

CHURCHcommunity
BUILDER

CCB Guide

Basic User Walk Through

Accessing the Online Community

Welcome to our online church community! We have provided this tool to help you get better connected with our church.

You'll be able to find groups to get involved in, see events you might want to attend, participate in discussions, meet the needs of others in our church community and find volunteer positions based on your passions and gifts.



After requesting a login or being assigned one, you will receive an email containing your login information. Use the links in the email to access your online community.

Tip Bookmark the login page and save your login information so you can quickly access the online community in the future.

Your Personal Home Page

Once you log into the online community, you will land on your personal home page. This page contains information specific to you, including:

1. A welcome message from the church
2. A list of upcoming church-wide events or events hosted by groups you belong to
3. Activity in Groups you belong to
4. Your profile picture and access to your profile
5. A list of your groups

The screenshot shows the user interface for the First Community Church online community. At the top, there is a navigation bar with the church name, a 'Switch campus' link, and utility links for 'Help', 'Settings', and 'Logout'. Below this is a secondary navigation menu with buttons for 'Home', 'Groups', 'Calendar', 'Messages', 'People', 'Give', and 'More'. A search bar is located on the right side of this menu.

The main content area is titled 'WELCOME TO FIRST COMMUNITY ONLINE' and features a large image of a heart-shaped light fixture. To the right of this image is a user profile section for 'Isabel', including a profile picture and a 'Go to my profile' link. Below the profile is a 'My Groups (5)' section listing: 'Entire Church Group' (All members of First Community Church), 'Guatemala Mission Trip', 'The Readers', and 'Widows & Orphans Ministry'.

The 'Upcoming' section lists four events: 'Old Car Show Barbeque' (Tomorrow at 6:00pm, Entire Church Group), 'Sunday Morning Service' (Dec 19, 2010 at 9:00am, Entire Church Group), 'Old Car Show Barbeque' (Dec 24, 2010 at 6:00pm, Entire Church Group), and 'Candle Light Service' (Dec 24, 2010 at 7:00pm, Entire Church Group). A 'Subscribe' button is located to the right of this list.

A calendar for December 2010 is displayed, with the date '16' highlighted in a red box. Below the calendar is a 'Go to my calendar' link.

The 'My Groups' Activity section shows activity for 'MONDAY, DECEMBER 13' with a comment posted by 'Laura's Birthday!' in the 'Widows & Orphans Ministry' group. For 'WEDNESDAY, DECEMBER 8', it shows two events added: 'Poetry Reading' in 'The Readers' group and 'Old Car Show Barbeque' in 'Entire Church Group'.

Viewing Your Profile

Isabel Flores

(719) 664-8522
izzy@nowhere.nm

Campus: First Community Church
Phone: (719) 664-8522 Home
(719) 664-8522 Mobile
Address: Isabel Flores
6971 Mission Dr.
Colorado Springs, CO 80904

Activity Family **Info** Involvement Financial

Info

Birthday: March 21
Gender: Female
Marital Status: Single
Anniversary:
Allergies:

Family

Isabel (Primary Contact)

My Fit

Spiritual Gifts: Creative Communication, Hospitality, Mercy
Passions: People – Youth, Issue – Family, Issue – Literacy
Abilities:
Style: People-Unstructured
Availability:

Plugged In

Commitment Date:
Service(s) I Attend: 1st Sunday Service
School:
Military:

Click **Go to my profile** from the home page to view information in your profile.

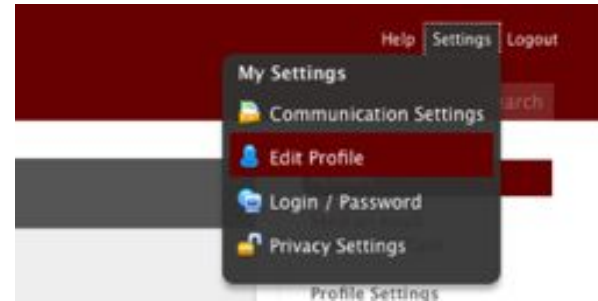
1. Profile Tabs: View information on the **Activity, Family, Info** and **Involvement** tabs. If enabled, you will also see the **Financial** tab.

2. Info Tab: This is where the majority of information about you will be located. Review the information to determine if anything needs to be added or edited.

3. Contact Info: Your phone number(s), address(es) and email address will be located here. Only you and appropriate church staff will see your email address. All others will see a 'Send an email' link instead, which allows them to email you without ever seeing your email address.

Updating Your Profile

Click the **Edit Profile** link under **Settings** or under **Actions** on your profile to begin editing your profile. Profile information is broken into five sections. Name fields will be visible no matter which tab you are viewing.



