



*my***CENTRAL**



USER GUIDE >> GETTING STARTED

Join Central's new online community and ministry resource:



myCentral is an online community and central location for all things at Central Presbyterian Church. It connects people, organizes ministry teams, creates calendars, and can improve communication and collaboration. myCentral will help you stay connected with your church community, keep up-to-date with upcoming events, find ministry groups and service opportunities, register for events, and more.

Here are but a few of the many things you will be able to do with myCentral:

- Access the church directory
- Update your own personal and family information
- Find and join groups and sign up for events
- Communicate, collaborate and connect with groups you are part of
- Create "care calendars" for your group
- Sync your church calendar with your own personal calendar
- Track your contributions and download giving statements
- Find volunteer opportunities matched to your gifts and abilities
- Alert children's ministry staff of your child's allergies

myCentral is secure, easy to use, and accessible from any web-enabled device. Through myCentral, you have full control over your privacy settings and communications preferences. It is easier than you think to become part of Central's new online community. Log in today and join the fun!

To log in, please visit:

www.centralpres.com/mycentral

Questions? Please contact:

mycentral@centralpres.com

STEP 1 • LOGIN

GO TO www.centralpres.com/mycentral

Login

Fill in your user name and password in the appropriate fields and click "Login"

Have you forgotten or misplaced your login info?

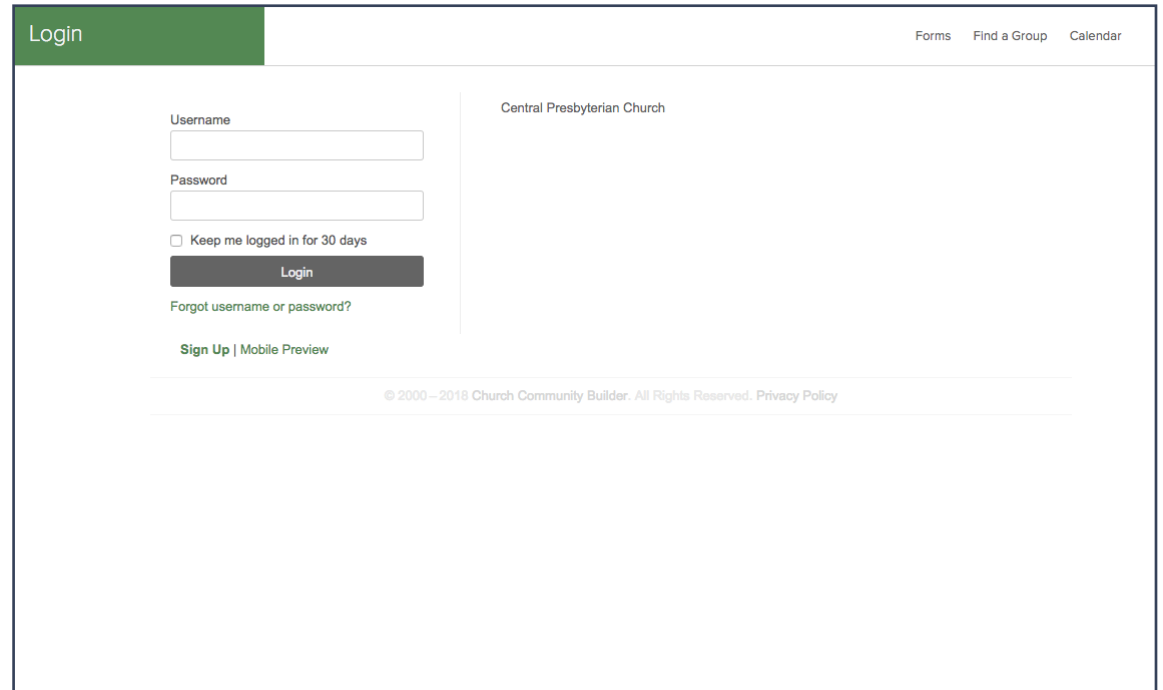
Click on the "Forgot Password?" link. Instructions will be emailed to you.

Do not have an account yet?

Click on the "Sign Up" link and follow the instructions.

