

Greetings!

This message is brought to you by the CCB (Church Community Builder) Implementation team, and is intended to encourage and assist you and your family in getting to know the ins and outs of CCB and to begin to use and benefit from its many useful and helpful features. Many of us learn best by actually doing. So the following suggestions for practice sessions are meant to help guide you through Exploring/Practicing using CCB. In short order you will become more and more comfortable in accessing the program and understanding its usefulness to you as you share in our church's ministry.

Hopefully by now you have successfully logged in to CCB and have your user name and password. If not, simply go to <https://snopres.CCBChurch.com>

- 1) Click on Sign Up
- 2) Click on Continue
- 3) Complete the requested information
- 4) Click on Submit
 - a. If you are in our data base, you will receive an email with your user name (which you can later change) and link where you can set your password.
 - b. If you are not in our data base, our Administrator (Ann or Liz) will send you an activation email with your user name and a link to set your password.

Also, please be reminded that a Help Desk person will be available in the Café after church to assist you with issues you might uncover. If no one is available Sunday, please feel free to contact Lex lane, Bill Gavin, or check in with Liz in the office office@snopres.org.

So, let's get started . . .

Explore/Practice Session 1

To start, log on to CCB

- 1) Go to <https://snopres.CCBChurch.com>
- 2) Enter your username and password
- 3) Click on Login

Here you will find your personal page. Try clicking the titles across the top of your screen (Recent Activity, Messages, and Calendar) there is nothing there now, but this will give you a first glimpse of possible uses of CCB.

Try clicking on the items listed in the left hand panel (Groups, People, Serve, and Give) to see what other possibilities CCB has to offer.

Click on your name, in the upper right hand corner, to see options that are available to customize your profile.

Finally click on the “Gear” symbol, located in the upper right corner of the CCB page. This is your gateway to CCB Help.

Well that’s it for Week 1. I hope you found CCB easy to use. The more you use it, the easier it will become.

Feedback is always appreciated and should initially be directed to Liz Hanlon, our Church Office Manager, at Office@snopres.org or 360-568-6498.

Explore/Practice Session 2

Time to give CCB another spin.

One of the great advantages of CCB is that it allows you to constantly monitor the status of your giving. Up to date giving statements are available to you 24/7. To view your giving for this or prior years (records are available for the current year and the prior three years) click on your name (Upper right) then click on Profile, then click on the “Financial Tab” to see recent transactions. Want more info? Click on “Giving Statements” Here you can print out statements for a variety of date ranges.

Want to check on your pledges, both past and present? Click on “Pledge Statement” and you will be able to run reports for this and prior years.

Should you see an error, please contact Liz Hanlon, our Church Office Manager, at office@snopres.org or 360-568-6498. Liz will put you in contact with Jon, our treasurer.

Well that’s it for Week 2. I hope you found CCB easy to use. The more you use it, the easier it will become.

Feedback is always appreciated and should initially be directed to Liz Hanlon, our Church Office Manager, at Office@snopres.org or 360-568-6498.

Explore/Practice Session 3

Welcome back to CCB Explore/Practice!

This week's session is perhaps the most important one of all – Completing your Profile. This information is critical to the basic underlying structure of CCB. It is built such that the Users are at the top of the organization and the Administrators are at the bottom of the pyramid. CCB is structured, first and foremost for the users. However, to reach its potential it must have accurate member data so that users can interact in an efficient and beneficial manner.

After logging in click on your name (upper right) and select "Edit Profile". The first tab provides fields for "Basic" info. The next tab (at the top) is for your address, the next is "My Fit" which gives you the opportunity to list your Spiritual Gifts, Passions, Abilities, and Personality Style. Next there is the "Social" tab which lets you enter info relative to your participation in social media which can then connect to CCB. Next there is an option for "Custom Fields" if you feel that there is additional information you would like to share. The final tab is "Plugged In", which gives you the opportunity to list the activities in which you are currently engaged in the life of the church. Quite frankly, we have some work to do to make this tab more comprehensive. Suggestions are always appreciated!!

