

# Basic User Walk Through Guide

This quick tutorial will help you get started exploring the many features of our new church web-based online community. You will be able to interact with others, get details on events, join groups, and keep your own personal profile updated.

## Login

Go to the login box provided on your church public website or login page.

Enter your login and password, and click the 'login' button.

Each person should have his own login.

If you need a login, click on 'Sign up.'

If you have forgotten your login, use the 'Forgot Password?' link to request that it be emailed to you.



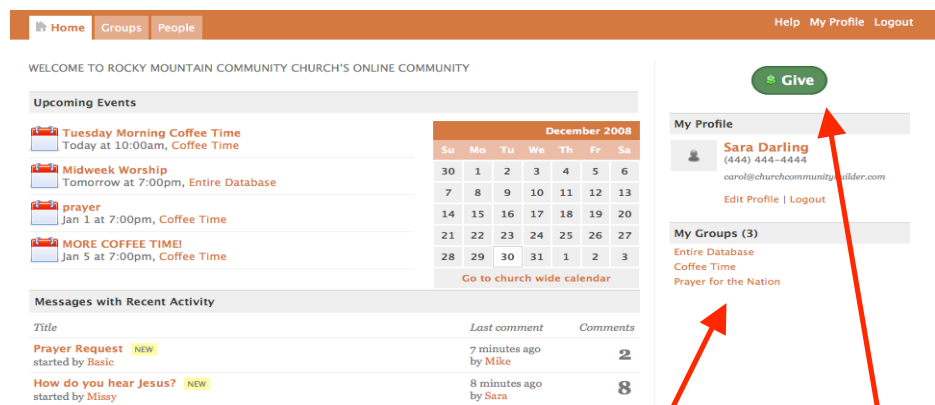
## Your Personal Home Page

Log in to your own home page showing:

Greeting

Events

Messages

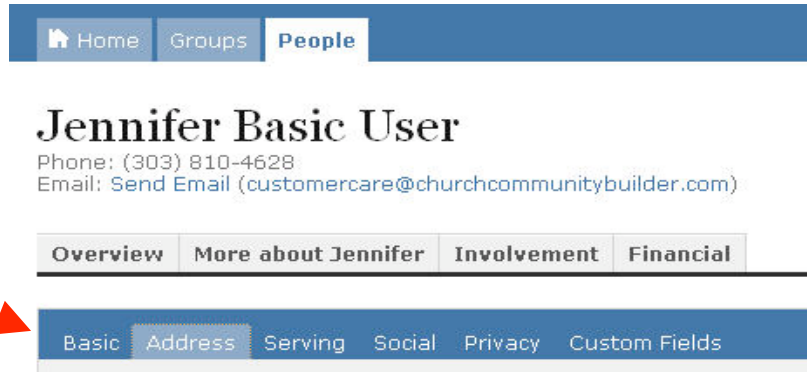


Groups

The green Give button will display if the church has set up a Merchant Account for online giving. If so, click the button to set up recurring giving.

## Edit Profile

Click on 'Edit Profile' to make sure your personal information is correct.



Click on the tabs to **EDIT**:

**Basic** ~ your birthday, anniversary, email and contact phones.

**Address** ~ your mailing address plus extra fields if desired for home & work.

**Serving** ~ your spiritual gifts, passions, and abilities

**Social** ~ your favorites (activities, music, quote) plus school & grade and your faith journey story.

**Privacy** ~ you control who views your profile information. See the explanations on the page. Choose 'Everyone can view' to encourage community among the members of your organization.

**Custom Fields** ~ Any fields your organization has available for you to edit.

Add info to fields and save.

To **upload a photo** of yourself from your hard drive, click 'browse' on the Basic tab.



VIEW your profile information by clicking on the tabs:



## Jennifer Basic User

Phone: (303) 810-4628  
Email: [Send Email \(customer@churchcommunitybuilder.com\)](mailto:customer@churchcommunitybuilder.com)

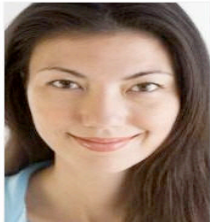
<b>Overview</b>	More about Jennifer	Involvement	Financial
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**Overview** ~ View your basic and serving details.

Edit your family by clicking on 'Go to family profile'

### Jennifer Basic User

Phone: (303) 810-4628  
Email: [Send Email \(customer@churchcommunitybuilder.com\)](mailto:customer@churchcommunitybuilder.com)

<b>Overview</b>	More about Jennifer	Involvement	Financial	Login/Password	E
<b>Info</b> Birthday: April 17 Gender: Female Marital Status: Anniversary: August 6 Allergies:	<b>Family</b> ( <a href="#">Go to family profile</a> ) Jennifer (Head)				
<b>My Fit</b> Spiritual Gifts: Creative Communication Passions: Abilities: Style:	<b>Plugged In</b> Commitment Date: Service(s) I Attend: School: Military:				

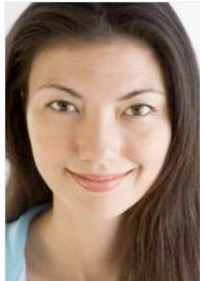
**More about you** ~ View info from the 'Social' tab including favorites and personal faith story.

