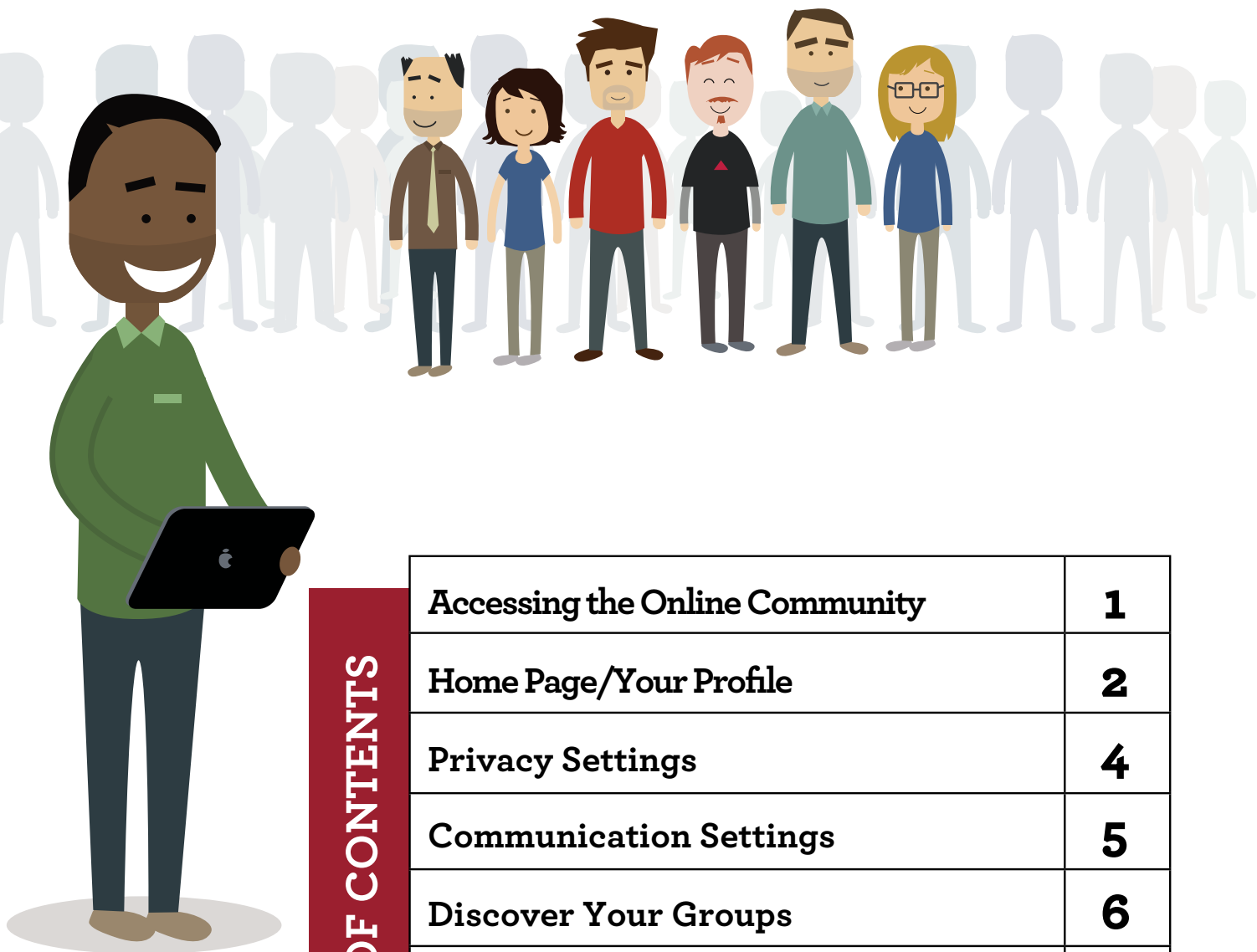




CHURCH  
COMMUNITY  
BUILDER

# User's Guide





## TABLE OF CONTENTS

**Accessing the Online Community**

**1**

**Home Page/Your Profile**

**2**

**Privacy Settings**

**4**

**Communication Settings**

**5**

**Discover Your Groups**

**6**

**Find New Groups**

**7**

**People Directory**

**8**

**Frequently Asked Questions**

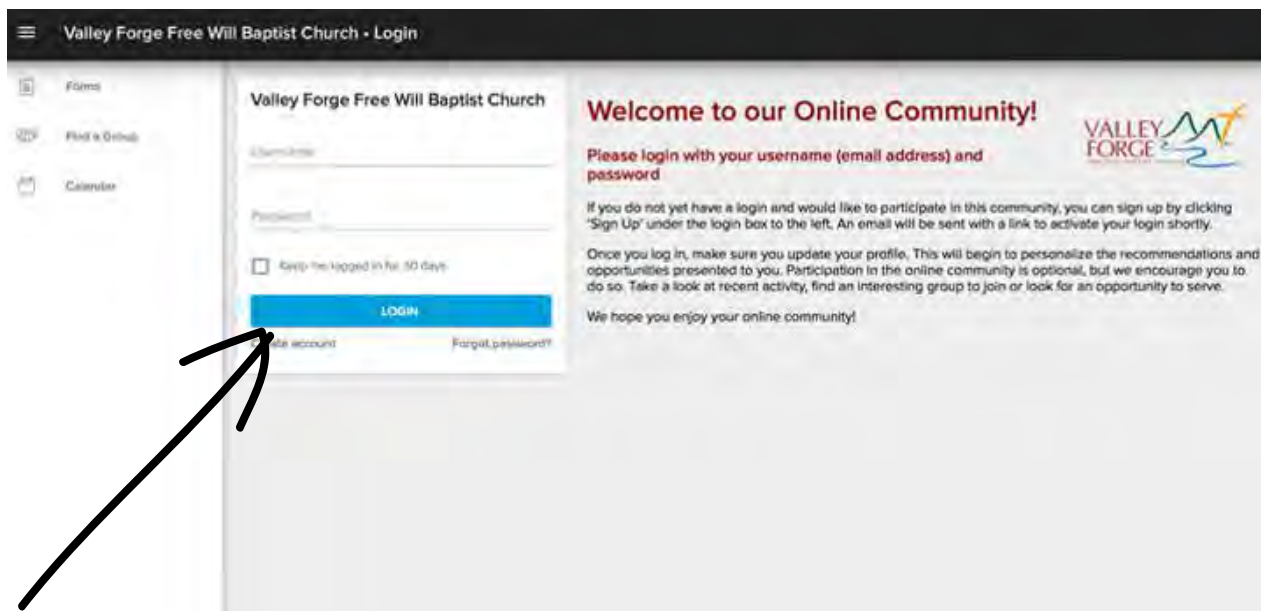
