



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.

Church Community Builder, LLC.

3472 Research Pkwy, Suite 104

Colorado Springs, CO. 80920

866.242.1199

www.churchcommunitybuilder.com



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.



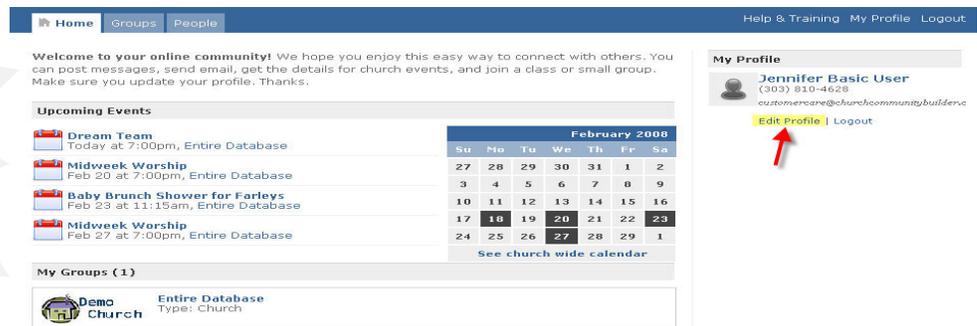
Your Personal Home Page

Log in to your own home page showing:

Greeting

Events

Your Groups



Edit Profile

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

Home Groups **People**

Jennifer Basic User

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

Overview More about Jennifer Involvement Financial

Basic Address Serving Social Privacy Custom Fields

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.

Jennifer Basic User

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

Overview More about Jennifer Involvement Financial Login/Password **Edit Profile**

Basic Address Serving Social Privacy Custom Fields

Jennifer Basic User [More name fields...](#)

Personal

Photo **Browse...** 



VIEW your profile information by clicking on the tabs:



Jennifer Basic User

Phone: (303) 810-4628
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Overview ~ View your basic and serving details.

Jennifer Basic User

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

Overview More about Jennifer Involvement Financial Login/Password E

Info		Family (Go to family profile)	
Birthdate:	April 17	Jennifer (Head)	
Gender:	Female		
Marital Status:			
Anniversary:	August 6		
Allergies:			
My Fit		Plugged In	
Spiritual Gifts:	Creative Communication	Commitment Date:	
Passions:		Service(s) I Attend:	
Abilities:		School:	
Style:		Military:	

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

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.



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.

Overview More about Jennifer Involvement Financial Login/Password Edi

Automatically Create a Login and Password:
[Auto Generate a Login and Password](#)

Manually Create a Login and Password

Login

Password
*Must have both **letters & numbers** and be at least **6 characters***

Confirm Password

Send Email Send Login and Password Via Email to carol@churchcommunitybuilder.com

Save

Phone: (303) 810-4628
(303) 810-4628 Ho

People

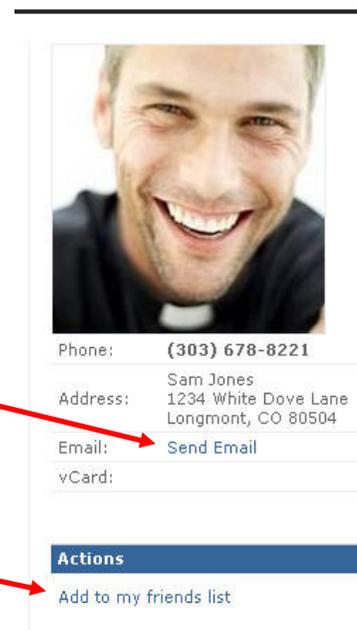
To **search for people**, click on the People tab. Enter a few letters of the first and last name or the beginning of either name. Possible matches will appear. Select the correct person.

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).



