner of the screen
2. Click the **Actions** button and select **Privacy Settings**
3. First choose Listed or Unlisted

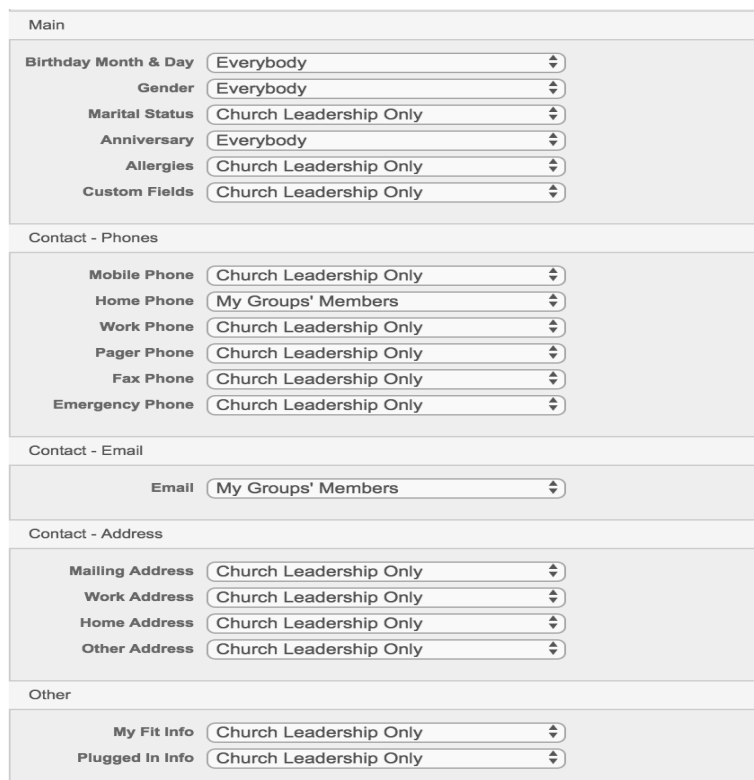


Profile *

Listed Unlisted

This determines whether the name and picture can be seen by people with a username and password to the system when they do not have administration privileges.

- If you choose **Unlisted**, there are no other options to choose
- Click **Save** when you are done
- If you chose **Listed**, then a list of fields are displayed
- You can set the privacy level of each of these fields independently
- You have 3 levels of privacy to set for each field, they are:
 - **Everybody** - Any church member or Sunday School member who logs in can see this data
 - **My Groups Members** - Only profiles marked as participants of **Members Interact** groups can view this data
 - **Church Leadership Only** - Only users with **at minimum** Limited Read privilege can view this data
- Make your choices per field
- Click **Save** when you are done
- The following diagram shows all the fields on your profile that can be set to one of the three levels of privacy



Main	
Birthday Month & Day	Everybody
Gender	Everybody
Marital Status	Church Leadership Only
Anniversary	Everybody
Allergies	Church Leadership Only
Custom Fields	Church Leadership Only

Contact - Phones	
Mobile Phone	Church Leadership Only
Home Phone	My Groups' Members
Work Phone	Church Leadership Only
Pager Phone	Church Leadership Only
Fax Phone	Church Leadership Only
Emergency Phone	Church Leadership Only

Contact - Email	
Email	My Groups' Members

Contact - Address	
Mailing Address	Church Leadership Only
Work Address	Church Leadership Only
Home Address	Church Leadership Only
Other Address	Church Leadership Only

Other	
My Fit Info	Church Leadership Only
Plugged In Info	Church Leadership Only