

This document directions and questions to aid you as you create your profile. We suggest printing it out for reference.

BEFORE YOU BEGIN: Please click through the public portions of www.adventistcontact.com. Note that if you mouse over the buttons at the top, a menu of clickable items appears. Please pay special attention to the following pages—and to the information displayed in the right-hand column—since many of your questions are addressed there:

- FAQs (Frequently Asked Questions)
- How it Works
- Cost & Benefits

1. Click the **JOIN NOW** button on the home page and follow the directions.
 - *What can you do if you can't honestly say that you meet all of our eligibility requirements?*
 - *What risks do you assume in creating an Adventist Contact profile?*
2. **Create Your Online Identity:** If you've been referred to Adventist Contact by a friend (or have a promotional code), enter that code in the blue box at the top of the page. Make sure to read the hints in gray/italic type.
 - *What are the requirements for your "alias"? For your password?*
 - *What should you do if you've been referred by a friend, but don't have their member code?*
3. When you reach the **Congratulations** page, please check your e-mail; click the activation link. If that does not work, copy the link (make sure to get the whole thing!), and paste it into your browser's address window.
4. **Member Home:** Note the items in the right-hand column. Complete the DETAILS section.
 - *How can you tell if something is missing or incorrect on one of the pages?*
 - *Which items will be visible to your potential matches? Which ones won't?*
 - *Have you spell-checked the paragraph-style responses?*
5. **Upload your photos:** Note the requirements; photos are approved by actual people, not automated processes.
 - *What two photos are required before your profile will be activated for matching?*
 - *Can you upload several photos at once in a .zip file? How about a Word document?*
 - *What might cause your photos not to be approved?*
 - *How can you view or change your photos?*
6. **Check your mail:** Click the link on the top of **Member Home** for **My Mailbox** (or mouse over the Members Only menu and choose it from the dropdown). Read the directions and the message you find there. Create a folder called ADMIN and file the message after you've read it.

- *Who can you e-mail? Who can e-mail you?*
 - *How do you reply to a message? Make a folder? File or delete a message? Block a sender?*
 - *How do you see the profile of someone who's e-mailed you?*
7. If you haven't already, please click the LOG OUT button and close your browser. Open a new browser window; click the LOG IN link, then click SUBMIT (**DO NOT PUT IN YOUR USERNAME AND PASSWORD**). Use OPTION 1 to request a password reminder, then log back into your account.
- *When should you use the first option on the Login Help page? The second one?*
8. On your MEMBER HOME page, click the link to View/Edit your PREFERENCES.
- *What is the difference between ACCEPTABLE and PREFERRED settings?*
 - *How can you tell if you've completed everything in this section?*
 - *What is necessary for someone to be considered a match? (you must meet their Acceptable standards, AND they must also meet yours)*
 - *What is wrong with putting this for your Acceptable Racial Background settings?*

25% White	25% Oriental
25% Black	25% Indian

(at least one of them must be 100%)
 - *What are several characteristics of someone who meets your Acceptable standards? Your Preferred standards?*
 - *What are several characteristics that might keep someone from being matched with you?*
9. Return to your MEMBER HOME page and click the link to Complete/Edit my QUESTIONNAIRE.
- *How can you tell if you've completed everything in this section?*
 - *Which items from the questionnaire WILL be visible to your matches?*
10. Once your profile is complete, return to your MEMBER HOME page and click the link to MY ACCOUNT.
- *What are some ways you can earn free upgrades?*
 - *How many additional matches might you get if you upgraded to First Class? To Premium?*
 - *How can you preview those additional matches?*
 - *What is the minimum purchase for Adventist Contact membership?*
 - *How can I receive credit for recommending a friend to Adventist Contact?*
11. Return to your MEMBER HOME page. If all items are shown COMPLETED (or, in the case of photos, AWAITING APPROVAL), you should have a link at the bottom to PREVIEW MY LISTING. Click it, and check out your own profile.
- *Does your profile provide a good snapshot of who you are for your potential matches?*
 - *Does your profile display any personal information or pose any threat to your privacy?*