PLEASE NOTE

If you received a "New Login Created" email, just click on your user name in that message and it will bring you to a login page. Be sure to use the mobile link if your working from a smartphone.



The screenshot shows the login interface for the Central Presbyterian Church. At the top, there is a green header with the word "Login" on the left and navigation links for "Forms", "Find a Group", and "Calendar" on the right. The main content area is divided into two columns. The left column contains the login form with fields for "Username" and "Password", a checkbox for "Keep me logged in for 30 days", a "Login" button, and a link for "Forgot username or password?". Below these is a link for "Sign Up | Mobile Preview". The right column displays the church's name, "Central Presbyterian Church", and a large, faint background image of a church building. At the bottom of the page, a copyright notice reads: "© 2000 – 2018 Church Community Builder. All Rights Reserved. Privacy Policy".

GETTING STARTED >> STEP 1 - LOGIN

STEP 2 • FAMILIARIZE YOURSELF WITH THE HOME PAGE

Logging in will take you to your personal home page.

On the left side of your screen is the main navigation menu. Clicking on the three horizontal lines in the green box will expand the menu to show titles in addition to the icons. Clicking it again will contract it, leaving just the icons in view.

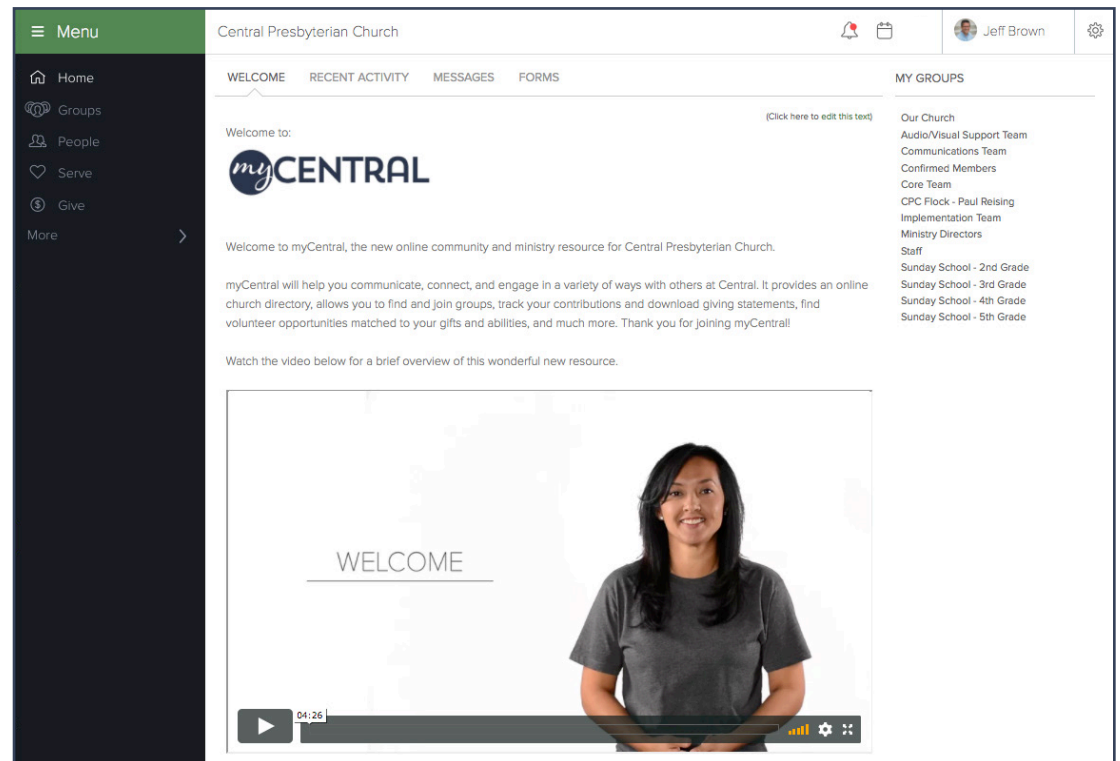
The center portion of the screen currently contains a welcome message and orientation video. We would encourage you to take a few minutes to watch the video and familiarize yourself with the system.

