

Church Community Builder (CCB)

Basic User Guide

Creating a User Name & Password

- Go to canaanstl.ccbchurch.com
- Select [Sign Up](#) below the login button.
- Choose your campus and select [Continue](#).
- Fill in all information and select [Submit](#).
- A login activation email will be sent to you with instructions on how to login for the first time.
- If your email is not already in our system, the office will need to update the information before an activation email is sent. Please allow 24-48 hours for information to be updated.

Profile

- To access your profile click on your name in the upper right hand corner. Select [Profile](#) from the dropdown menu.
- Your profile will show your name, address, phone numbers, and email address. The gray boxes below your profile photo give a brief snapshot of you and your family.
- To add or edit your profile information, select the [Edit Profile](#) link on the right hand side of the page.
 - In Editing View, you can select the tabs in the blue box on the upper portion of your screen to add/edit any information within your profile.
 - Edit Profile Tabs:
 - Basic – Photo, Name, Birthday, Anniversary, Email, Phone Numbers, Mobile Carrier*
 - Address
 - My Fit – Spiritual Gifts, Passions, Abilities
 - Social – link any social sites to your profile (Facebook, Twitter, etc.)
 - Custom Fields – Employer, Secondary Email
- To add or edit family profile information, select [Edit Family Profile](#) link on the right hand side of the page. *Anything added here will be applied to every member of your household.*

Note: All children under the age of 18 and their information will not appear to anyone except for church staff and appropriate leadership.

Privacy Settings

- Click on your name at the upper right hand corner of the page.
- Select [Privacy Settings](#) from the dropdown menu.
- This page allows you to set your own privacy settings for all profile information.
- **To use CCB to its full potential, we highly recommend setting your address, phone number and email to [Friends & My Group Members](#) or [Everyone](#) so that others in your groups and church members will have your contact information.**
- Select [Save](#) at the bottom of the screen to save changes made. If you do not select [Save](#) before leaving the page, your changes will not be saved.

*To receive text message alerts from the church, update your mobile phone number as well as your mobile carrier on the bottom of the 'Basic' edit profile screen.

Groups

- Your Groups will appear on your Homepage to the right hand side of the screen. Select the group name to go to the group's page.
- If you are the main leader or assistant leader for the group you can:
 - Add or invite people
 - Record Attendance
 - Add an Event (group fellowships, meetings)
 - Send a Message
 - Add a Need (examples - coordinating meals, Bethlehem group needs)
 - Create a Schedule (ideal for rotations, serving reminders)
 - Create or print Group/Class Directories
 - Go to Group Page.
 - Select the [index cards icon](#) on the top of the screen to the left of your name.
 - Select the type of directory from the list of options.

Creating an Event for your Group

- Go to Group page
- Select [Add an Event](#) on the right hand side of the page
- A pop-up will appear: Select [Resources Needed](#) or [Not Needed](#).
- Fill in all applicable information – the more information the better.
- Select [Save](#) to create event.
- On the Event Page:
 - Select [+Request Rooms & Resources](#) to specify room and any resources your event requires. **In order to reserve a room, this information must be submitted.**
 - Guest List - Select [Guest List Actions](#) to invite people to your event. Invitees will be sent an email and will be asked to RSVP. All group members will be able to see event on group calendar and personal “my calendar”.
 - Any events that require use of church facilities will appear gray until approved by the office.

Calendar

- My Calendar – includes church-wide events, any groups or activities you are involved in.
- Campus-wide Calendar – events that are open to the entire church body.
- Public Calendar – events can be viewed by the public. This calendar will appear on our website.

Attendance

- Go to the Group Page
- Select [Record Attendance](#) on the right hand side.
- Pop-up box will ask you to verify which event. Select correct date and the click [Record Attendance](#).
- Click the box by a person's name to record attendance. Visitors can be counted by using [Head Count for Additional People](#) at the top of the list.
- Enter in any event information, Visitor's names, discussion topics, prayer requests, etc.
- Select [Leadership](#), [Everyone](#) or [No One](#) to email event summary. **An option must be selected in order to save and record attendance for event.**
- Select [Save](#) at the bottom of the screen to finish.