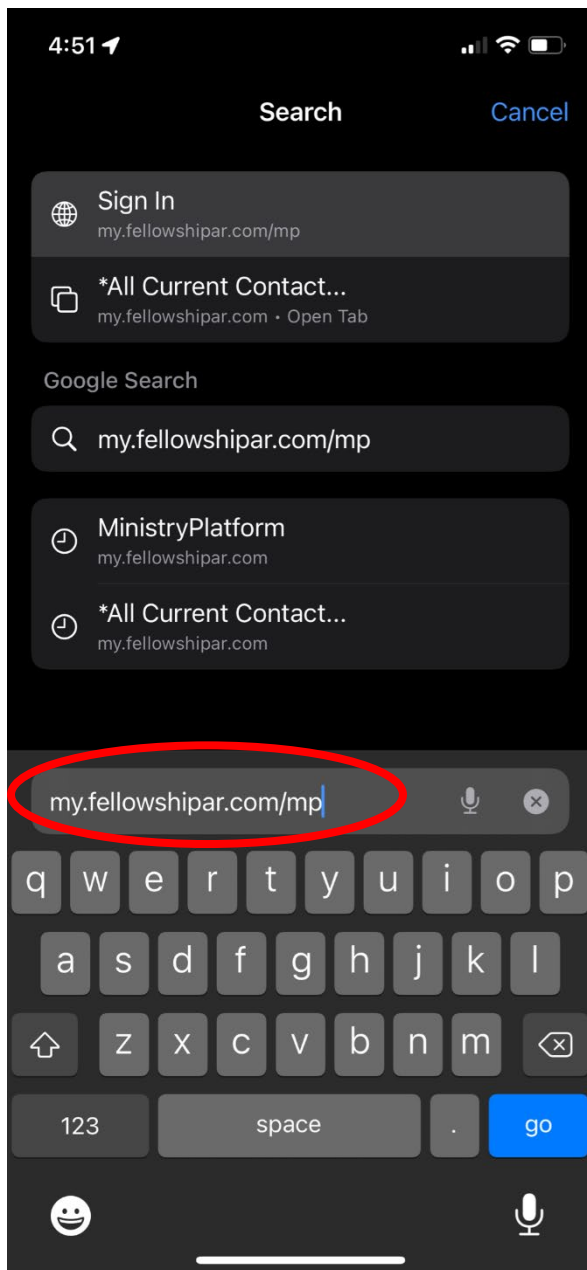# How to Add Ministry Platform NextGen Platform to the home screen of your iPhone
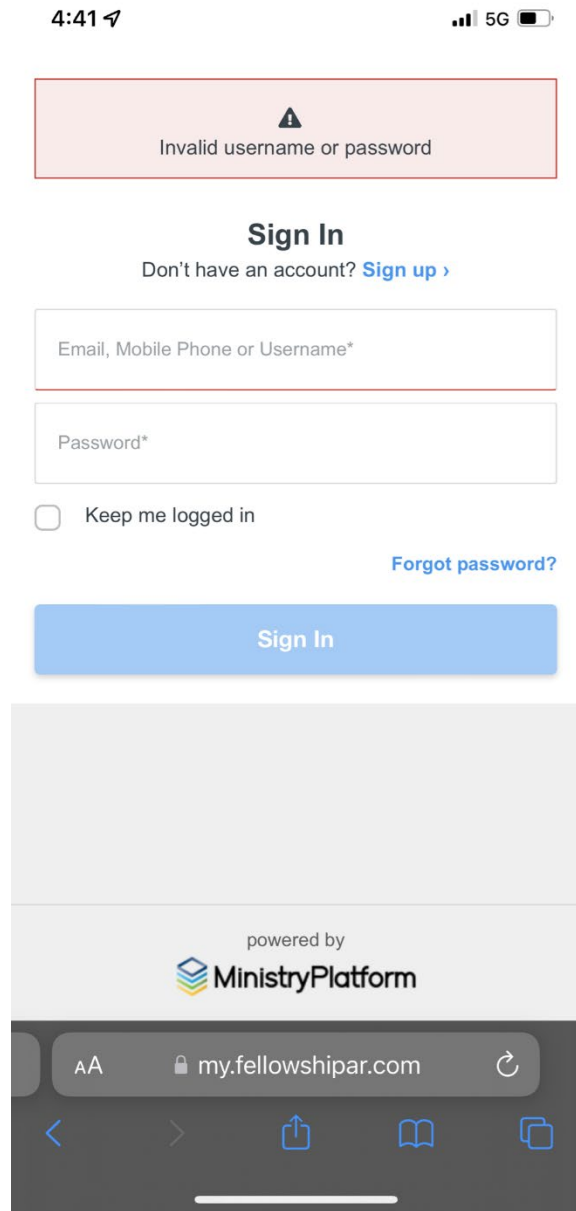
If you previously have shortcuts to Mobile Tools or the Ministry Platform App, please delete them from your iPhone as they no longer will work.

