

AUTUMN RIDGE CHURCH

Logging in to CCB

Go to AutumnRidgeChurch.org
In the homepage menu find the CCB entry:



Fill in your Username and Password in CCB:

CCB Login

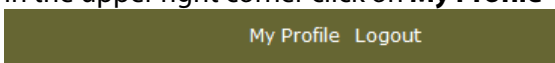
Username

Password

[Forgot Password?](#)
[Sign Up](#)

Change Your Profile and Password

In the upper right corner click on **My Profile**



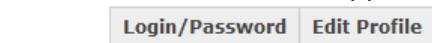
 Forms

My Profile

 **Autumn Ridge**
(507) 288-8880
tj@aridge.org

[Edit Profile](#) | [Logout](#)

Click on **Edit Profile** in the upper right corner



Phone: (507) 288-8880
(507) 288-8880 Home

Click on **Login/Password**

Type in a new (if desired) **Login** (username) and **Password**. The Login and Password are *not* case sensitive. You do have the option of letting CCB chose a Login and Password for you.

Automatically Create a Login and Password:
[Auto Generate a Login and Password](#)

Manually Create a Login and Password

Login

Password

Must have both letters & numbers and be at least 6 characters

Confirm Password

Send Email Send Login and Password Via Email to tj@aridge.org

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Start filling in information in each of the tabs **Basic, Address, Serving**, etc.

Basic Address Serving Social Privacy Custom Fields

Autumn Ridge More name fields...

Personal

Whenever you see red text (as in **More name fields...** above) you can click on it and enter in as much (or little) information as you wish.

NOTE: At the bottom of each page you have the option of saving the information you've entered on that page. If you choose to do this, simply click on the **Edit Profile** tab in the upper right corner (see page above) and click on the next tab over (if you were in **Address**, click on **Serving**, etc.) in the green bar and continue.

Privacy Settings

When you get to the Privacy tab, please pay particular attention to the text at the top of the screen:

Basic Address Serving Social Privacy Custom Fields

Autumn Ridge More name fields...

About the Settings

IMPORTANT
*In order to make our Online Community as vibrant and helpful as possible, **please strongly consider sharing most items with "Everybody"**, or at the highest level you are comfortable sharing. No items will be shared if the Profile is not "Listed".*

*** Profile / Listed**
Profile / Listed is a special setting in that no other setting will matter unless this is "Listed".

Everybody
This is the "highest level" and the preferred setting. Please use "Everybody" as much as possible. Fields with this setting can be viewed by anyone who has a login and password to use the system.

Friends & My Groups Members
Fields with this setting can be viewed by members of "Members Interact" type groups you are involved in, as well as other people with a login who are on your My Friends list. Appropriate church leadership can view the information as well.

Friends Only
Fields with this setting can only be viewed by other people with a login who are on your My Friends list. Appropriate church leadership can view the information as well.

Church Leadership Only
This is the "lowest level" setting. Please consider sharing your information at a higher level if at all possible (preferably "Everybody"). Fields with this setting can only be viewed by appropriate church leadership (ie, people who have been given additional administrative privileges for the system).

Profile *

Listed Listed Unlisted

This determines whether a profile can be seen by people with a login and password to the system even when they don't have administration privileges.

Only you can decide how much about yourself you are willing to share.

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E-mail and Privacy

Only people who are in a group with you can send you an e-mail. Your e-mail address is never shared with anyone but church staff. If you routinely give your work e-mail address out, please be advised that you may, on occasion, receive e-mail messages from Autumn Ridge Church staff or other people in your groups. If you don't wish to receive these messages at your place of work, please consider putting a different e-mail address into CCB.

The Convenience of Updating Your Own Profile

One of the exciting things about CCB is you no longer need to call the church when you have a change in your personal information (although you are certainly welcome to call the church). If you get a new cell phone, if your e-mail address changes, if you move, if you get married or have a child, all of those updates can be taken care of by you – at your convenience.

We would ask, to help us serve you better, that you please keep your profile current.

Creating a Picture Directory

One of the fun things you can do in CCB is create picture directories of the groups to which you belong.

From the home page, click on the group (on the right side of the screen under **My Groups**) for which you'd like a directory.

Home Groups My Profile Logout

Welcome to the online community for Autumn Ridge Church.

Through this resource, you can receive the most up-to-date information about the ministries of the church as well as stay in touch with friends in your ministry team or small group.

Please take time to update your profile, upload your picture and contact others in your group. If you have any ideas for improving the functionality of CCB, please [send me an email](#).

Bill Price

Forms

My Profile

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My Groups (3)

- Entire Church Group
- Adult Choir
- CRASH dummies

Upcoming Events

Worship Practice
Today at 7:00pm, CRASH dummies

Choir Rehearsal Test
Tomorrow at 7:00pm, CRASH dummies

April 2009						
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11

Click on **Group Participants** in the upper right corner of the screen and then **Print a picture directory** (under the **Reports** heading on the right side of the screen).

Group Overview Calendar Messages Tasks Positions Files Group Participants

Linnea Aaland
Email: Send Email

Karen Anderle
Email: Send Email

Michelle DenHartog

Search for a specific participant...

Search participants

Actions

Send an email

Reports

Print a picture directory

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You will now need to make a number of decisions. Feel free to play around with the various settings until you are happy with the results.

Once you are happy with the results, you may print out the directory by clicking on the print button from your browser.

Picture Directory Setup

Type of Directory
Picture directories can use either the individual or family pictures.

Pictures of Individuals
 Pictures of Families

Group Participants to Include
Picture directories can include everyone in the group, or they can include just the leader and assistants, or they can include just the members of the group.

Include everyone
 Only include group leader and assistants
 Only include group members

Other Settings
Some individuals or families may not have a picture, but you still might want to include them in the directory. *Administrators* can also choose to include "unlisted" people.

Include people without pictures

Formatting Options
You may need to change the way the directory prints out. Some settings, like left, right, top and bottom margins, as well as landscape or portrait page orientation must be set in your browser (under the "File ... Page Setup" menu item). Other settings below are helpful for different style layouts.

Full Size Pictures and Text
 Small Size Pictures and Text

I want pictures going across the page

I want pictures going down the page
(NOTE: Internet Explorer will not work with "the most possible" choice.)

Include the title on the first page of the directory

[Create Directory](#)