

# Switching to Church Center

## 1 Church Center App

Download the Church Center App



## 2 Set Up Your App

\*Open App, when prompted, select use location (this is how the app finds Good Shepherd)

\*Select **Church of the Good Shepherd**. If Church of the Good Shepherd is not listed, you can search for us by name.

\*Enter in preferred method to receive authentication codes (phone or email)

\*Enter in authentication code and you're in!

## 3 Set Up Your Payments

\*Go to Give (dollar icon at the bottom of the app)

\*Enter in tuition amount due and hit "Next"

\*Select **Day School Tuition** in the Fund drop down menu

\*Select Frequency of payment(s) from the drop down Frequency menu

\*Enter in payment method (Debit/CC or ACH). If you wish to cover the processing fee, tap the "Cover \$x.xx Processing Fee"

\*Confirm amount and a receipt will be emailed to the address on file.

## You're done. It's that easy!



## What Else Can the App Do?

Under Groups, you'll find your child(ren)'s classes. Teacher communication, GSDS forms, handbooks, and calendars. Special, non-class specific, events at GSDS and Good Shepherd will be found in the Signups section.

*If you have trouble getting set up, please email Stephanie at [parishadmin@goodshepherdsc.com](mailto:parishadmin@goodshepherdsc.com).*