**9**

# Accessing the Online Community

*In this section, you will learn to access CCB, request your username and password, and login.*

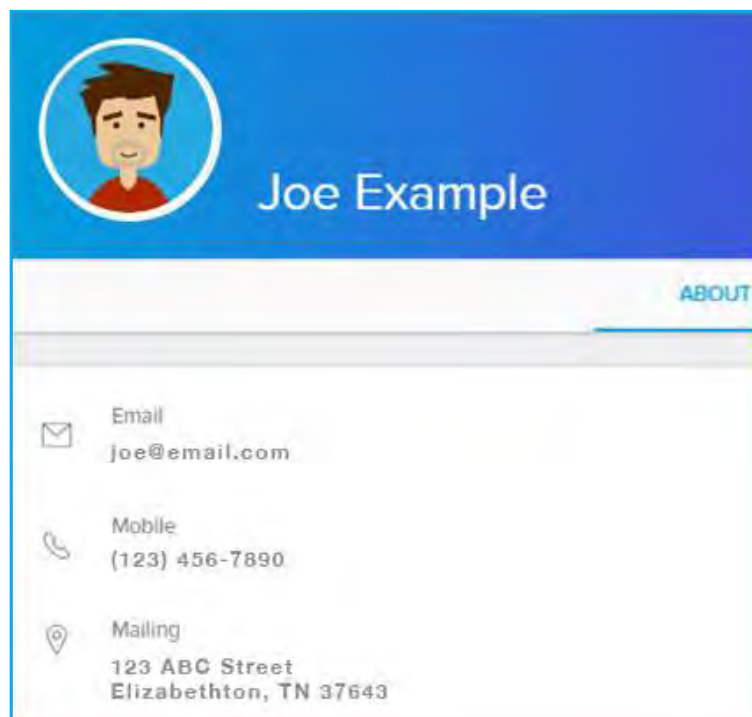
To access CCB go to **valleyforgechurch.com/ccb**

In order to login, you must have a username and password.  
Click **create account** to fill out a form and request a username and password (will be sent via email).



