

CHURCH COMMUNITY BUILDER

Basic User Walkthrough



Basic User Walkthrough

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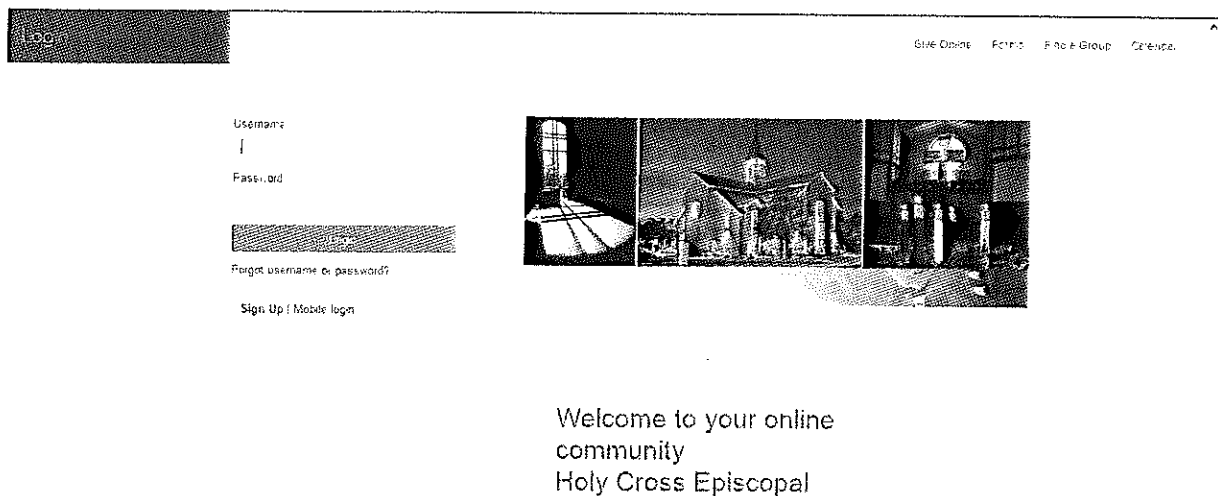
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Accessing the Online Community

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.

To access CCB: go to the Holy Cross website: www.holycrossep.org

Click on the red MEMBERS box. This will take you to the CCB Login page:



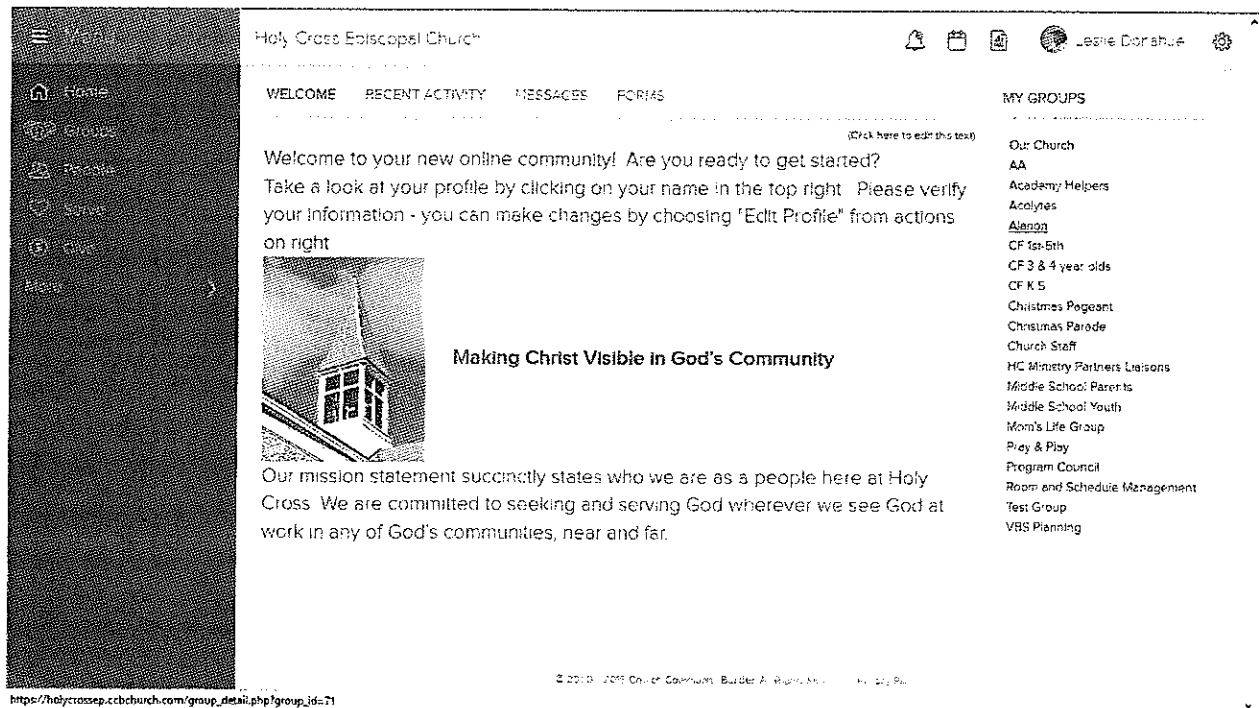
If logging in for the first time, you will need to "Sign Up." Follow the directions, using your email that Holy Cross has on file.