Open Safari on your iPhone and type in my.fellowshipar.com/mp in the address bar and hit return or Go.

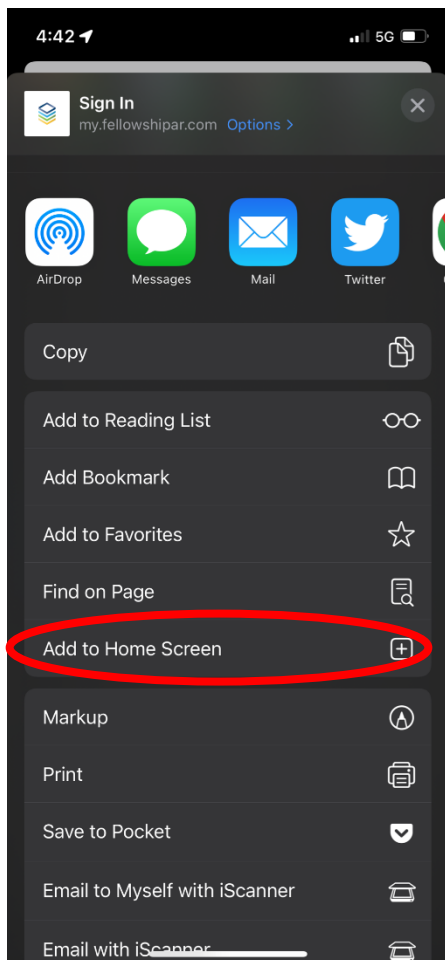Type your username and password for Ministry Platform then click **"Sign-In"**

Note: If you don't remember your username, you can type in your phone number or email address and enter your password to login as well. If you have forgotten your password for Ministry Platform, (the same one you used for the