Edit Profile Sections

Basic: Photo, gender, birthday, marital status, phone numbers, email addresses, emergency contact, chat names and web sites

Address: Mailing, Home, Work and Other address fields with a copy option available to copy address from one field to another

Serving: Spiritual Gifts, Passions, Abilities, Personal Style and Days Available to Serve

Social: Favorite Activities, Music Styles, Radio Station and Quote, as well as room to include your faith journey, military affiliation and school if applicable

Custom Fields: Any field created by our church to track additional information



TIP The contact phone number field allows you to indicate your preferred phone number. This field was used by default when your profile was created and will likely match one of the other numbers (i.e. home, work, etc.).

Updating Your Settings



Access to your username and password, Communication Settings and Privacy Settings is available from the **Settings** link located in the top right corner of any page in the online community. Access is also available from the **Actions** area of your profile. You will see three settings icons that will give you access to each settings page. Click any of these icons to update the settings.

Available Settings

Login/Password: Change your login information from this page. Please note, after saving your changes, you will be logged out and will need to log back in with the new login information.

Communication Settings: Determine which groups you wish to receive communication from, and what type of communication you would like to receive. Options include regular email correspondence, comments posted to your groups' message boards, text messaging and a weekly summary of your groups' activities.

Privacy Settings: Adjust what information in your profile is visible and to whom. Using the 'Everybody' option will help make our online community vibrant.

Viewing Other Profiles

To view a profile for another person in our online community, first click the People tab (1) at the top of the page. If you do not see a People tab, it means you have limited access to the community and will not be able to view any other profile besides yours and your family's, if applicable.

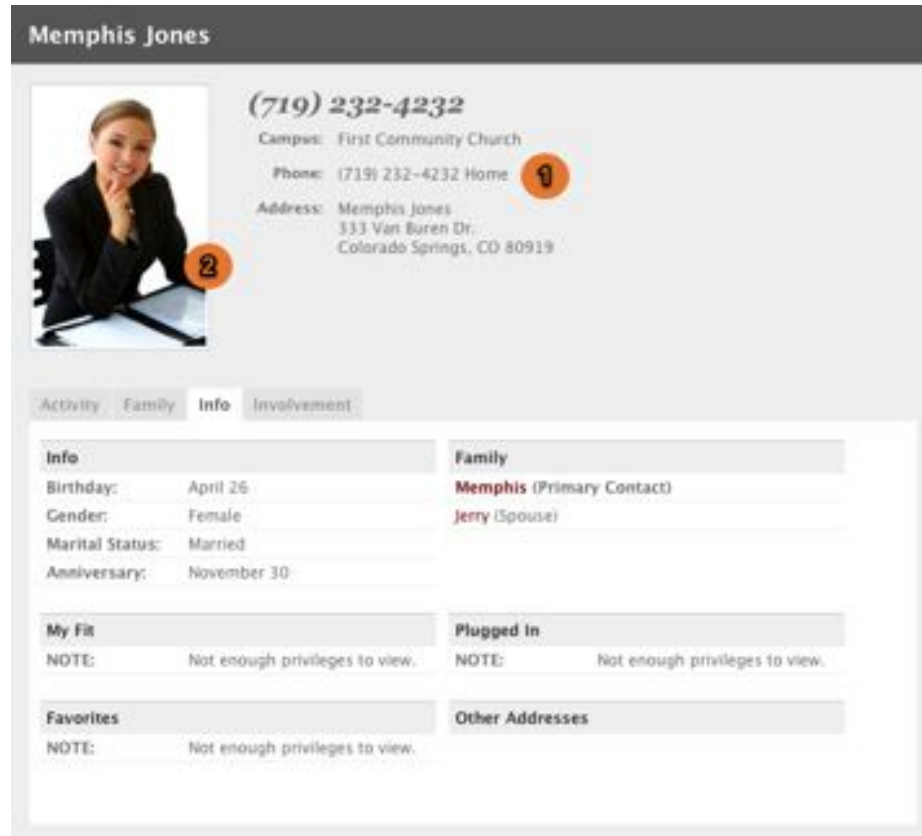
After clicking People, begin typing a name in the search box (2). You may type the first name, last name or a combination of both. As you type, the system will automatically narrow your results and generate a list of people who meet your criteria. Click the name

***TIP*:** You will only be able to find people who are listed to the online community.



The first time you access a profile after logging into the online community, you will land on the **Activity** page. In addition to the **Activity** page, which shows recent activity by the individual, you can view more information on the **Info** tab or see the individual's friends and other information on the Involvement tab.

Viewing People's Profiles Continued



Contact information (1) and a photo (2) will be visible in the top section of the profile. This info includes phone numbers and addresses, but visibility is based on the person's privacy settings.

On the **Info** tab, you will be able to see whatever information the individual has chosen to share with the online community. Anything not shared will be blank or show a message 'not enough privileges to view,' meaning administrative rights are required to view the information.

Because the tabs in profiles are 'sticky,' any profile you access will open to the same tab you were on previously (i.e. **Activity, Family, Info** or

TIP Adding people to your **Friends List** will allow those people to view information in your profile with privacy settings of 'friends only' or 'friends and my groups members'. In addition, it will give you easy access to those profiles if you wish to email them or view a phone number. This is a one-way add and does not require approval from the other person or allow any additional access to their profile.