Once you have received your username and selected your password enter your login information here.

Here is a sample of what your profile might look like.



Email	joe@email.com
Mobile	(123) 456-7890
Mailing	123 ABC Street Elizabethton, TN 37643

# Personal Home Page

*In this section you will learn the basics of how to find information in CCB.*

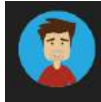
When you log in, you will see Welcome, Recent Activity, Messages and Forms above the welcome message



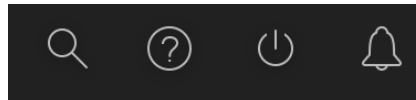
Once you log into the online community, you will land on your personal homepage.

This page contains information specific to you, including:

- A link to your personal profile in the top right corner



- At the top of the page, you have icons: **search, help, logout, and notifications**



- Finally, you will see a list of the groups you are part of (right hand side) and a menu list (left hand side). If you do not see the menu, or your menu only contains icons (no text descriptions), click the menu icon (three horizontal lines) to expand the menu



- To find groups available for you to join, click "group finder" at the bottom of the page

- To see the publicly-listed events on the church website, click "Events & Registration"

# Update Your Profile

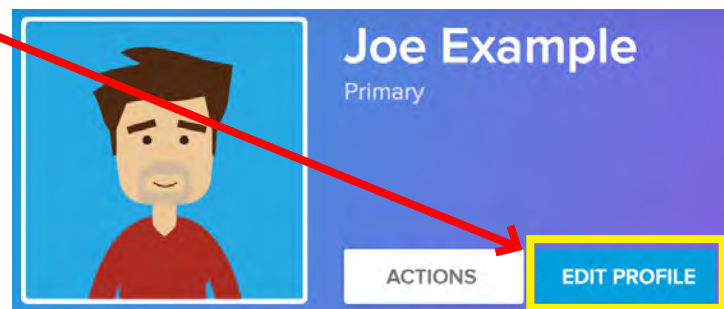
*In this section you will learn how to edit your basic contact information, update a profile picture, and indicate your spiritual strengths.*

After clicking your profile image (or initials if you haven't uploaded a picture), click on the **EDIT PROFILE** button below your name to edit your personal information

The 'Edit Profile' form contains the following fields:

- First Name:** Joe
- Last Name:** Example
- Email:** drccbtestzz@outlook.com
- Mobile Phone:** (423) 542-5344
- Carrier:** Verizon
- Mailing Street:** 123 ABC Street
- City:** Elizabethton
- State:** TN
- Postal Code:** 37643
- Country:** (dropdown menu)

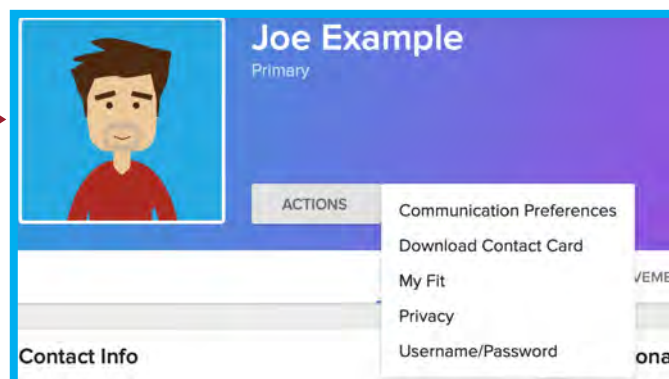
Buttons at the bottom: CANCEL, SAVE



In this section: edit your basic contact info, your address, update a profile picture, and other information about yourself.

Want to share your Faith Journey? Under *Edit*, Use the 'Commitment Story' or 'Current Story' to tell us a bit more about you.