**Involvement** ~ View groups you've joined, volunteer opportunities you've signed up for (positions), events you've registered for as well as class attendance (if it has been entered), and your friends list.

<b>Overview</b>	More about Jennifer	<b>Involvement</b>	Financial					
<table border="1"> <tr> <td><b>Groups</b></td> <td>Positions</td> <td>Events &amp; Attendance</td> <td>Process Queues</td> <td>Friends</td> </tr> </table>				<b>Groups</b>	Positions	Events & Attendance	Process Queues	Friends
<b>Groups</b>	Positions	Events & Attendance	Process Queues	Friends				

**Financial** ~ If permitted by your church, view your contributions and pledges and print your giving statement.

**Change your Login:** You can change your login and password. Type it in and hit save. You will be logged out and asked to sign in with the new login.

<b>Overview</b>	More about Jennifer	Involvement	Financial	<b>Login/Password</b>	Edi
Automatically Create a Login and Password: <a href="#">Auto Generate a Login and Password</a>					
<b>Manually Create a Login and Password</b>					
Login <input type="text" value="jenniferbasicuser"/>					
Password <input type="password" value="*****"/> <i>Must have both letters &amp; numbers and be at least 6 characters</i>					
Confirm Password <input type="password" value="*****"/>					
Send Email <input type="checkbox"/> Send Login and Password Via Email to carol@churchcommunitybuilder.com					
<input type="button" value="Save"/>					
					
				Phone: (303) 810-4628 (303) 810-4628 Ho	



## People

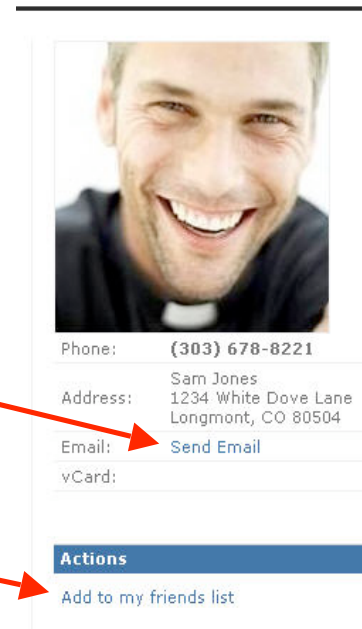
To **search for people**, click on the People tab. Enter a few letters of the first and last name or the beginning of either name. Possible matches will appear. Select the correct person.

You will not be able to see names of people who have set their privacy to unlisted or people who have limited access (usually guests).



When a person's profile displays, if he has an email address entered in his profile, you can click on the **email link** to send an email. (The email address is hidden.)

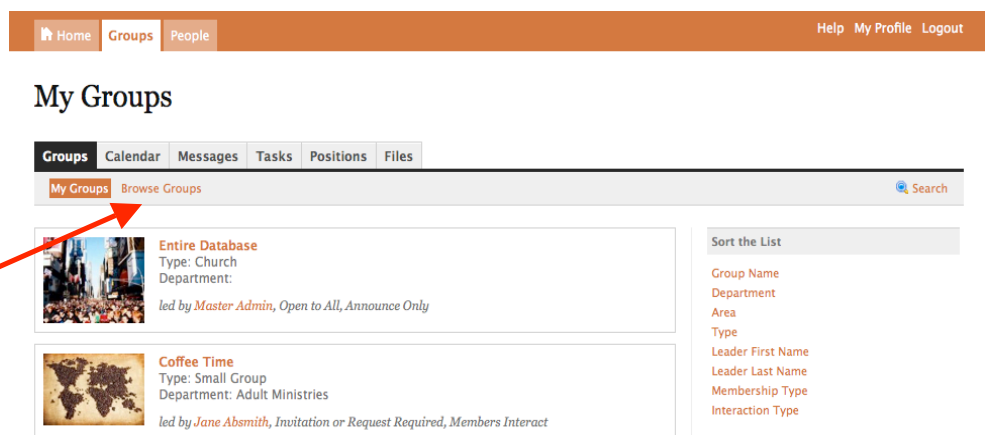
You can also add the person to your **friend's list**, which displays when you click the People tab.