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

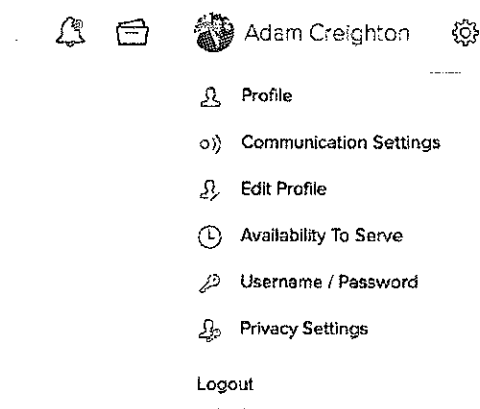
Your Personal Home Page

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

1. A welcome message from the church



2. Your personal settings dropdown under your name



4. A list of your groups

My Groups (6)

Entire Church (All Contacts)
All members of TCC - South

*Regular Attenders
Homeless Ministry
Men's Ministry
Worship Team

5. Activity in groups you belong to

My Groups' Activity

FRIDAY, AUGUST 29

 Event added: New Visitors Lunch - *Entire Church (All Contacts)*

MONDAY, AUGUST 11

 Event added: GED Classes - *Homeless Ministry*

MONDAY, AUGUST 4

 Event added: Leadership Meeting - *Homeless Ministry*

Viewing & Updating Your Profile

Click the **Profile** link in under your name in the header bar to view information in your profile. The menu listed under your name is available from any page.

1. Contact Info

Your phone number(s), email, campus affiliation (if applicable), and address will be located here. Only you and appropriate church leadership will see your email address unless you choose to reveal it to others via your settings. All others will see a generic **Send an email** link instead, which allows them to email you without ever seeing your email address.



Adam Creighton  



(719) 856-2899
acreighton@emails.com

Campus: TCC - South

Phone: (719) 555-5000 Work
(719) 856-2899 Home
(719) 856-2899 Mobile

Address: Adam Creighton
10807 New Allegiance Dr #300
Colorado Springs, CO 80921
United States
 [View Map](#)

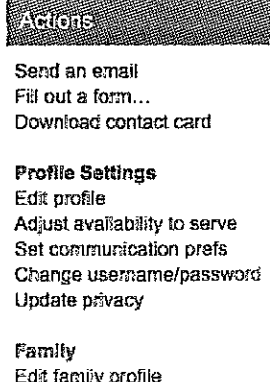
2. Profile Tabs

You can view your recent activity, family information, personal information, involvement, financial history (if enabled), and serving availability from the tabs on your profile.

[Activity](#) [Family](#) [Info](#) [Involvement](#) [Serving Availability](#)

3. Actions Menu

This is where you can edit your profile, adjust your availability to serve, set your communication preferences, change your username and password, update your privacy settings, or update your whole family's contact information at once.



