

Olive Drive Church


ODC Online Basics

1. **You must be an ODC member to receive a login and password.** If you are a member but did not receive your login information, it is most likely because you do not have an email address (or you may want to check your Spam/Junk folder). Please call the Church Office at 393-8210 to receive your login information.


If you would like information about becoming a member of ODC, please contact Pastor Bill Magsig and sign up for our next Starting Point Series: Wednesdays, October 14 & 21, 6:30 PM, Great Room.

2. **How to login.** Go to www.olivedrivechurch.com and type your username and password (the one sent to you by email) in the ODC Online login box in the upper right corner of the webpage.

3. **How to change your username and password.** Once you have logged in with the username and password that was emailed to you, click on the "my profile" link in the upper right corner of the screen. Next

click on the "Change Settings" tab and then choose  Login / Password. Follow the instructions listed and be sure to click the "Save" button.

4. **What if I need to update my profile?** You can update your own email address by clicking on the

"Change Settings" tab and then choosing  Communications. If you need to update other information in your profile, please use the Online Form "Update My Info" which can be found on the ODC website. Go to www.olivedrivechurch.com. From the main menu, click on "Online Forms" scroll down until you find the "Update My Info" form. Click on the form link, fill it out, and click the "Submit" button.

5. **A word from the ODC Staff.** Over the last 6 months, we have worked diligently to carefully and responsibly transfer substantial amounts of data from our old system to our new ODC Online Database. If we have missed something or someone it certainly has not been intentional. Please help us to continue to improve our online database by reporting any discrepancies or errors. You can use the online form mentioned in #4 above or simply call the Church Office. We do appreciate your patience and your support!