Ministry Platform mobile App or Mobile tools, you can click the "forgot password?" link to reset it.
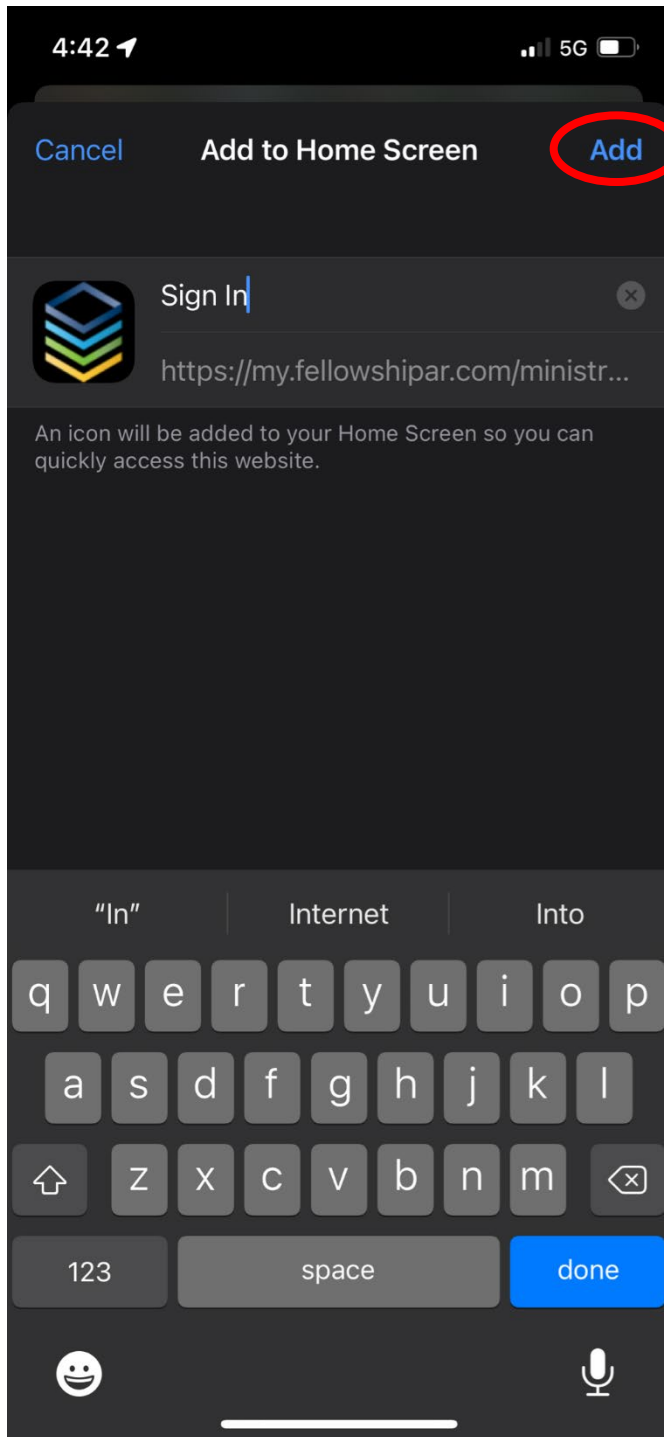
After signing into Ministry Platform, you can add a shortcut to the Ministry Platform website to your iPhone home screen by tapping the share icon at the bottom of the screen.
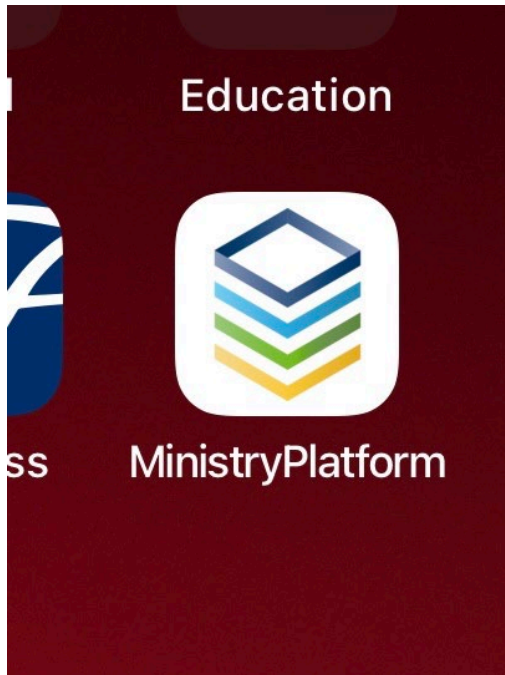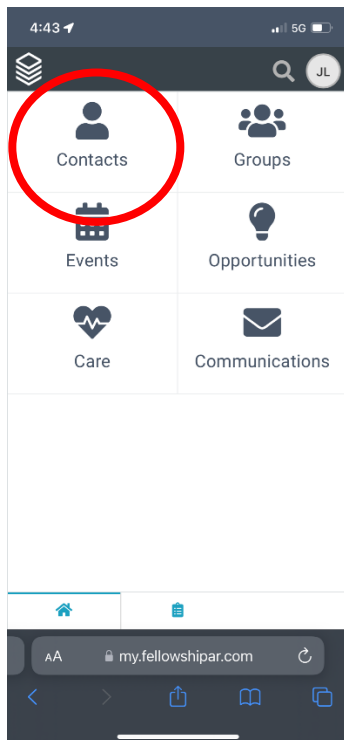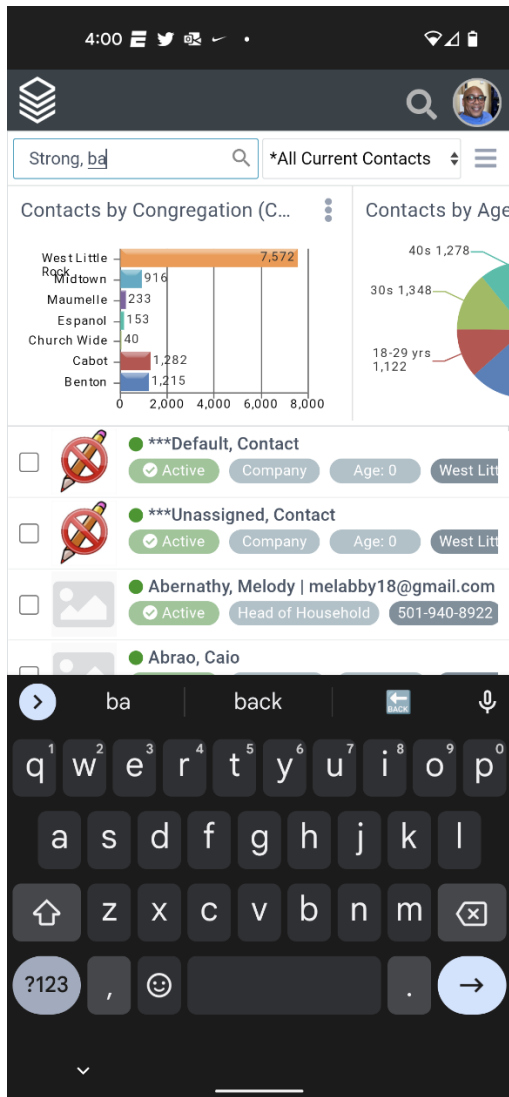

Tap "Add to Home Screen"

