Gloo Account Settings ⚙

Update and manage all information that is unique to your account.

Your account settings page can be used to configure some basic information about your account that will help Gloo understand exactly how you'd like to use the account.

These settings will help Gloo to route Explorers to you more accurately, get your toll-free phone number submitted for verification, and have accurate information in your account to ensure carriers do not flag your number as spam.

Note: You can watch the video here for an overview of your account and profile settings, and continue reading below for more details!

To access your Account Settings, hover over or click your initials in the lower left corner, then click **Account Settings**. After making any changes, remember to click Save Changes at the top right!

Account Info ℹ

This section is very important because it contains a lot of information required for obtaining and maintaining your toll-free number for your Gloo account. Please make sure that all fields are filled in.

Organization Name 💬

Add the name of your account here**. This can be changed later and is important because it will automatically be added to the end of the first text message you send to a new contact.**

Organization Website ☐

Add your church/ministry/organization's website. **If you don't have an official website, you can use a Facebook or Instagram page, or any other online presence that can be linked to your name/organization.**

Primary Contact Email ✉

List the email address of the primary administrator for your Gloo account.

Primary Phone Number ☎

List the phone number of the primary administrator of your Gloo account.

Account Address 🏷

Add the physical address of your church/ministry/organization. This is also important because Gloo will use this address to match you with Explorers in your area if you are using the [Explorers](#) portion of your account.

Service Location 📍

If the location for your church services are different from the account address listed above, you can add it here. If they are the same, simply check the box.

Organization Info ℹ️

Organization EIN #

Your organization's EIN tax number is only required if you are using a [local number or short code](#), rather than a standard toll free number.

Average Weekly Attendance 👥

Set the average number of people that your local church interacts with on a weekly basis. This may be the average number of people who attend your church services, or maybe the average number of contacts you have in a list to receive weekly devotionals/announcements. This helps Gloo understand how many people your account will be used to communicate with.

Estimated Monthly Text Messages 💬

This helps Gloo and the phone carriers know how many text messages to expect from your account. The default setting is 250,000/month to give you plenty of leeway, but you can adjust that number up or down if you'd like.

Text Message Use Case 💬

You can choose the use cases that most closely matches how you will be using Gloo. **If you are a church/ministry, you will most likely select "Religious Services."**

Denomination 🏫

List our Denomination **(Christian Methodist Episcopal Church)** here.

Ministries 🏠

These are optional categories of ministries your church has available. Currently, this does not have any affect on your account, but can be a useful place to store this information so that your responders know.

Programs 🏛️

These are optional categories of programs your church can participate in. Currently, this does not have any affect on your account, but can be a useful place to store this information so that your responders know.

Service Days and Times 📅

This is an optional space to list when your church services occur. Currently, this does not have any affect on your account, but can be a useful place to store this information so that your responders know.

Time zone ⏰

The time zone will automatically be set based on the location of your device.

Default Language 🗣️

You can set certain features and default responses in Gloo to be sent in either English or [Spanish](#).