Groups

Groups are the backbone of our online community. Events, volunteer opportunities, message boards and most emails all start through groups. You will see the groups which you currently belong to on your Personal Home Page and also by clicking the Groups tab (1) in the Navbar.

2. Entire Church Group: Contains everyone in the online community.

3. All members group: If this group is visible, it means there are multiple campuses in the online community. You will be part of one of the campus groups in this case.

4. Pending approval: After requesting to join a group it will be listed as 'Membership Requested.'

To see other groups you may wish to join, type a name in the search box. 'Open to All' groups will have more information visible to non-members than 'Invitation or Request Required' groups, but all visible groups will show a description of the group, meeting day and/or time and leader information. Click the Group Name to access this additional information.

Home Groups Calendar Messages People Give More

1

Find a group by typing its name below ... or discover a new group

Start typing the group's name

My Groups (6)


Entire Church Group 2
Type: Care / Small Group
Department:
led by Annabelle Greenwood, Open to All, Announce Only

All members of Mountains 3
Campus: FCC - Mountains
Type: Care / Small Group
Department:
led by Annabelle Greenwood, Open to All, Announce Only

Guatemala Mission Trip
Campus: FCC - Mountains
Type: Care / Small Group
Department: Stewardship
led by Becca Jackson, Open to All, Members Interact

Photography Club *Membership Requested* 4
Campus: FCC - Mountains
Type: Interest
Department: Adult Ministries
led by Annabelle Greenwood, Invitation or Request Required, Members Interact

Groups Continued

me below  or discover a new group

Area of Town:

Type:

Department:

Group Name:

Leader First:

Leader Last:

Interaction Type:

Childcare Available:

Meet Time:

Meeting Day:

2nd Custom:

3rd Custom:

Search:

To find a specific group or kind of group, use the **...discover a new group (1)** option found above the groups list.

In the example to the left (2), we are searching for Small Groups that meet Thursday evenings in the Northeast part of town and part of the Adult Ministries department.

You may search by Area of Town, Type, Department, name of group or leader and more.

Actions

Request to join

Actions

Join group

When you have found a group you would like to join, click the 'Request to join' or 'Join group' button.

You will see 'Request to join' if approval from the group leader is required to join. An email will be sent to the group leader notifying them of your request. Clicking 'Join group,' on the other hand, will add you to the member list immediately.

Administrative Access

If you have been given permission to work in a particular administrative area, you will see additional options under More in the top Navbar or under Settings depending on what area you have been assigned.

Administrative items requiring your attention will be found in the Attention Needed box. Click the link provided in the box to access the area.



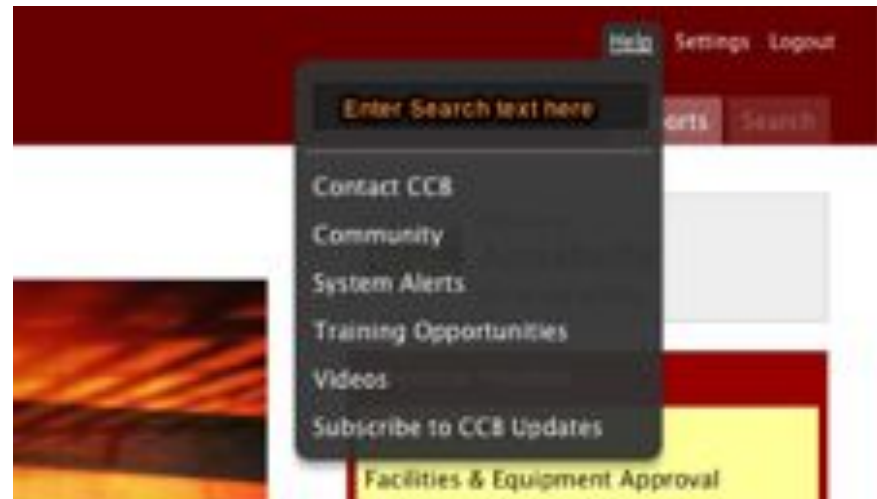
Additional Help

To learn more about our online community, please access the Help Center. Click Help in the top right corner of any page.

Try Videos if you would like to see the tools in action. Look for the Audience section to narrow down which videos to watch.

Type key words in the search box to search the online help articles. Use **Help Desk** to access the articles home page.

Click Subscribe to CCB Updates to receive upcoming release information or the CCB Newsletter via email.



My Organization's CCB ID Number: **16237**

First Community Church Support Contacts

The following are your church's support contacts. If you have any questions about your CCB application click on the email link below to send a message to your contact.

FCC - Mountains phone number: 242-1199



Annabelle Greenwood
Email: [Send Email](#)

To ask a church staff member a question about the online community, use the Contact CCB link. Our designated contacts will appear under the Support Contacts section, and you can email the question by clicking the Send Email link or contact the church at the number shown.