Tap Add

You will see an icon named Ministry Platform on your iPhone or iPad home screen. Tap it to sign into Ministry Platform on you iOS device each time you need to use it.
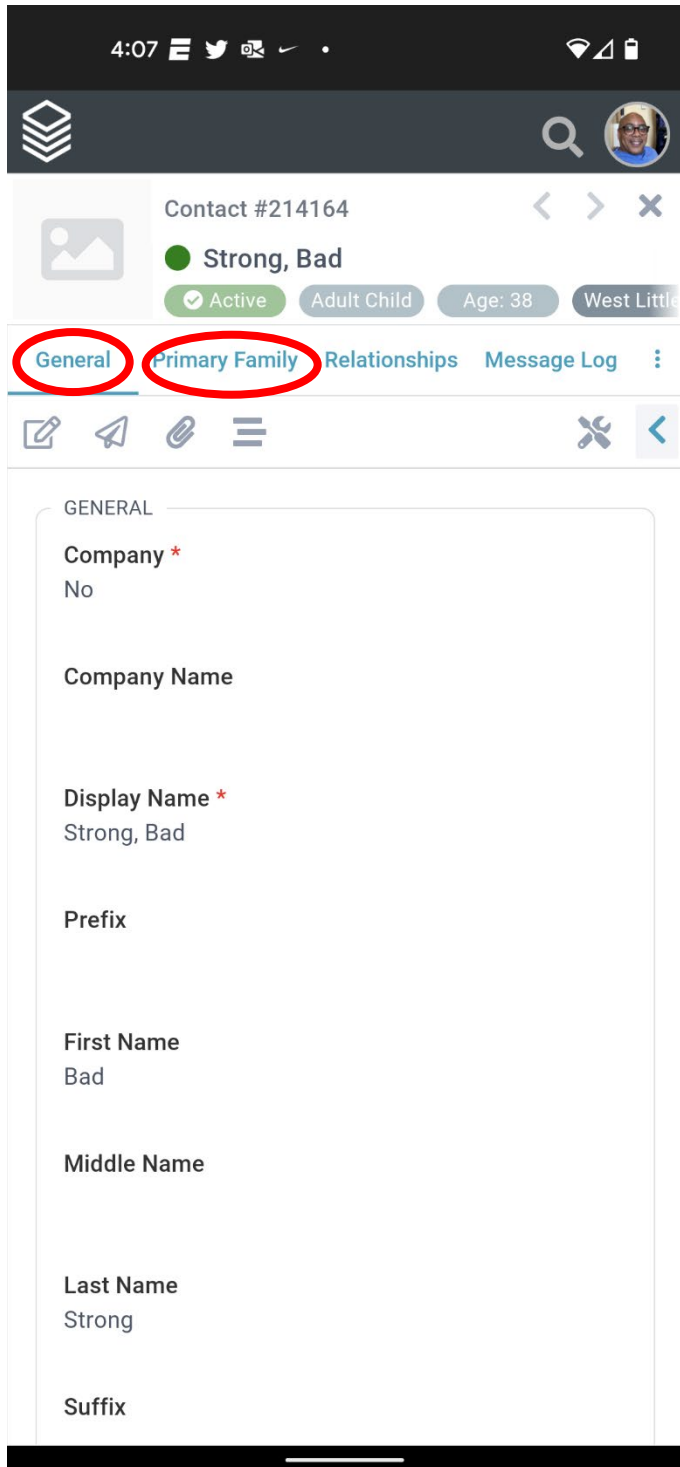

Once you are signed into the Ministry Platform NextGen platform, click the Contacts icon.
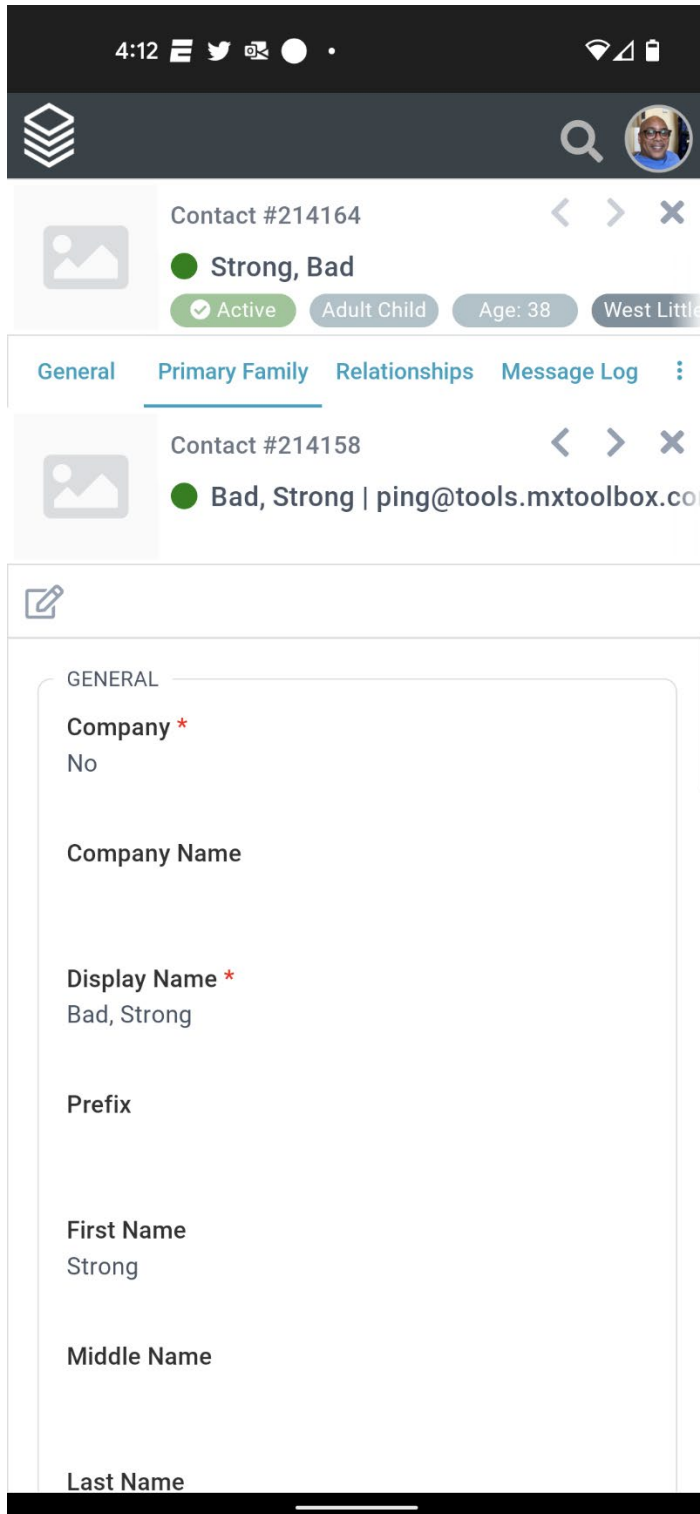
Search for people in the database by typing their name in the format of last name, and the first