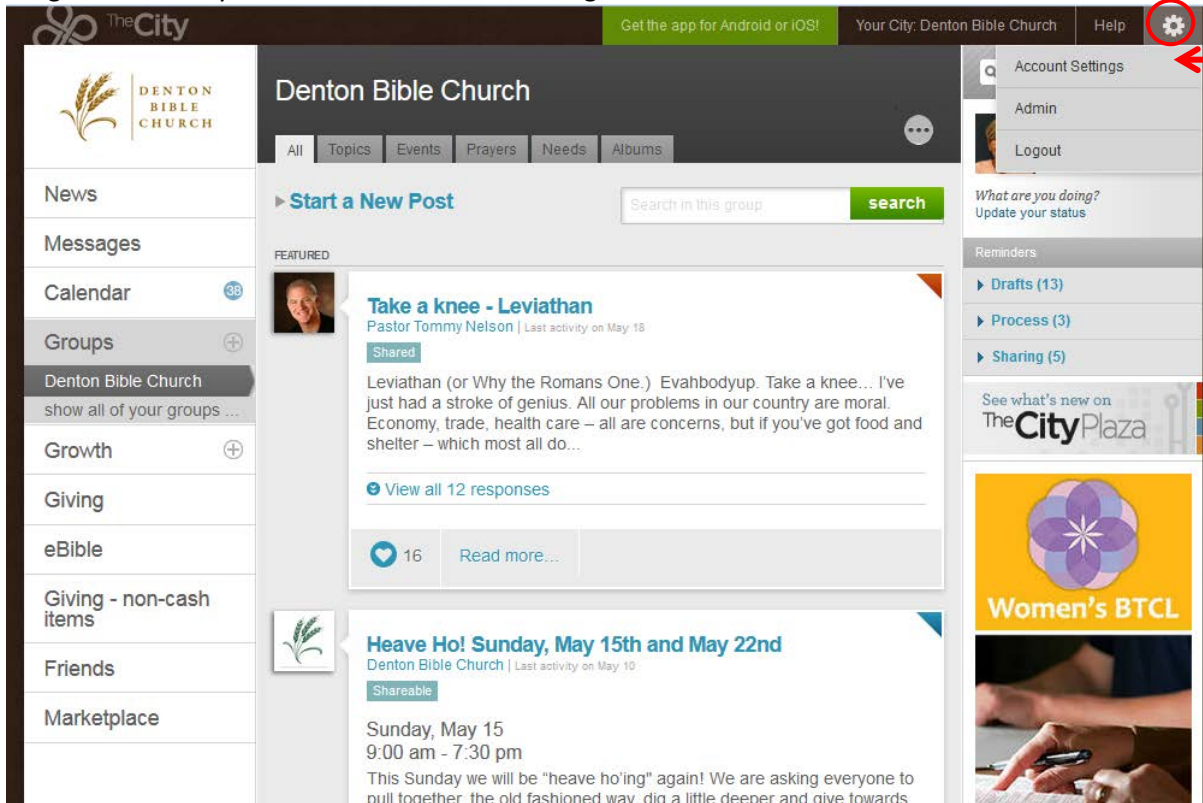
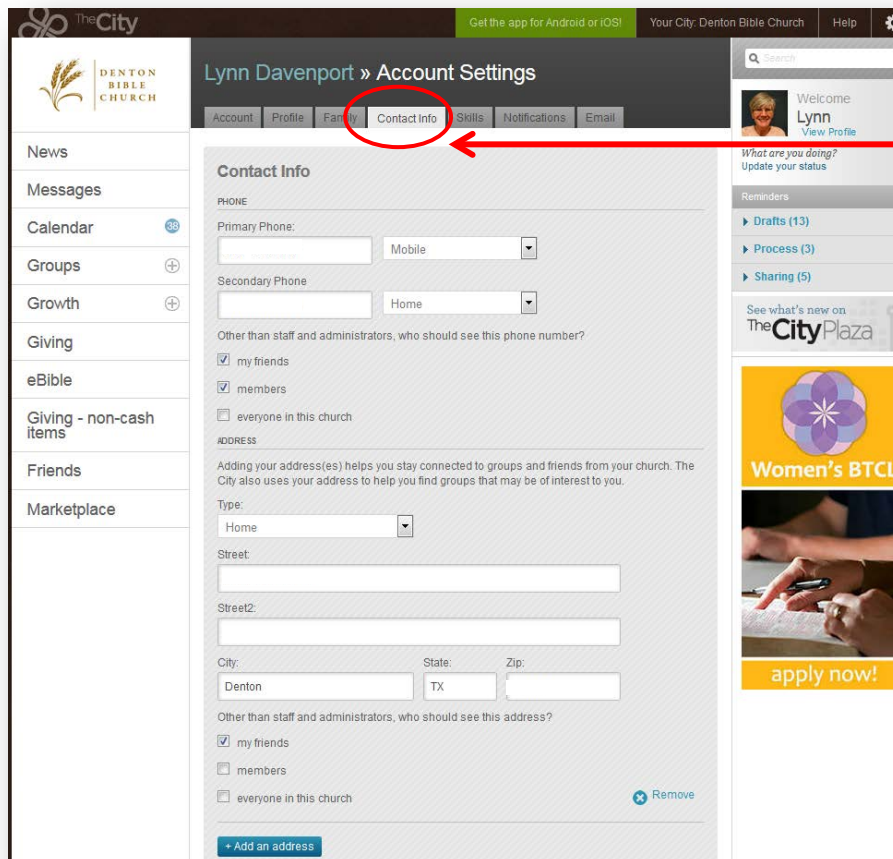