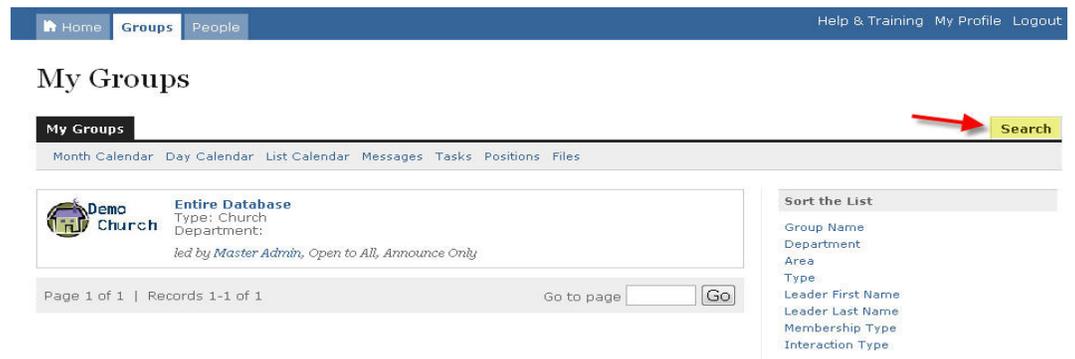
When a person's profile displays, if he has an email address entered in his profile, you can click on the **email link** to send an email. (The email address is hidden.)

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



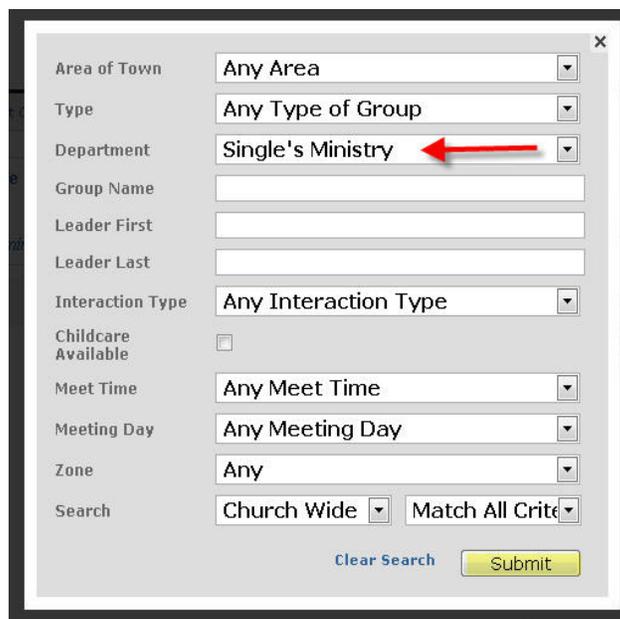
Groups

Any groups you've joined are shown on your home page. Everyone is a part of the entire church database group. To **search for other groups**, click on the Groups tab and then Search.



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

To search for ALL available groups, leave all fields blank and click Submit.



A screenshot of a search form with the following fields and values:

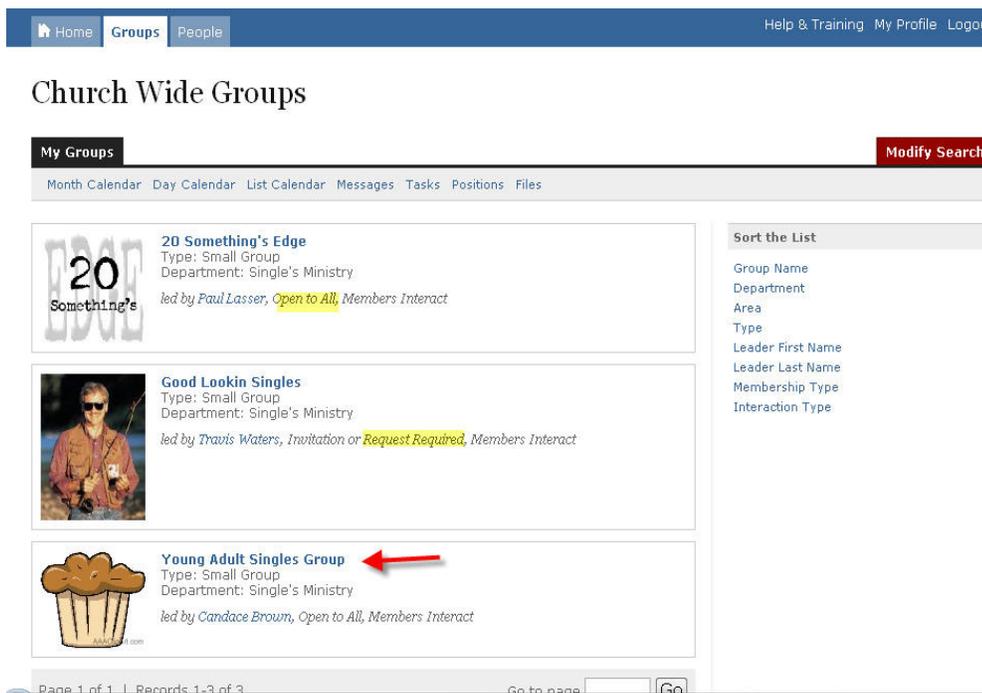
- Area of Town: Any Area
- Type: Any Type of Group
- Department: Single's Ministry (indicated by a red arrow)
- Group Name: (empty)
- Leader First: (empty)
- Leader Last: (empty)
- Interaction Type: Any Interaction Type
- Childcare Available:
- Meet Time: Any Meet Time
- Meeting Day: Any Meeting Day
- Zone: Any
- Search: Church Wide (dropdown), Match All Criteria (checkbox)

Buttons: Clear Search, Submit

Groups matching your search will be displayed.

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

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



A screenshot of a web application interface showing search results for church groups. The page has a blue header with navigation links: Home, Groups, People, Help & Training, My Profile, and Logout. The main heading is "Church Wide Groups". Below the heading is a "My Groups" section with a "Modify Search" button. The search results are displayed in a list format with the following entries:

- 20 Something's Edge**
Type: Small Group
Department: Single's Ministry
led by Paul Lasser, Open to All, Members Interact
- Good Lookin Singles**
Type: Small Group
Department: Single's Ministry
led by Travis Waters, Invitation or Request Required, Members Interact
- Young Adult Singles Group** (indicated by a red arrow)
Type: Small Group
Department: Single's Ministry
led by Candace Brown, Open to All, Members Interact

On the right side, there is a "Sort the List" section with the following options: Group Name, Department, Area, Type, Leader First Name, Leader Last Name, Membership Type, and Interaction Type.

At the bottom, there is a pagination bar showing "Page 1 of 1", "Records 1-3 of 3", and a "Go to page" field with a "Go" button.

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:
Area of Town: Woodland Park Manors
Meeting Day: Weekdays
Meet Time: Evening

Group Leadership

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

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.

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

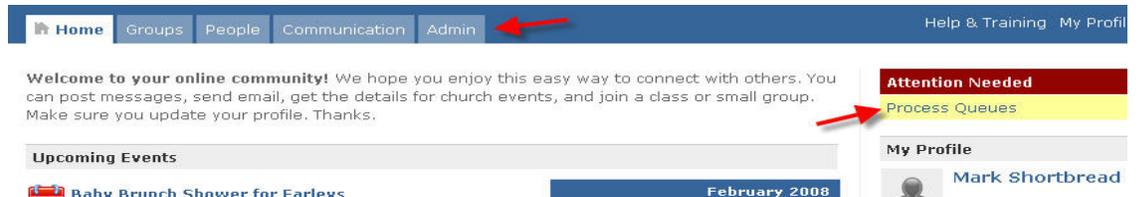
RSVP for an event by clicking on the event name on the group home page and then on the RSVP button. If it is a recurring event, you will be scheduled for all events.

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.

Help

If you need assistance, contact your church office or database administrator. There's also a knowledgebase to browse at the Help & Training link in your top navigation bar. Enjoy connecting with these new tools.