Use My Fit to indicate your spiritual strengths, passions, abilities, and personality style, which can help you get connected to volunteer opportunities at Valley Forge!



**Quick Tip:** The *Involvement* tab of your profile shows a snapshot of your serving, attendance, group membership and giving

## ACTIONS MENU

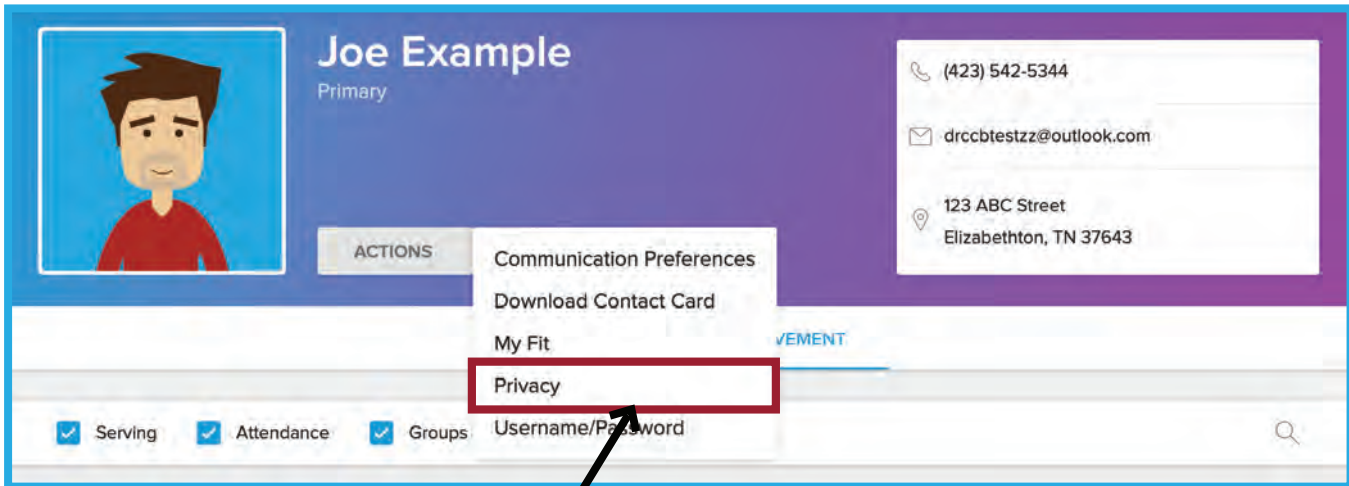
**The Actions menu provides options including:**

- Change your communication preferences for email and text messages you receive from the church & small groups
- Edit your My Fit details
- Edit your username or password.

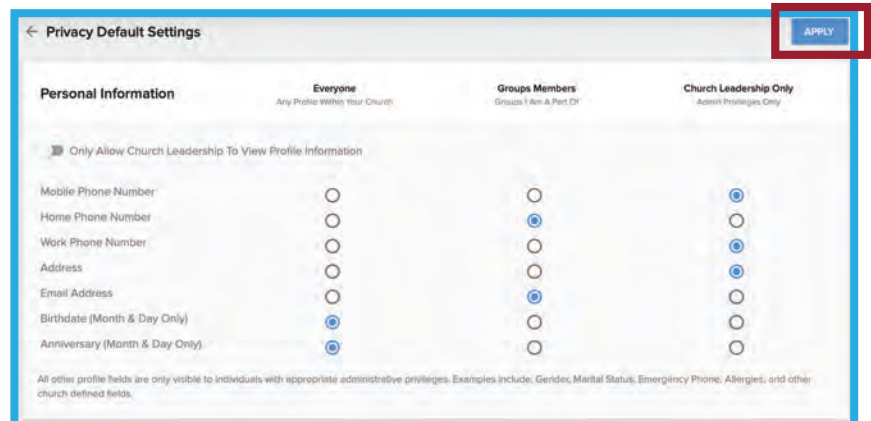


# Privacy Settings

*In this section, you will learn how to adjust your privacy settings*



In your profile, click on the “**Actions**” button then choose **Privacy** to edit your personal privacy settings. Click **Apply** at the top of the page when you are finished.



