

# How to Update Your Information with the Church

---

## **Desktop**

System Requirements:

This program will work with any modern day desktop browser such as Google Chrome, Microsoft Edge, Mozilla Firefox, and Apple's Safari

## **Mobile:**

System Requirements:

This program is also mobile friendly and will work with any modern day mobile browser such as Google Chrome on Android or Apple's Safari on iPhone or iPad

### Step 1:

Go to the church's website: "[www.wsgoc.org](http://www.wsgoc.org)" by typing the address in the top address bar of your browser.



### Step 2:

#### Desktop:

Hover over the "Community" tab on the top menu bar. Then, click on Church Data in the menu.

#### Mobile:

Click the three lined button to open navigation menu then click "Community". Under Community click on Church Data.

### Step 3:

Now Click on the "Update Database" button to be taken to the online form.



**Winston-Salem Annunciation Greek Orthodox Church Information Form**

Hello welcome to the Winston-Salem Annunciation Greek Orthodox Church online information form. Please fill out all of the information below so we can have the most up to date information. Thank You!

Click Submit Form to send this information to Annunciation Greek Orthodox Church.

\*Required fields

\*Family Option

New Family Information  Update Existing Family Information

### Step 4:

If you're a new church member click the "New Family Information". If you're a current member click on "Update Existing Family Information" then provide your Family ID. This field is required. If you don't know your family ID call the church office at (336) 765-7145.

A \* next to a field that label is highlighted in red means that the field is required for you to submit

### Step 5:

The first group of fields will be regarding the head of the household. This group is for if you're not married or the man of the house.

#### Head of Household

Title	<input type="text"/>	Suffix	<input type="text"/>
*First Name	<input type="text"/>	*Last Name	<input type="text"/>
Middle	<input type="text"/>	Nickname	<input type="text"/>
Name	<input type="text"/>		
Relationship	<input type="text"/>	Maiden Name	<input type="text"/>
Ethnicity	<input type="text"/>	Birth Date	<input type="text" value="mm/dd/yyyy"/>
Gender	<input type="radio"/> Female <input type="radio"/> Male	Grade/Degree	<input type="text"/>
Language	<input type="text"/>	Marital Status	<input type="text"/>
Phone 1	<input type="text"/>	( <input type="text"/> ) <input type="text"/> - <input type="text"/>	<input type="checkbox"/> Unlisted
Email 1	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Unlisted
<input type="checkbox"/> Send Email Instead of Mail When Possible			
<b>Ministries</b>			
Ministry 1	<input type="text"/>	Interested in Joining	<input type="text"/>
<b>Talents</b>			
Talent 1	<input type="text"/>	Interested in Joining	<input type="text"/>

### Step 6:

Then then choose all of the ministries that you are apart of including Philoptochos, Adult Discussion Group, Warm Up America, etc.

Then choose all of your talents that you would like to share with the church.

#### Ministries

Ministry 1	<input type="text"/>	Interested in Joining	<input type="text"/>
Ministry 2	<input type="text"/>	Interested in Joining	<input type="text"/>
Ministry 3	<input type="text"/>	Interested in Joining	<input type="text"/>
Ministry 4	<input type="text"/>	Interested in Joining	<input type="text"/>
Ministry 5	<input type="text"/>	Interested in Joining	<input type="text"/>
<b>Talents</b>			
Talent 1	<input type="text"/>	Interested in Joining	<input type="text"/>
Talent 2	<input type="text"/>	Interested in Joining	<input type="text"/>
Talent 3	<input type="text"/>	Interested in Joining	<input type="text"/>
Talent 4	<input type="text"/>	Interested in Joining	<input type="text"/>
Talent 5	<input type="text"/>	Interested in Joining	<input type="text"/>

#### Hide Spouse

Title	<input type="text"/>	Suffix	<input type="text"/>
First Name	<input type="text"/>	Last Name	<input type="text"/>
Middle	<input type="text"/>	Nickname	<input type="text"/>
Name	<input type="text"/>		
Relationship	<input type="text"/>	Maiden Name	<input type="text"/>
Ethnicity	<input type="text"/>	Birth Date	<input type="text" value="mm/dd/yyyy"/>
Gender	<input type="radio"/> Female <input type="radio"/> Male	Grade/Degree	<input type="text"/>
Language	<input type="text"/>	Marital Status	<input type="text"/>
Phone 1	<input type="text"/>	( <input type="text"/> ) <input type="text"/> - <input type="text"/>	<input type="checkbox"/> Unlisted
Email 1	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Unlisted
<input type="checkbox"/> Send Email Instead of Mail When Possible			
<b>Ministries</b>			
Ministry 1	<input type="text"/>	Interested in Joining	<input type="text"/>
<b>Talents</b>			
Talent 1	<input type="text"/>	Interested in Joining	<input type="text"/>

### Step 7:

The next group of fields is regarding your spouse. If you don't have a spouse you can continue to the next step.