## Groups

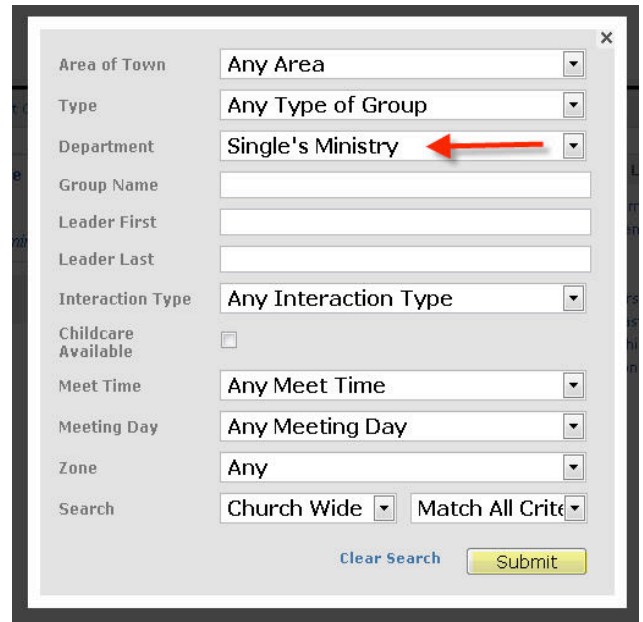
Any groups you've joined are shown on your home page.

To **search for available groups to join**, go to the Groups tab and click on Browse Groups.



To search for a specific type of group, click 'Search.'

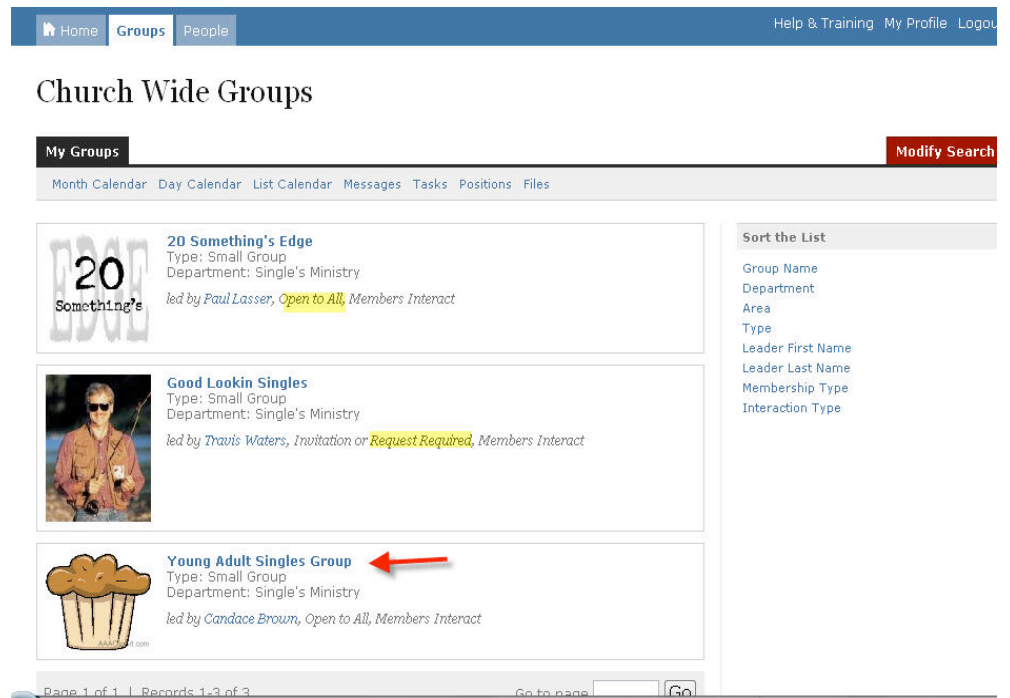
You can enter criteria for the search. Here we are searching for any groups in the Single's Ministry Department.



A screenshot of a search filter form. The form contains several dropdown menus and input fields. The 'Department' dropdown is set to 'Single's Ministry', indicated by a red arrow. Other dropdowns include 'Area of Town' (Any Area), 'Type' (Any Type of Group), 'Interaction Type' (Any Interaction Type), 'Meet Time' (Any Meet Time), 'Meeting Day' (Any Meeting Day), and 'Zone' (Any). There are also checkboxes for 'Childcare Available' and 'Search' options for 'Church Wide' and 'Match All Criteria'. A 'Submit' button is at the bottom right.

Groups matching your search will be displayed.

You can see whether the group is open to join or if you must request to join.



A screenshot of a web application interface. At the top, there is a navigation bar with 'Home', 'Groups', and 'People' tabs. Below this is a header for 'Church Wide Groups'. A 'My Groups' section is visible, with a 'Modify Search' button. The main content area displays a list of groups. The first group is '20 Something's Edge', the second is 'Good Lookin Singles', and the third is 'Young Adult Singles Group', which is highlighted with a red arrow. Each group entry includes a small image, the group name, type, department, and a note about whether it is open to all or requires a request to join. A 'Sort the List' sidebar is on the right, and a pagination bar is at the bottom.