## Definitions:

- Everybody - Everyone with a login to CCB, including attendees, members, volunteers, staff, etc.
- Church leadership only - People designated by the church with full directory access OR a group leader of a group you are part of
- Group Members - anyone in the group(s) to which you belong



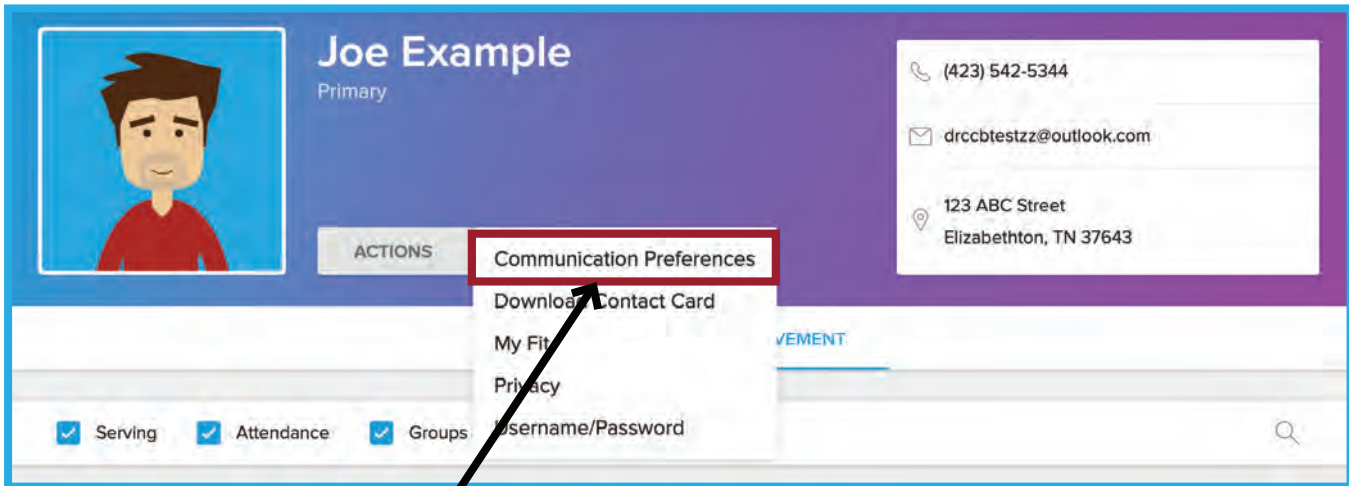
## Privacy Settings to be aware of:

**#1** We take your privacy very seriously. By default, we have limited the amount of information available to everyone. It is **very important** you take time to review these settings if you wish for other people in the church to see your contact information.

**#2** All other profile fields not listed on this screen are only visible to individuals with appropriate administrative privileges managed by the church. Examples include: Gender, Marital Status, Emergency Phone, Allergies, Baptism Date, and Membership Date.

# Communication Settings

*In this section, you will learn how to adjust your communication settings*



In your profile, click on the **"Actions"** button then choose **Communication Preferences** to edit your personal communication settings.

You will see communication options for the groups you are in, plus your General Church Communication setting for churchwide emails.

