CHURCH
COMMUNITY
BUILDER

HixsonPres.CCBChurch.com

Church Community Builder is the online community of Hixson Presbyterian Church. Our hope is that each member and regular attender of HPC will create and update their profile. This allows us to shepherd all those that call HPC their home and enables you to connect with this local body of believers. Here are a few basics to help you log in and get started:

1. **Visit our CCB site by typing in the above address, or clicking on the link on our CCB page**
2. **Type in your email for your username and the password you chose**
   a. If you forgot, please click on "forgot username and password", or email Patrick Jones to reset your password (PatrickJ@hixsonpres.org)
3. **If you need a login, click on "sign up" below the login button**

Once you're logged in, here's how to update your profile.

1. **Find your name in the top right corner and click on it**
2. **Click on "Edit Profile" in the drop down menu**
3. **At the top of the Basic tab, click on "Choose File" next to Photo and upload a photo of yourself.**
   - Since we are using this to connect, we'd ask that you use a photo of your face rather than a sports logo, picture of grandchild, etc.
4. **Fill out your information for at least the Basic and Address tabs, but you are welcome to fill out the information for the My Fit and Social tabs as well.**
   - Fill out the Basic tab, then click on "Address" at the top to fill out that tab.
5. **Once you've filled in the tabs, click on "Save" at the bottom of the page to save your work and return to your profile.**
6. **At the right, under "Actions", click on "Edit family profile" in the Family section.**
7. **At the top, click on "Choose File" next to Photo and upload a photo of your family. This is what we'll use for the church directory.**

If you have any questions you can either click on the gear on the top right and type your question into the help menu, or you can call or email Patrick (PatrickJ@HixsonPres.org) at the church.