



Guide for All NFUMC Contacts to Create Account

1. Create Your Account and Update Your Profile:

1. Visit <https://nfumcpreschool.memberhub.com>
2. Enter your email address. **Use the same email address that you're receiving emails from and you can change it later.**
3. Choose the second option that reads **I need to create an account**. Click **Next** button.
4. Check your inbox and click on link in confirmation email.
5. Choose a Password.
6. Click Next and you're done. Now complete Your Profile and edit your family info too.

Through an Email Invitation: If you have been invited through an email invitation, open the email invitation & click the invitation link

- Select "Create an Account" option
- Verify your email address
- Provide a password
- Update your profile information (name, address, phone numbers, bio, etc.)

2. Complete Your Profile

- Upload an avatar (picture of yourself)
- Fill out your bio if you'd like
- Enter your Mailing Address & Phone Numbers
- Enter Mobile number and select your Provider to receive text messages (SMS) from administrators. Be sure to click 'Allow Text Message' option.

3. **Dashboard:** The dashboard allows you to view all of the hubs that you are a member of. There is also a combined calendar of events, and an activity feed across those hubs.

4. **Access Classroom and School Hubs:** From Your Dashboard you can click on link to any Hub. You have now entered the Hub and will notice the following 8 features under Hub Navigation: Home Page, Announcements, Calendar, Discussions, Files, Members, Photos and Whiteboards. Read the [Hub Overview](#).

5. **Adjust Notification Settings:** At the bottom of the Hub Navigation you'll find a Hub Settings button. Clicking on that button will reveal your Personal Settings for that hub. You can manage your notifications preferences for each hub. For example, you may decide to turn off email notifications for File uploads or opt-out of text messages for calendar event reminders.

Read the MemberHub [Help](#) and [FAQ](#) sections to learn more.