By clicking on the tabs in the center of the screen (WELCOME, RECENT ACTIVITY, MESSAGES, and FORMS), you will change what you see on the home screen.

RECENT ACTIVITY displays a summary of recent activity related to your account.

MESSAGES shows a list of messages you have sent or received.

FORMS gives you a list of all forms available to you in the system.



GETTING STARTED >> STEP 2 - THE HOME PAGE

STEP 2 • FAMILIARIZE YOURSELF WITH THE HOME PAGE

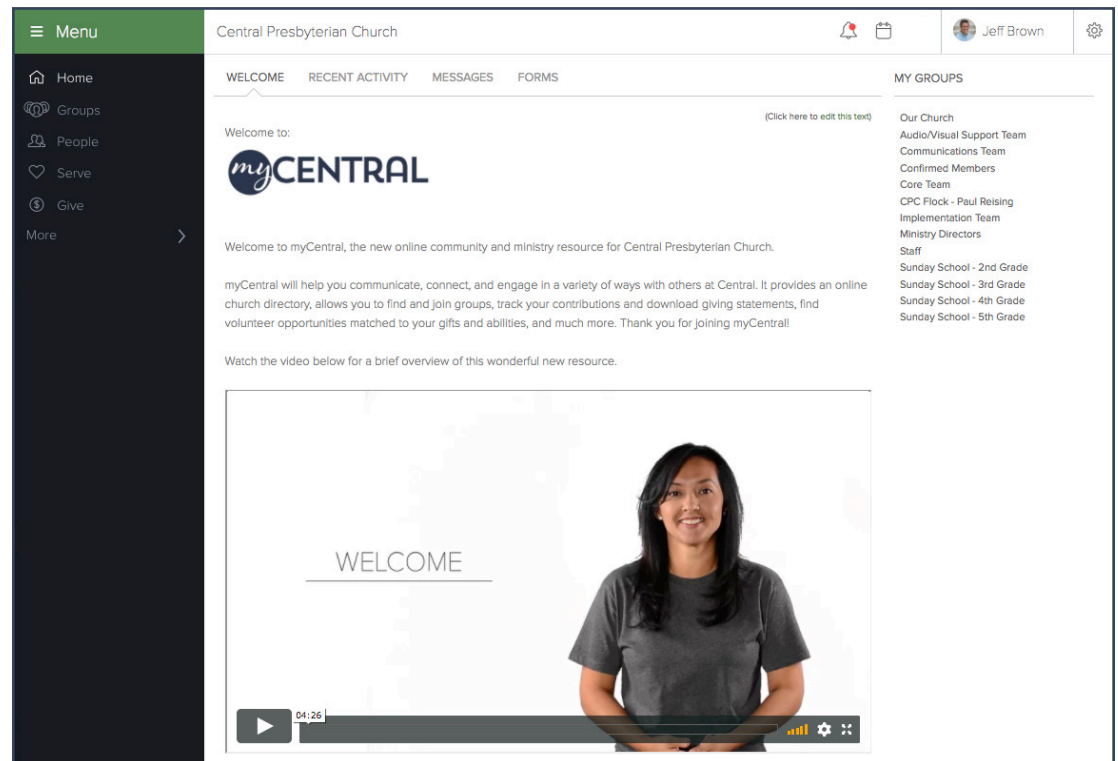
At the top of your screen towards the right side are two icons: a BELL and CALENDAR.

The BELL lets you know if there are any notifications waiting for you. If there are, there will be a small red dot on the bell.

The CALENDAR icon takes you to the calendar view. There are several calendar options available.

Next to these icons is YOUR PHOTO (if you have uploaded one) and YOUR NAME. Clicking here will open a menu of options that will allow you to customize your personal account settings.

Under your name you will find a listing of any groups of which you are currently a member.



GETTING STARTED >> STEP 2 - THE HOME PAGE

STEP 3 • Edit Your Personal Info

1. Update your name

Under the BASIC tab, enter your first name as the name you are most commonly known by. Click “More name fields...” and enter your legal name, middle name, etc.

2. Upload your photo and enter other personal information

Please provide a head and neck portrait of yourself rather than an image of your whole family, your pet, etc.