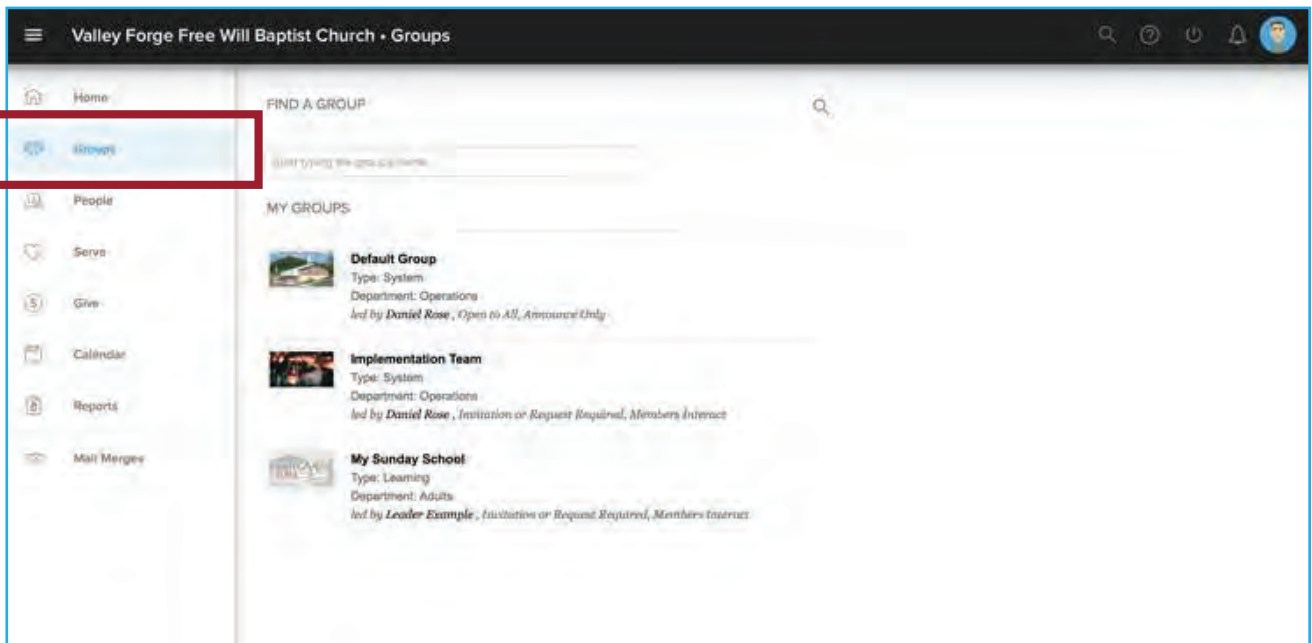
Read the descriptions and decide how you would like to receive these communications and then select the appropriate box. Also review the "Future Group Defaults" and "Scheduling Communication" sections. We suggest that you leave the General Church Communications as is. Scroll down and select **Save Settings** at the bottom of the screen.

Groups I am in	Recommended	Optional	Recommended	Recommended
Default Group	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implementation Team	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Online Devotional Group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

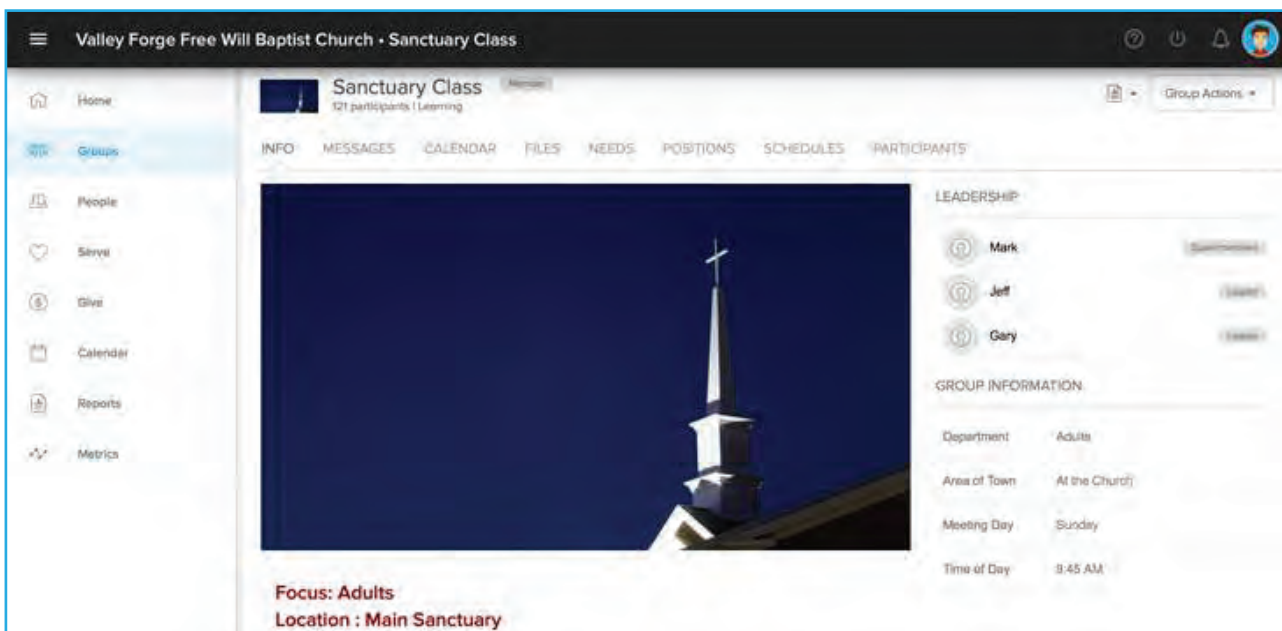
# Discover Your Groups

*In this section, you will learn how to see what groups you are a part of and access the information about each individual group.*