Actions

- Send an email
- Fill out a form...
- Download contact card

Profile Settings

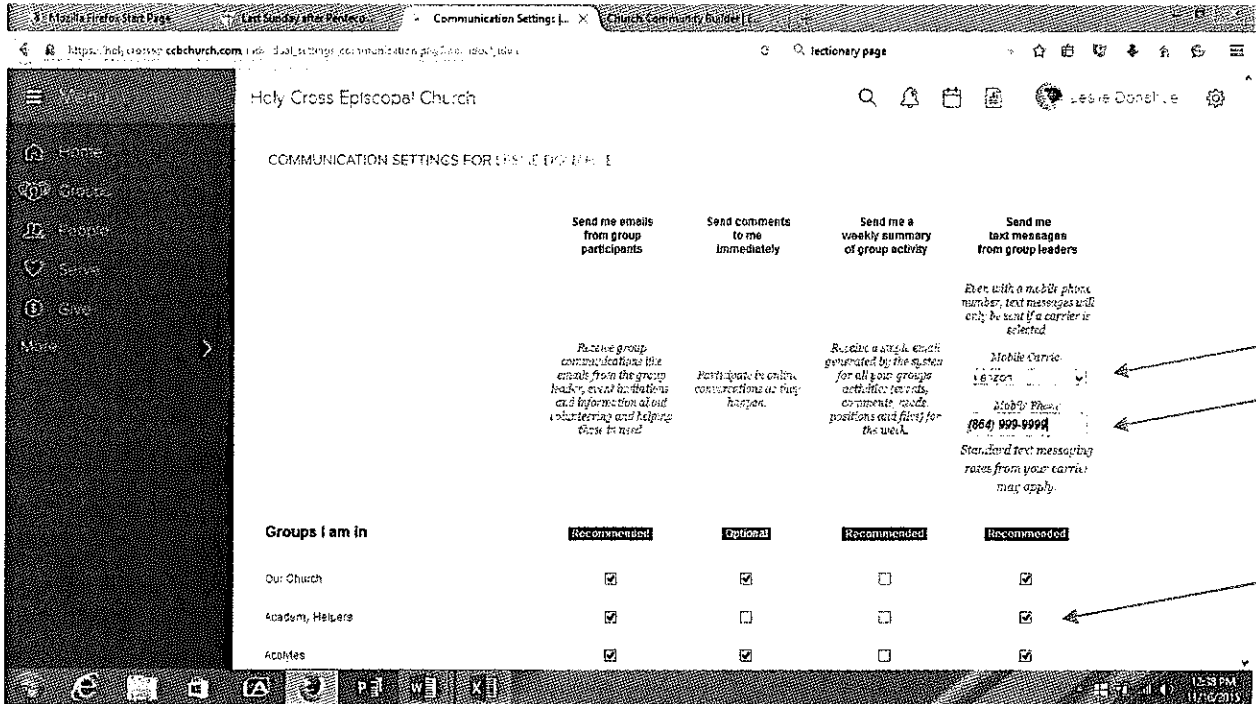
- Edit profile
- Adjust availability to serve
- Set communication prefs
- Change username/password
- Update privacy