Click on the group name to open the group home page.

You can click on the link to **join the group** (or request to join if required) or you can **email the group leader** for more information about the group.

If the group is open to join, you can see **events and post a message**.

You can also view any **files** uploaded, and see assigned **tasks** and any volunteer opportunities (positions) available in the group.

Home Groups People Help & Training My Profile Logout

## Young Adult Singles Group

Group Overview Calendar Messages Tasks Positions Files

**Upcoming Events**

**YASG Monthly Meeting**  
Mar 20 at 7:00pm, Young Adult Singles Group

February 2008						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	1

See all events

**Messages**

Title	Last comment	Comments
Singles started by Group	Mar 16, 2006 by Group	2

**Tasks**

- Courtney Cook: Refreshments
- Amanda Collette: Set up Room

**Actions**

Join this group

**Directions**

3472 Research Parkway  
Colorado Springs, CO 80920  
View Map

**Details**

**Department:** Single's Ministry  
**Type:** Small Group  
**Zone:** Woodland Park Manors  
**Meeting Day:** Weekdays  
**Meet Time:** Evening

**Group Leadership**

Candace Brown (Main Leader)  
Group Admin (Assistant Leader)

## Young Adult Singles Group

Group Overview Calendar Messages Tasks Positions Files

### YASG Monthly Meeting

**When:** Thursday March 20, 2008  
**Time:** 7:00pm - 9:00pm  
**Location:**  
**Organizer:** Group Leader  
**Recurs:** Starting on 3/16/2006, this event recurs every month on the third Thursday.

Back to Calendar

**Actions**

RSVP

Export vCal

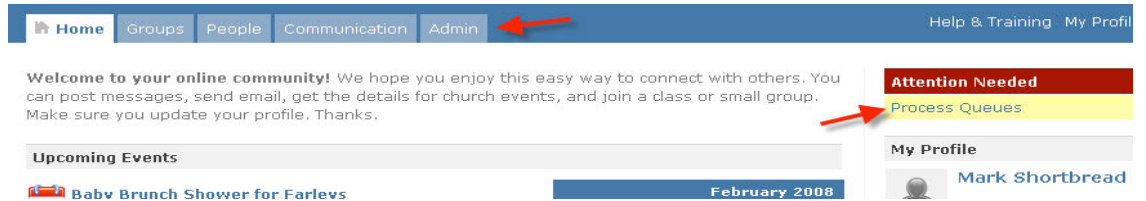
**RSVP for an event** by clicking on the event name on the group home page and then on the RSVP button. If it is a recurring event, you will be registered for all events.

Once you join a group, you will be able to see other **participants** in the group and send email or view the individual's profile (click on the person's name).



## Admin Privileges

If you have been given permission to work in a particular administrative area, you will have an additional 'Admin' tab in your top navigation bar.



Your 'to do' items will be listed in the 'Attention Needed' box. Click on the link to see the item.

The Communication tab will be added if any of your groups have messages posted or if you have used the saved letter feature.

We hope you enjoy connecting with these new tools.

## Help



If you need assistance, go to Help in the top nav bar.

## Church Community Builder (CCB) Help

### Latest Discussion Topics

[Subscribe](#)

[Error Exporting Calendar Events](#) (Mon Dec 29, 2008)  
[Newbie question on newsletters](#) (Tue Dec 23, 2008)  
[Trouble subscribing to new RSS feeds?](#) (Mon Dec 22, 2008)  
[New RSS feeds?](#) (Fri Dec 19, 2008)  
[Event Invitation/Guest List Question](#) (Thu Dec 18, 2008)  
[Publish an Event on the Public Calendar](#) (Wed Dec 17, 2008)  
[Default Messages Newest to Oldest](#) (Wed Dec 17, 2008)  
[Creating an overnight event \(sleepover\)](#) (Tue Dec 16, 2008)  
[Message change?](#) (Mon Dec 15, 2008)  
[Online giving/transaction questions](#) (Wed Dec 10, 2008)

First time participants: [Register here](#)

### News and Announcements

[Subscribe](#)

[New CCB Release – Recurring Giving and then some.....!!](#) (Thu Dec 18, 2008)



#### Training Opportunities

Find additional ways to learn about your CCB application



#### Help Center

Search the CCB Help Topics and connect with other CCB users



#### Get eSupport

Contact someone about the CCB application

[CCB Customer Support Policy](#)

Click **Help Center** for knowledgebase help topics.

If you need additional help, click **Get eSupport** to email an individual at your organization who is able to contact CCB for support.

Join the customer forum to share ideas with other CCB customers.