few letters of their first name. Note: If you know their full first and last name, you can type it in the format last name, first name and hit the "return" key on your device keyboard. In the example below, I'm searching for a person with last name of "Strong", and the first couple of letters of the first name which is "ba".

Tap on their name to view more information for the individual you searched for. Most of the information you would be interested in are under the "**General**" and "Primary Family" tabs. The general tab displays the individual's information such as name, date of birth, marital status, and their address.
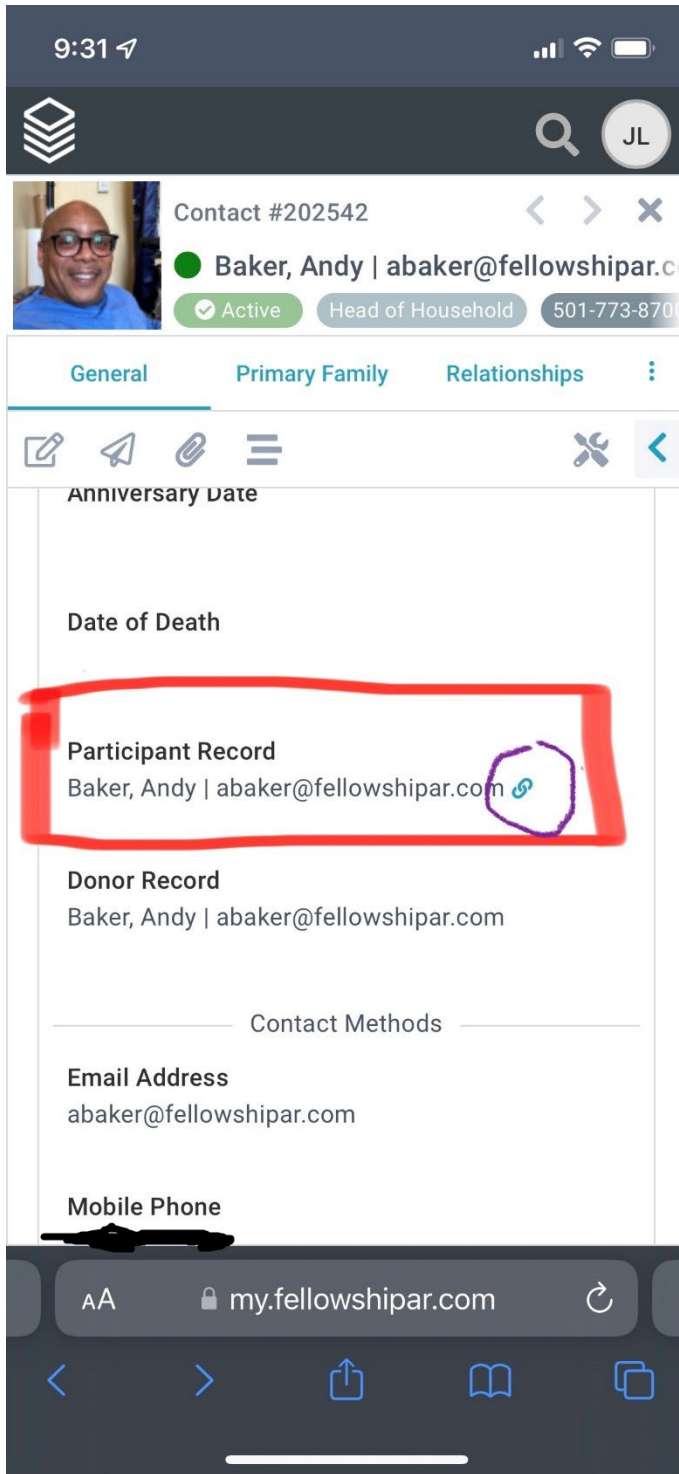
From the Primary Family tab, you can view the other individuals in the family. Tap another family member to see more details for them. In the example below, I selected "Strong Bad" as the person I wanted to view more information for.
