



## New User Login Instructions

The following instructions will guide you in registering for ChurchLink. If you have any questions, please contact Mandy Phillips ([mphillips@plattewoodschurch.org](mailto:mphillips@plattewoodschurch.org) or 816-741-2972).

1. Click [HERE](#) to go to the ChurchLink login screen
2. Below the blue login box it says, "Need a login, click here". Click on the link that says "click here".
  - a. Enter your email address
  - b. Enter your first and last name
  - c. Click Find Me
  - d. An email will be sent to you shortly with your login information.

***NOTE: Once you have registered for the first time, you will receive an e-mail with a username and temporary password for ChurchLink. You can use this login information to access your profile on ChurchLink and for future registrations.***

### **If you get this error message:**

[We were unable to locate a record matching the information you provided.](#)

[Please verify that the information you entered is correct and resubmit.](#)

[If you are unable to register, contact us at 816-741-2972 or Email Site Administrators.](#)

It means that we either do not have an email address on file for you or we have a different email address on file for you. It does not mean that you are not in our database.

### **Signing in as a guest user:**

You can sign in as a guest user if you are trying to register for a class or make an online gift. A staff member will then connect your "guest" record with our record in our database.

1. Click [HERE](#) to go back to the Platte Woods Church Website
2. Choose "Registration Instructions" or "Online Giving Instructions" to login as a guest.