#### Ministries

Ministry 1	<input type="text"/>	Interested in Joining	<input type="text"/>
Ministry 2	<input type="text"/>	Interested in Joining	<input type="text"/>
Ministry 3	<input type="text"/>	Interested in Joining	<input type="text"/>
Ministry 4	<input type="text"/>	Interested in Joining	<input type="text"/>
Ministry 5	<input type="text"/>	Interested in Joining	<input type="text"/>
<b>Talents</b>			
Talent 1	<input type="text"/>	Interested in Joining	<input type="text"/>
Talent 2	<input type="text"/>	Interested in Joining	<input type="text"/>
Talent 3	<input type="text"/>	Interested in Joining	<input type="text"/>
Talent 4	<input type="text"/>	Interested in Joining	<input type="text"/>
Talent 5	<input type="text"/>	Interested in Joining	<input type="text"/>

Then choose all of the ministries that you are apart of including Philoptochos, Adult Discussion Group, Warm Up America, etc.

Then choose all of your talents that you would like to share with the church.

A \* next to a field that label is highlighted in red means that the field is required for you to submit

### Step 7:

The next step is to fill in your contact information such as your address, phone number, and email.

**Family Street Address**

\*Line 1   
Line 2   
\*City   
\*State   
\*ZIP

**Family Mailing Address**

Line 1   
Line 2   
City   
State   
ZIP

**Family Alternate Address**

Line 1   
Line 2   
City   
State   
ZIP

**Family Phone Numbers**

Note: If you would like to receive a text message when your parish sends a quick communication, select your provider from the Description drop-down list. Standard text messaging rates apply.

\*Primary  ( ) - ( )  Unlisted  
Other  ( ) - ( )  Unlisted

**Email**

\*Email   Unlisted  
 Send Email Instead of Mail When Possible

**Member 1**

Type

Title  Suffix

First Name  Last Name

Middle  Nickname

Relationship  Maiden Name

Ethnicity  Birth Date

Gender  Female  Male Grade/Degree

Language  Marital Status

Phone 1  ( ) - ( )  Unlisted  
Email 1   Unlisted  
 Send Email Instead of Mail When Possible

**Ministries**

Ministry 1  Interested in Joining

**Talents**

Talent 1  Interested in Joining

[Add Another Member](#) [Cancel](#)

### Step 8:

If you have children or another member in your household click on "Add Another Member" at the bottom. Appearing above the button are more fields to add another member to your house. Repeat for each of your children.

### Step 9:

**Ministries**

Ministry 1 <input type="text"/>	Interested in Joining <input type="text"/>
Ministry 2 <input type="text"/>	Interested in Joining <input type="text"/>
Ministry 3 <input type="text"/>	Interested in Joining <input type="text"/>
Ministry 4 <input type="text"/>	Interested in Joining <input type="text"/>
Ministry 5 <input type="text"/>	Interested in Joining <input type="text"/>

**Talents**

Talent 1 <input type="text"/>	Interested in Joining <input type="text"/>
Talent 2 <input type="text"/>	Interested in Joining <input type="text"/>
Talent 3 <input type="text"/>	Interested in Joining <input type="text"/>
Talent 4 <input type="text"/>	Interested in Joining <input type="text"/>
Talent 5 <input type="text"/>	Interested in Joining <input type="text"/>

Then choose all of the ministries that you are apart of including Philoptochos, Adult Discussion Group, Warm Up America, etc. For children they may be in groups like GOYA, Festival dance, HDF dance, Joy, Hope and any other youth department.

Then choose all of your talents that you would like to share with the church.

### Step 9:

Now that you have put in all of your information look over each of the fields ensuring that the information is correct. If it is then click on the "Submit Form" button at the very bottom of the form.

Click Submit Form to send this information to Annunciation Greek Orthodox Church.

[Submit Form](#) [Clear Form](#)

Annunciation Greek Orthodox Church

A \* next to a field that label is highlighted in red means that the field is required for you to submit

If you get an error message insure that the field listed in the message is filled and with the correct information. Remember a field that is labeled in red and has a \* next to it means that the field is required. Upon success you will be taken back to the church home page. We thank you for updating your information with the church.

A \* next to a field that label is highlighted in red means that the field is required for you to submit