3. Update your contact information

Enter your email, phone number, etc. PLEASE NOTE: myCentral offers the ability for group leaders to message their group members via text. If you wish to receive texts, please be sure to include your mobile carrier.

Click “More contact fields...” to provide emergency contact phone, your web and/or social media addresses, etc.

4. Continue to update by clicking on each tab

(ADDRESS, MY FIT, SOCIAL, CUSTOM FIELDS, PLUGGED IN) and provide your information. Click “Save” after updating all tabs.

Basic Address My Fit Social Custom Fields Plugged In

Luke Skywalker [More name fields...](#)

Personal

Photo No file chosen ☐ Delete Photo

Family Position

Gender

Date of Birth [Why the year?](#)

Marital Status

Anniversary

Any Allergies? Yes ☐ No ☐ Not specified ☒

Allergies/
Special Instructions (used by Check-In system)

Contact

Email

Mobile Phone

Mobile Carrier

Home Phone

Preferred Number Mobile ☐ Home ☐ Work ☐ None ☒

[More contact fields...](#)

[Cancel or](#)

GETTING STARTED >> STEP 3 - PERSONAL INFORMATION

STEP 4 • EDIT YOUR PRIVACY SETTINGS

We value your privacy and will always handle your personal information with the utmost care. Within PRIVACY SETTINGS it's easy to choose the information you want to share and who you want to share it with.

Click on your name, then PRIVACY SETTINGS

Please review your default privacy settings and edit to match your personal preferences.

The screenshot displays the user profile interface for 'LUKE SKYWALKER' at 'Central Presbyterian Church'. On the left is a dark sidebar menu with options: Home, Groups, People, Serve, and Give. The main content area shows the user's profile with a photo of Luke Skywalker, contact information (Mobile: (314) 488-5794, Address: 123 Main Street, Clayton, MO), and tabs for ACTIVITY, FAMILY, INFO, INVOLVEMENT, and FINANCIAL. A message states, 'Sorry, there is no activity to show at this time.' Below this is a footer with system modification dates and a copyright notice. On the right, a user menu is open, showing options: Profile, Communication Settings, Edit Profile, Username / Password, Privacy Settings, and Logout. A yellow arrow points from the 'Privacy Settings' option in the user menu to the 'Privacy Settings' link in the 'Profile Settings' section of the main content area.

STEP 5 • Edit Your Communication Settings

Click on your name, then COMMUNICATION SETTINGS

You have the option to choose how people in your groups communicate with you.

Choose to receive information via email, text messages, a weekly summary of group activity, and more.

You can select different settings for each group that you are involved in.

COMMUNICATION SETTINGS FOR LUKE SKYWALKER

	Send me emails from group participants	Send comments to me immediately	Send me a weekly summary of group activity	Send me text messages from group leaders
	Receive group communications like emails from the group leader, event invitations, and information about volunteering and helping those in need.	Participate in online conversations as they happen.	Receive a single email generated by the system for all your groups' activities (events, comments, needs, positions and files) for the week.	Even with a mobile phone number, text messages will only be sent if a carrier is selected. Mobile Carrier Turned off... Mobile Phone (314) 488-6794 Standard text messaging rates from your carrier may apply.
Groups I am in	Recommended	Optional	Recommended	Recommended
Our Church	☒	☐	☐	☐
Communications Team	☒	☒	☐	☐

Future Group Defaults
You can decide what your communication settings will be when you are added to a group in the future.

	Send me emails from group participants	Send comments to me immediately	Send me a weekly summary of group activity	Send me text messages from group leaders
Future groups I am added to	Use group default	Use group default	Use group default	Use group default

General Church Communication
These emails are usually sent by church leadership or staff.

☒ Recommended I'd like to receive important campus- and church-wide emails.

Email Address
You can update your email address.

(Example: you@ccbchurch.com)

If you do not want to receive any more emails from us, you can permanently remove your email address from the database. Removing your email address means no one in this church will be able to contact you via email using this system. If you would like us to have your email address for contact purposes, please do not click this option.

☐ NOT Recommended Completely remove my email address from the database.

Cancel or Save Settings

GETTING STARTED >> STEP 3 - COMMUNICATION SETTINGS



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