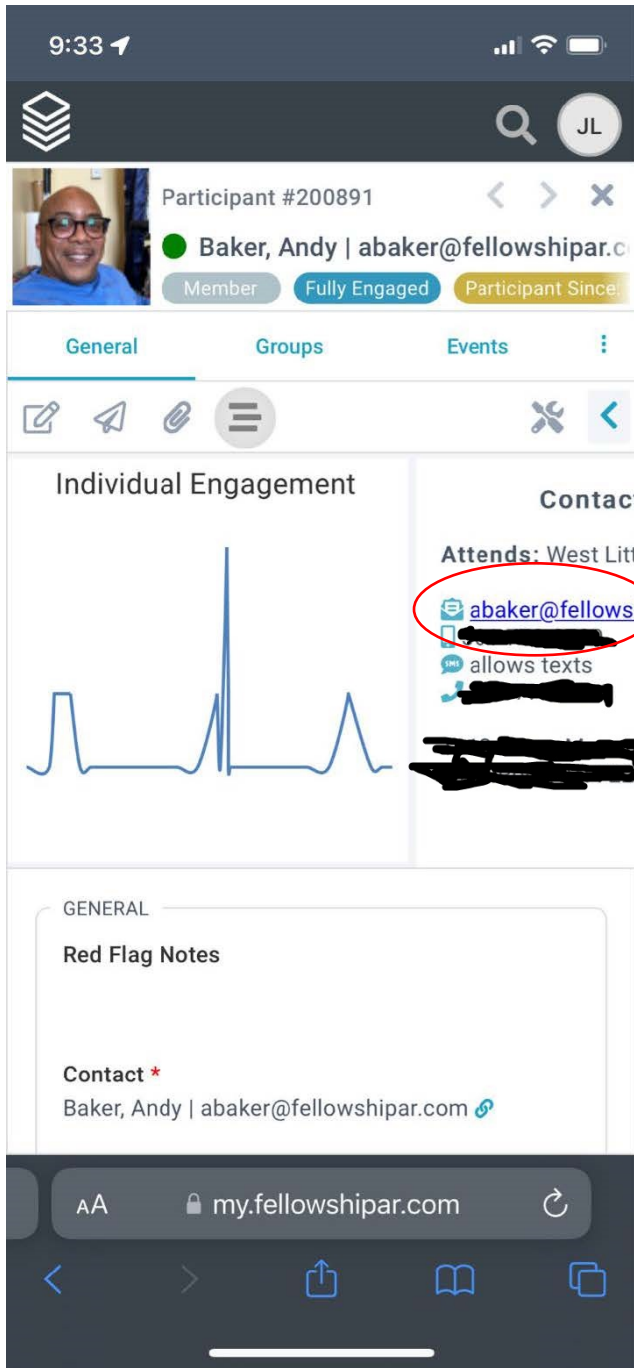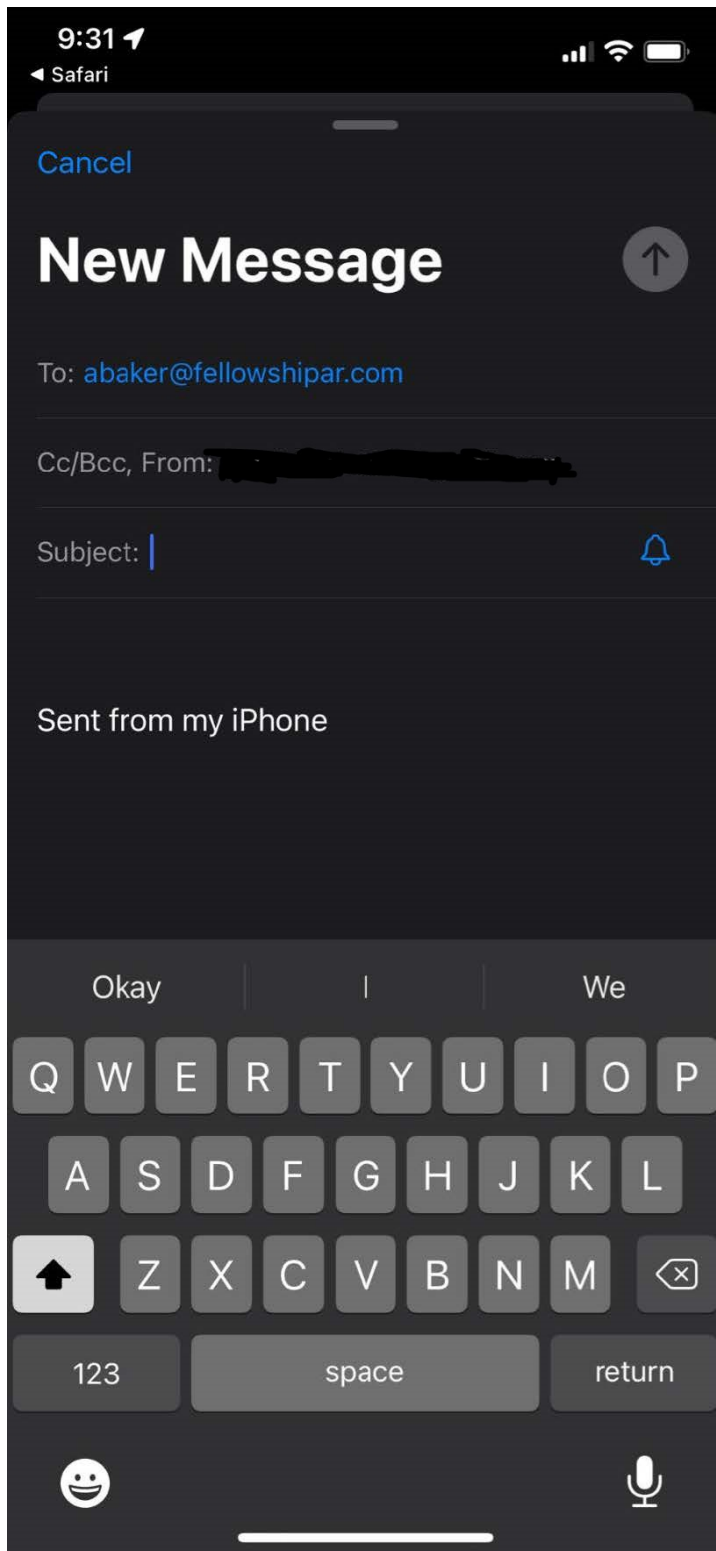
You can communicate with the individual you searched for from within their participant record. From the General tab, scroll down until you see "Participant Record". Tap the icon to that looks like a chain link to open their participant record.

To send an email to the contact you searched for, touch their email address

A new message window should open addressed to the contact's email address.

To text a contact from Ministry Platform, long press on their phone number from their participant record and choose what action you want to do.