

GET STARTED

Overview

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 update your profile's information, get connected with others in the online community, find groups you are involved in or would like to get involved in and lastly, you will know how you can get support from your church's leadership.



Logging In

After requesting a login or being assigned one, you will receive an email containing your login information. Use the link in the email to access your online community.

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

To login:

Once you have access to your profile you can change your username or password.

1. Click your profile at the top of the page
2. Click **Username/Password**
3. Choose a username and password you remember and click Save

To keep your login for 30 days

1. Once you logout of the software try logging back in
2. Before you click login check the box **Keep me logged in for 30 days**
3. From this page you can also click **Mobile Login** if you are on a mobile device

You will no longer be logged in for 30 days if you:

- Clear your browser's cookies
- Change your username/password
- Trying to login as someone else

Username

Password

Keep me logged in for 30 days

Login

[Forgot username or password?](#)

[Sign Up](#) | [Mobile login](#)

Personal Home Page

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

1. A welcome message from your church
2. You will have a series of tabs you can navigate through: Welcome, Recent Activity, Messages and Forms

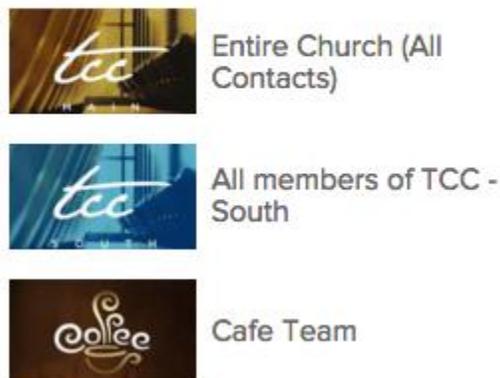


3. Your personal settings dropdown under your name
4. At the top of the page, you have three icons: the alert bell, calendar and system-settings



5. Finally, you will see a list of the groups you are part of and a menu list

MY GROUPS



Viewing & Updating Your Profile

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

When you click this link you will be directed to your individual profile page.

 Sarah Jackson 

-  Profile
-  Communication Settings
-  Edit Profile
-  Username / Password
-  Privacy Settings
- Logout

JAY WALL



ericgoesfishing@gmail.com

Campus: TCC - South

Address: Jay Wall

 [View Map](#)

ACTIVITY

FAMILY

INFO

INVOLVEMENT

FINANCIAL

SERVING

SATURDAY, NOVEMBER 21



Served Barista: Service: 6:30 PM - *Cafe Team*

TUESDAY, OCTOBER 27



Position new status: Barista - *Cafe Team*

Contact Info

Your phone number(s), email, campus affiliation (if applicable), and address will be located here. Whether or not people can see and use these pieces of information will depend entirely on the level of privacy you have assigned to

them in your individual Privacy Settings. From your profile page, you can see your Privacy Settings by clicking Update privacy under the Actions menu on the right.

Profile Tabs

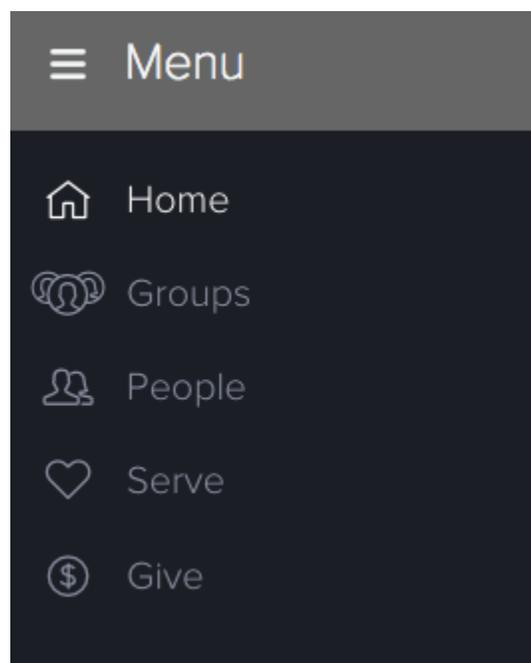
You can view your recent activity, family information, personal information, involvement, financial history (if enabled), and serving availability from the tabs on your profile.

Actions Menu

This is where you can edit your profile. Some areas to edit to get you started on the right track is to 1) adjust your availability to serve, 2) set your communication preferences and 3) adjust your privacy settings. Other areas you can edit is the ability to change your username and password and update your whole family's contact information at once.

Viewing Other Profiles

1. To view a profile of 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'.



2. 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.
3. 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 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

As a basic user you have access to groups you are a member of under **My Groups** on the Welcome Page or you can access your group's from the **Groups** menu on the left.

- Start by typing in the name of a group you'd like to find, or

FIND A GROUP

[Advanced search](#)

MY GROUPS



Entire Church (All Contacts)

Type: Small Group

Department: Church- Admin

led by Sarah Jackson , 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



Cafe Team

Type: Task / Action

Department: Serving Team

led by Adam Creighton , Open to All, Members Interact



Worship Guitar

Type: Small Group

Department: Adult Ministries

led by Kay Wall , Invitation or Request Required, Members Interact

- Click on **Advanced Search** to find groups tailored to your interest, location and/or other preferences.

Group search

Location	<input type="text" value="Enter postal code, city and state, or address"/>
Type	<input type="text" value="Any Type of Group"/>
Department	<input type="text" value="Any Department"/>
Group Name	<input type="text"/>
Leader First	<input type="text"/>
Leader Last	<input type="text"/>
Interaction Type	<input type="text" value="Any Interaction Type"/>
Exclude Full Groups	<input type="checkbox"/>
Childcare Available	<input type="checkbox"/>
Meet Time	<input type="text" value="Any Meet Time"/>
Meeting Day	<input type="text" value="Any Meeting Day"/>
Area of Town	<input type="text" value="Any Area"/>
Testing this is	<input type="text" value="Any"/>
Search	<input type="text" value="This Campus"/> <input type="text" value="Match All Criteria"/>

Clear Search

Search