## Privacy settings on your “City” Profile

1. Login to “The City” and click on “Account Settings.”



2. At the Account Settings Screen, click on “Contact Info.”



3. OPTION: Under the “Other than staff and administration who should see this phone number?”

You have a choice of--

- **my friends** - these are your friends on “The City” only.
- **members** – these are members of Denton Bible Church who are using “The City”
- **everyone in the church** – this is everyone who uses “The City.”
- NOTE: If you check “my friends” only, your address will be available only to those who are identified as your friends on The City. “Members” are those identified as Members of Denton Bible Church.

4. Scroll down to the ADDRESS heading. You have the same options as the phone number.

**Lynn Davenport » Account Settings**

Account Profile Family **Contact Info** Skills Notifications Email

### Contact Info

**PHONE**

Primary Phone:  Mobile

Secondary Phone:  Home

Other than staff and administrators, who should see this phone number?

my friends

members

everyone in this church

**ADDRESS**

Adding your address(es) helps you stay connected to groups and friends from your church. The City also uses your address to help you find groups that may be of interest to you.

Type: Home

Street:

Street2:

City: Denton State: TX Zip:

Other than staff and administrators, who should see this address?

my friends

members

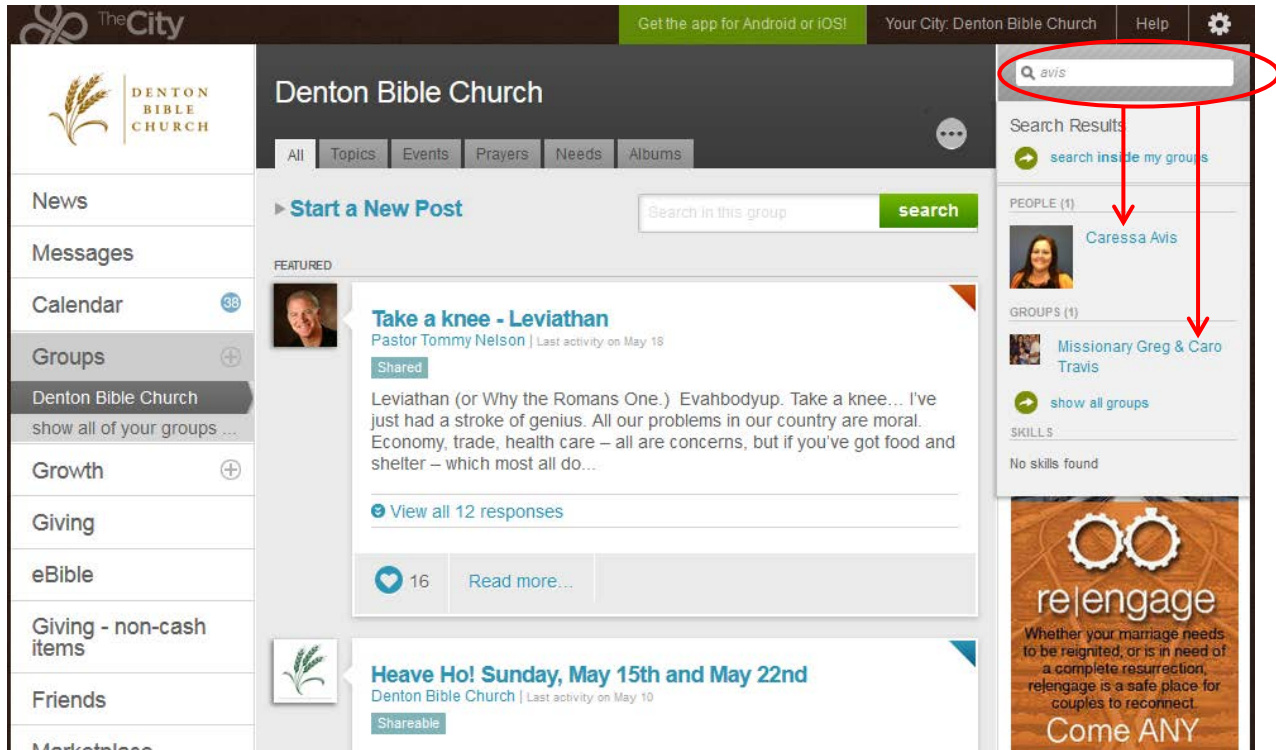
everyone in this church

[Remove](#)

5. Save your edits. Click on the “Save Contact info” on the bottom right of the page.

## How to Search for a Member's Address using The City

1. Open "The City." On the upper right of the page click on the "Search" bar.
2. Type in the person you are searching. You can use any part of the person's name and it will give you a list of any person or group associated with that name.
3. Click on the person you are trying to locate and it takes you to that person's Profile page.



4. The contact information is visible under the profile picture to the left. *(if the address is not showing, it is because there is no address in the profile or the profile is set not to show the address).*