Well that's it for Week 3. I hope you found CCB fun to use. The more you use it, the easier it will become.

Feedback is always appreciated and should initially be directed to Liz Hanlon, our Church Office Manager, at Office@snopres.org or 360-568-6498.

Explore/Practice Session 4

Now that you are becoming a pro at this, it is time to take the next step.

Today we will encourage you to add a photo of yourself and your family so that everyone will have a better opportunity to associate your name with your face. To do this, log on to CCB and click on your name in the upper right hand corner. Then click on "Edit Profile." At the top of the address block click on "Browse" to choose a picture of yourself that resides on your computer, click on it, then choose "Open" and it will be added to your profile.

Next, click on "more name fields" and will have the opportunity to add your legal first name if you choose to use your nickname in the "Basic Profile" settings. In addition you can add additional contact information if you choose to do so. Don't forget to click on "more contact fields" for Work, Emergency or Personal web site data.

While we are dealing with photos, why not try the following. Go back to your name (in the upper right hand corner), click on it and select "Profile". On the right had side of the screen,

choose “Edit Family Profile.” Here you can add a picture of your family as well as other family information that you care to share.

Well, that’s it for session 4. I trust that you are beginning to see just how useful CCB can be to all of us.

Feedback is always appreciated and should initially be directed to Liz Hanlon, our Church Office Manager, at Office@snopres.org or 360-568-6498.

Explore/Practice Session 5

Today’s session can be a bit daunting in that it involves the security settings that you choose to set so that your information only receives the visibility that you are comfortable with. If wading through all the detail makes your head spin, a good place to start is to just accept the default settings.

Start by going to your name (upper right hand corner) clicking on it and then selecting “Privacy Settings.” Please take time to read the definitions for the various levels of “Sharing your Personal Information.” You will be given the opportunity to select the group/groups of people that will be able to see your information, based on your selections. Note: Unless you choose to have your information “Listed” no one other than the administrators (Liz and Ann) will be able to see any of your information. This is Highly Not Recommended, but first and foremost, you must be comfortable with what you are or are not sharing.

Once you click on “Listed” under “Profile” you will be able to select exactly which groups of individuals will or will not be able to see your personal information. Remember, you can come back to this page at any time to change your preferences, so don’t be afraid to make a selection.

Should you have questions, a help desk person will be available after church in the Café or you can contact Liz Hanlon, our Church Office Manager, at Office@snopres.org or 360-568-6498, and she will be able to direct your inquiry to the appropriate person.

Explore/Practice Session 6

Our next area of exploration will be in setting our Communication Preferences and sending & receiving “Twexts.” One key factor in using CCB, is choosing when and how we want to be communicated with regarding CCB initiated correspondence. As with session 5, this one

will be a bit taxing in that many decisions must be made. Don't worry, accepting the defaults is a good way to get started, they can be easily changes at any time.

Start by logging in and clicking on your name (upper right hand corner) and selecting "Communication Settings." Here you will be presented with options of how you want to be communicated with by various groups. We all want to limit the constant flow to our inbox and this is the place to do it. Take the time in making your selections and remember that choosing the defaults may be suitable for you. One thing to remember, you will be able to receive text messages if you include your cell phone carrier and your cell phone number. Depending on your cell phone plan, you may be charged for each text message received. If you have provided you Twitter account information (on the "Edit Profile" page – "Social" tab) you will be able to receive Tweets. I guess that is where the term "Tweets" comes from; it refers to Text and or Tweet messages. You may find that this method of communication is very helpful for communicating with your groups, a subject of a future lesson.

That's it for lesson 6. Have some fun and explore CCB on your own.

Should you have questions, a help desk person will be available after church in the Café or you can contact Liz Hanlon, our Church Office Manager, at Office@snopres.org or 360-568-6498, and she will be able to direct your inquiry to the appropriate person.