Family

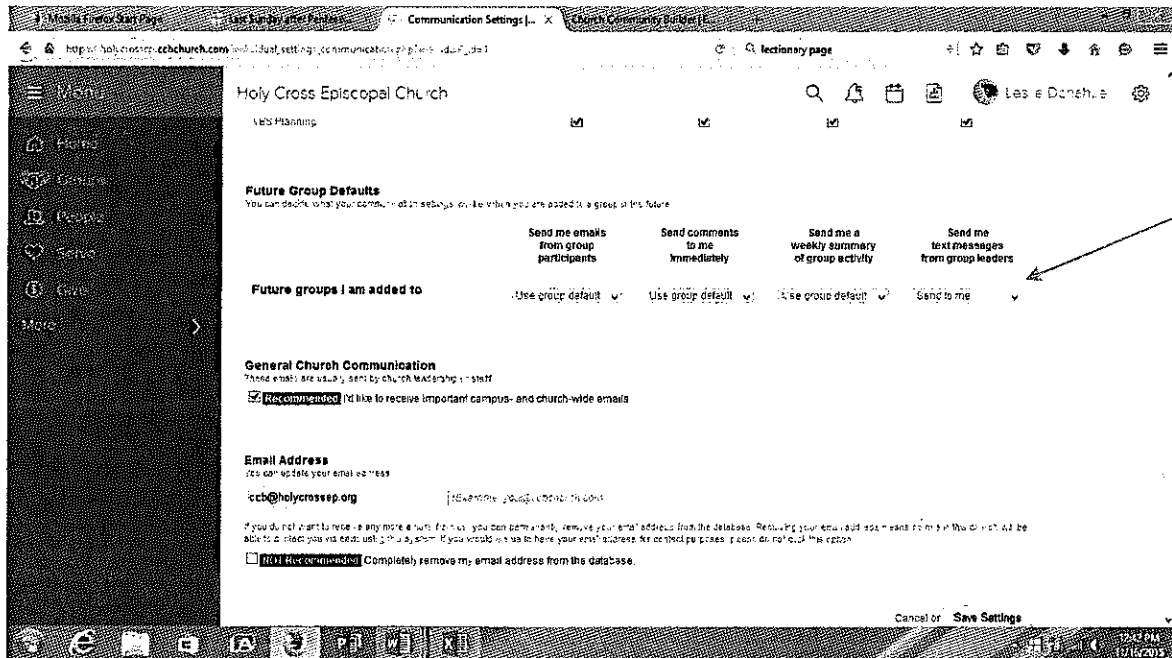
- Edit family profile

Under the Actions Menu, please set your communications prefs.

You must list your Mobile Carrier and Mobile Phone to receive text message.



Please make sure that you check your FUTURE GROUP DEFAULTS, especially for TEXT messages.



Viewing Other Profiles

To view a profile for another person in our online community, first click the People link in the left menu bar. You will only be able to see listed profiles. If you do not see a People link, it means you have limited access to the community and will not be able to view any other profiles besides yours and your family members'.

People Search

Ma

Maria Aspen

Marissa Branson

Marc Donovan

Marshall Eriksen

List from the Actions bar.

After clicking People, begin typing a name in the search box. You may type 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 of a person to access their profile.

Ms. Maria Aspen

(710) 555-1391

Campus: TCC - South

Phone: (710) 555-6897 Home

Address: Maria Aspen
1003 Hans Brinker Street
Colorado Springs, CO 80909
United States
[View Map](#)

[Show more contact info...](#)

Actions

[Send an email](#)

[Add to my friends list](#)

Activity **Family** Info Involvement Serving Availability

On the Info tab, you will be able to see the information the individual has chosen to share with the online community. Anything not shared will be blank or show the 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.

NOTE: Adding an individual to your friends list will allow that person 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 friends' 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.

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 you currently belong to on your personal homepage or by clicking the Groups link in the sidebar.

Find a group by typing its name below

... or discover a new group

My Groups (6)



Entire Church (All Contacts)

Type: Small Group

Department: Church- Admin

led by Adam Creighton, Open to All, Announce Only



All members of TCC - South

Type: Small Group

Department: Church- Admin

led by Adam Creighton, Open to All, Announce Only

To see other groups you may wish to join, click ~~... or discover a new group~~ ^{Advanced Search}. You may also click the Search magnifying glass icon on the top right corner of the page. This will pull up a window where you can set your search criteria.

Location:

Type:

Department:

Group Name:

Leader First:

Leader Last:

Interaction Type:

Exclude Full Groups:

Childcare Available:

Meet Time:

Meeting Day:

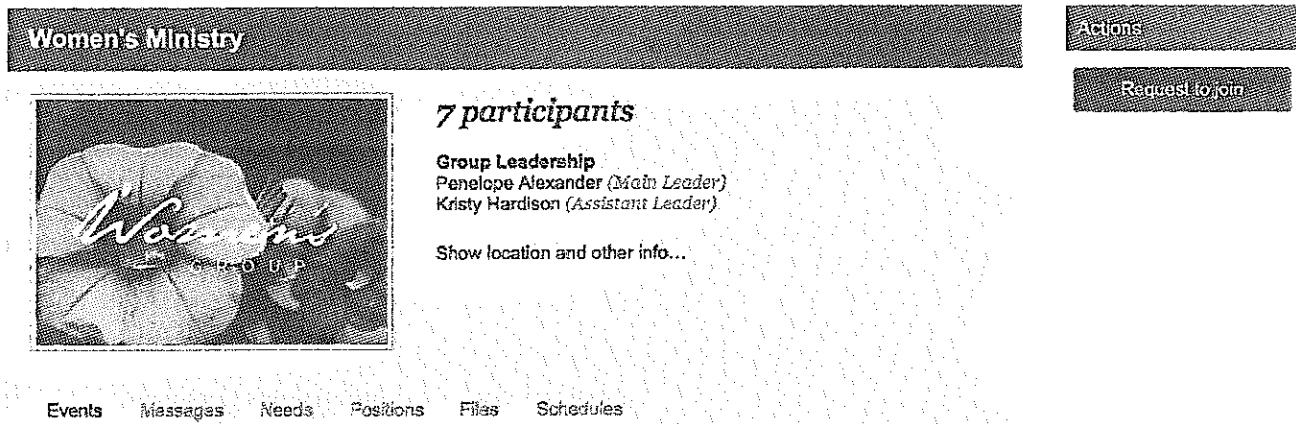
Area of Town:

Search:

Clear Search Search

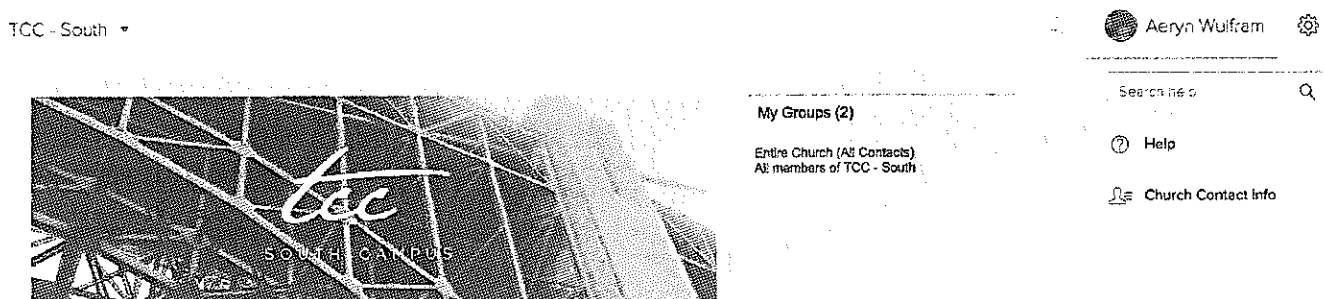
From each group's page, you are able to view the number of participants in that group and all of the group details. In the tabs, you are able to view events, messages, needs, positions, files, and volunteer schedules for that group. You can see information in these tabs only for groups you are a member of or for those that are *Open to all*.

In the Actions menu, you are able to join *Open to all* groups and request to join groups that require approval.

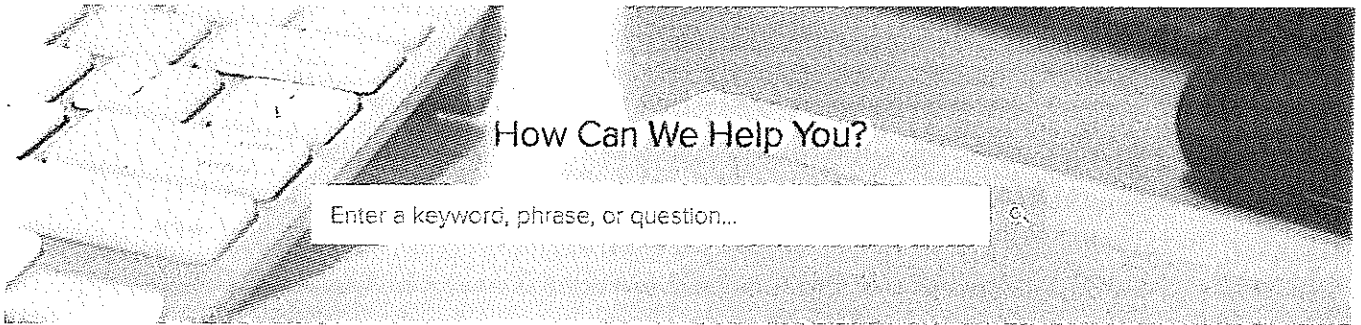


Once you are a member of a group, you may also have additional privileges based on the group settings, such as viewing other participants' information, signing up for an event, sending a group message, commenting on messages, creating needs, and uploading files.

Finally, to access step-by-step instructions about the online community, click **Help** in the menu under the settings gear icon at the top right corner of any page.



After clicking **Help**, you will be taken to the Help Desk page, where you have access to both help articles and video overviews divided by topic.



Church Leader Resources



Articles



Videos



Blog



Support

We are so glad that you have joined our online community! We hope you enjoy all of the opportunities to connect.

