

How to Create a My.FOTP Account

Beginning January 1, 2022, FOTP transitioned to a new Church Management/Giving platform called The Rock. We're excited about the increased functionality this new system will provide while saving us considerable money each year.

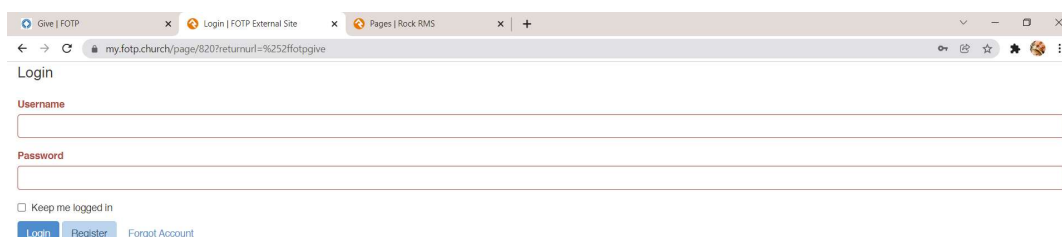
With this new system comes an exciting new feature on our website, it's called My.FOTP. Why My.FOTP? Great question! This section of the site is for **you**! It's for **you** to manage many of your connections at Fellowship of the Parks, including:

- Update your contact information
- Manage Your Giving
- Sign up for and manage your Small Group(s)
- Sign up for Growth Track classes
- View and manage your Growth Track progress
- Sign up for Events and Camps
- Sign up for Serve Opportunities and manage your Serve Schedule
- Complete Connection Cards with minimal data entry

If you already have access to the new Church Management System at FOTP called The Rock, you have access to My.FOTP! Use the same username and password you use for the Rock to log in here. Also, if you've already created a new username/password combination to donate since January 1, 2022, that same username/password will work to log you into My.FOTP!

If you have no idea what The Rock is (other than a wrestler/actor) and you haven't had to make any changes to online giving, we put these instructions together for you to create an My.FOTP account.

1. Open a browser and go to <https://my.fotp.church>
2. Click **gray Login link** at the top right of the page.

A screenshot of a web browser showing the login page for My.FOTP. The browser has three tabs: 'Give | FOTP', 'Login | FOTP External Site', and 'Pages | Rock RMS'. The address bar shows 'my.fotp.church/page/820?returnurl=%252Ffotpgive'. The page has a 'Login' heading, followed by 'Username' and 'Password' labels above two input fields. Below the fields is a checkbox labeled 'Keep me logged in'. At the bottom are three links: 'Login' (highlighted in blue), 'Register', and 'Forgot Account'.

3. Click the **light blue Register button**.

my.fotp.church/page/821?returnurl=%252fotpgive

New Account

Username *

Username is required!

Password *

Confirm Password *

Your Information

First Name *

Last Name *

Email *

Gender

Birthday *

Phone Numbers

Mobile * ☒ SMS ☐ Unlisted

Campus

Next

4. On the New Account page, enter the following pieces of information – again, entering this information now will prevent you from entering it in multiple areas down the road:
- Username
 - Password
 - Confirm Password
 - First Name
 - Last Name
 - Email
 - Gender
 - Birthday
 - Mobile Number (if you are OK with the system sending you a text message, please click the SMS checkbox)
 - Campus
5. Click the **blue Next button**.
6. The system will attempt to match the information you entered to a record already created in our system. The next screen you see will depend on if it finds a possible match. **NOTE:** For most people who are Fully Engaged or Regular Attenders at FOTP, the system should find a match based on your Email and Mobile number.
7. If it finds a possible match, you'll see the "Are any of these people you?" screen

There are already one or more people in our system that have the same email address and last name as you do. Are any of these people you?

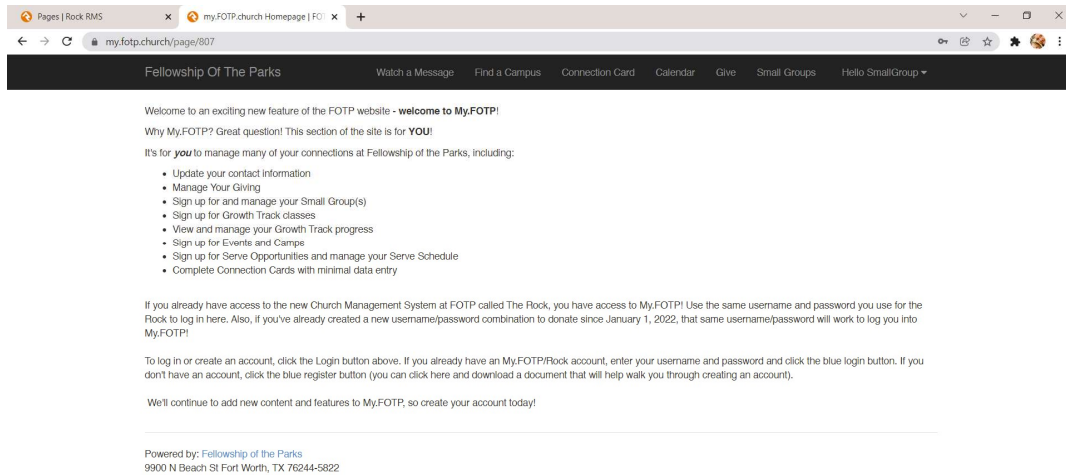
| You? | Name | Gender | Birth Day |
|-----------------------|-------------|--------|-----------|
| <input type="radio"/> | Doug Curlee | Male | March 3 |

☐ None of these are me

Previous Next

8. If one of them is a match check the **button** in the You? column for the correct record and then click the **blue Next button**.
- The system will then send an email to your email address on file for you to confirm your identity.

