

Do you need a member's address or phone number?



If you have provided the church office with your e-mail address, you can access this information over the internet 24/7?

1. Just log on to the church's website at www.hamptonbaptist.org and click on the "Church Database" link on the left side bar. First time users will need to fill in the New User Login information and select "Find Me".
2. You should then receive the following message *"Congratulations, you have successfully set up a member account. Please check your e-mail for your username and password."* (If you do not receive this message, you will need to contact the church office during regular business hours to verify your name and e-mail address in the database system.)
3. Open your e-mail from "Account Information Request From Hampton Baptist Church." It will contain your username and temporary password.
4. Return to the church's website, click the "Church Database" link and enter your information in the Login box. The first time it will ask you to choose a new password.
5. Complete the password information and select "login"
6. Select the Directories Tab at the top of the page.
7. From the Directories Page, select the type of directory you want to see and click "Preview."
8. You can scroll through the report to find a member's primary address and phone number, or you can print the directory. Be sure to use your browser's back button to return to your account, otherwise if you "X" out of the directory, it will close the website.)
9. You can also access your own information and change your preferences regarding what you do or do not want others to see.