Click on the **Groups** icon on your home page. The groups that you are a member of are listed under **My Groups**. Click on the name of the group to view more information about it.



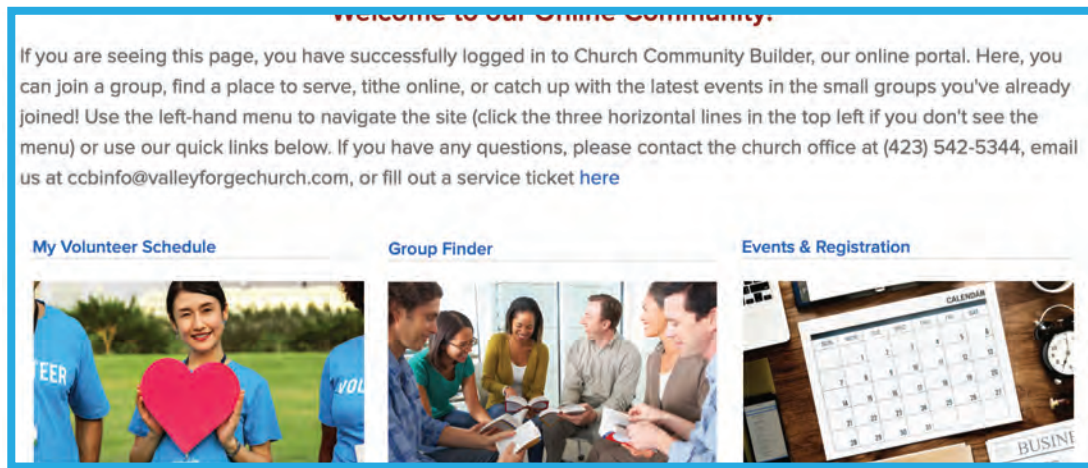
The first tab, **Info**, is the landing page for all group members. Other tabs include **Messages**, **Calendar**, **Files**, **Needs**, and **Participants**





# Find New Groups

*In this section, you will learn about how to find new groups you are not yet participating in*



Click **Group Finder** on the home page

You will see a list of all groups within VFFWBC, including Sunday School classes, small groups, MinistryU groups, and more!

Click on the name of a group to see more details about it and request to join.

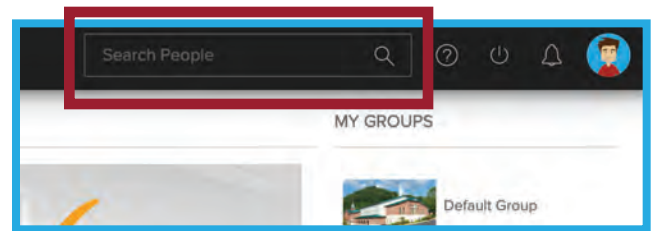
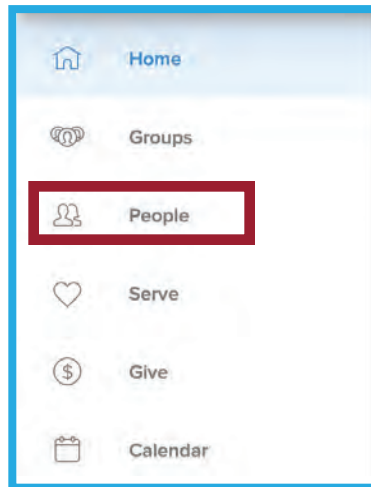


# People Directory

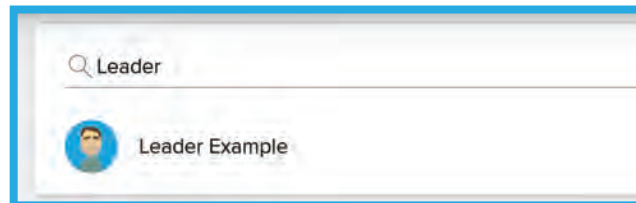
*In this section, you will learn about how to find contact information for other people in the church*

Click on the **People** tab in the left sidebar of your screen to open up the People directory, then start typing the name of the person you are looking for.