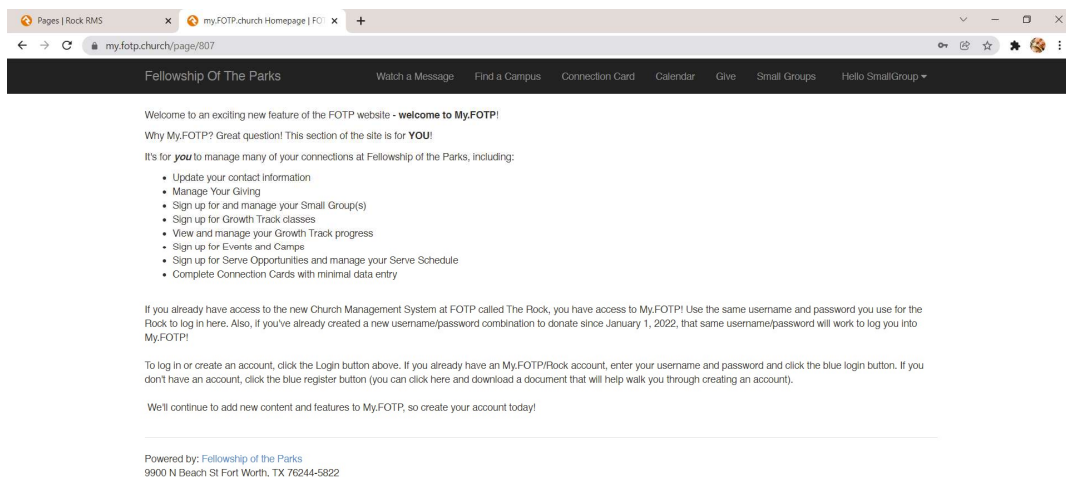
- b. Follow the instructions you receive on that email (click the **green Confirm button** in the email) to verify your account.
- c. Once you click the button, you should see a webpage appear confirming your selection. If there are no menus or buttons on that page, simply type my.fotp.church in your browser and press enter and you'll be taken to the My.FOTP portion of the site.
- d. Click Login and enter the username and password you just created.
- e. Once you're logged in, you'll notice the Login text at the top of the page now says "Hello YourName". Our example below, it says Hello SmallGroup.



9. If you do not see your name listed, check the **None of these are me button** and then click the **blue Next button**.
 - a. You will see a screen confirming your account was created.



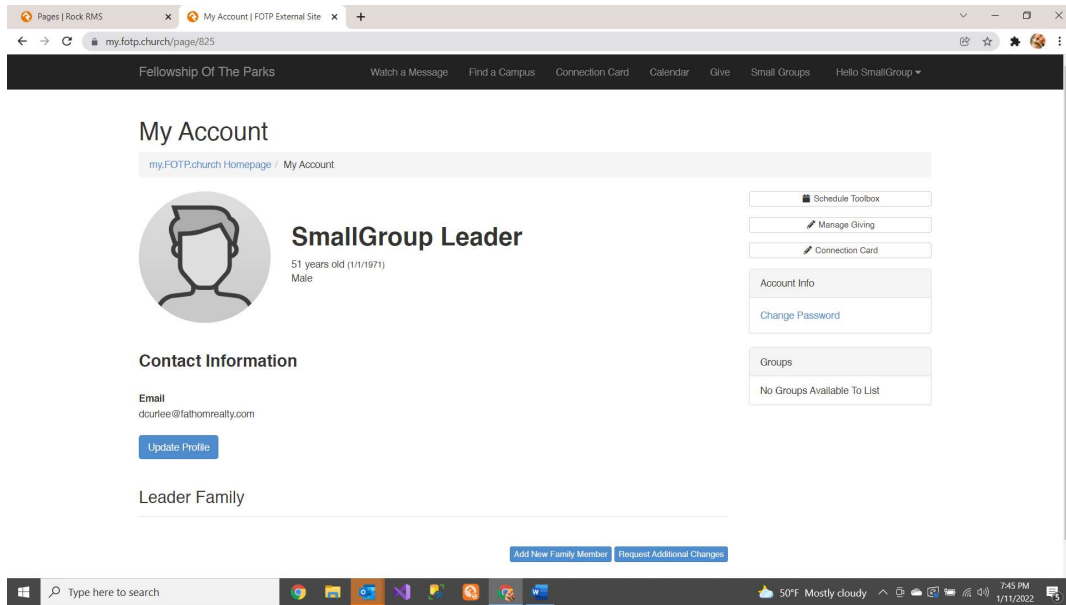
- b. Click the **blue Continue button** and you'll be direct to the landing page.



- a. Once you're logged in, you'll notice the Login text at the top of the page now says "Hello YourName". Our example above says Hello SmallGroup.

b.

10. Now that your logged in, click on the Hello Yourname link and select MyAccount.



11. From this page you can:

- a. Update Your Profile – blue Update Profile button.
- b. View/Manage Your Serve Schedule – Schedule Toolbox button.
- c. View/Manage Giving – Manage Giving button.
- d. Fill out a Connection Card – Connection Card button.
- e. View/Manage Small Groups – in the Groups section.

12. That's it! You now have access to the My.FOTP section of our website.

13. More individual training about groups and volunteer schedules will be available soon.

14. If you have any questions, email us at rockhelp@fotp.church.