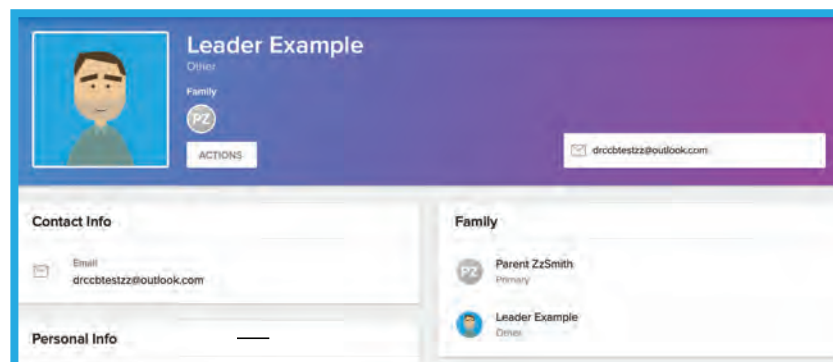
Or, if you want to perform a search, simply start typing the **Search People** box in the top right of to website.



Click on the name of the person you are looking for in the search results

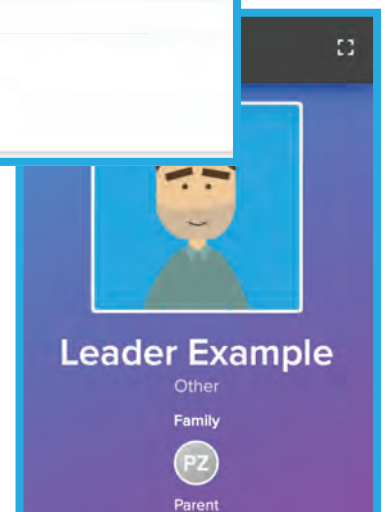


Depending on the size of your computer/mobile device screen, you will either see a pop-out card on the right of your screen, or a new webpage will open with the contact information that person has chosen to share in our CCB website.



## Privacy Settings Reminder:

Only the information someone has chosen to make public within the church will be shown so please update your privacy settings today!



# Frequently Asked Questions

## What is Church Community Builder?

With CCB, you will be able to update your contact information, see the groups you are participating in and the positions you hold, access your giving information, explore events you might be interested in, easily communicate with other group members, and much more!

## Is my information private?

Our online community is private and only Valley Forge FWB Church users who have been assigned usernames and passwords can join. A church leader must create a profile first before anyone is able to access the system. Additionally, you have individual control over the level of information you want to share with others who attend Valley Forge, your group members, and the church leadership.

## How do I use the online community?

The best way to see what CCB has available is about is to visit the website at [valleyforgechurch.com/ccb](http://valleyforgechurch.com/ccb) and use your login and password to look around. We hope you will be able to get better connected by participating in discussions or looking for groups that may be of interest to you and then joining one!

## What are the guidelines for use?

Please protect the privacy of fellow members! By becoming an online community member, you agree to the following rules of use:

- CCB is intended for personal and ministry use. It is not for solicitation of any kind. Do not use it for business purposes or for ministries, groups, etc. outside of Valley Forge FWB Church (VFFWBC).
- Protect the privacy of members by not giving their phone numbers, etc. to others outside of VFFWBC.
- Do not send emails that are not necessary and not requested, e.g. topics not related to VFFWBC (jokes, stories, petitions, etc).
- CCB is a place where we create positive and healthy online community. Group messages, etc. are not to be used for venting or negative comments.
- Please contact the church office if you have any concerns about the use of CCB.

**Questions  
about  
CCB?**

Contact our CCB team at [ccbinfo@valleyforgechurch.com](mailto:ccbinfo@valleyforgechurch.com) or call 423-542-5344 with any questions.

