



Basic User Guide

Accessing the Online Community

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 see events you might want to attend, participate in discussions, meet the needs of others in our church community, and find volunteer positions based on your passions and gifts.

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

New Login Created

A new login was created for you with the following username:
twhite@churchcommunitybuilder.com

ACTIVATE LOGIN

Your email address here.....

Username

Password

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

Confirm Password

[Go to Login page](#)

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

Your email address here.....

Your Personal Home Page

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

1. A welcome message from the church



Consider this to be your main "hub" for engaging with the Five Points family when we are scattered during the week. We strongly believe that the more connected we are as a church, the more effectively we will be able to serve the Lord together and the more we will be able to impact each other's walk with Christ. Here are just a few things that you can do to get more connected at Five Points.


2. A list of upcoming church-wide events or events hosted by groups you belong to

< > November 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 9:30a Bible Study H 10:45a Sunday Morn 12:30p Post-Service	2	3 6:30p New City Caf	4	5	6	7
8 9:30a Bible Study H 10:45a Sunday Morn	9	10	11 6:30p New City Caf	12	13	14
15 9:30a Members' Me 10:45a Sunday Morn	16	17	18	19	20	21
22 9:30a Bible Study H 9:30a Cornerstone I 10:45a Sunday Morn	23 7p Thanksgiving Ser	24	25	26	27	28
29 10:45a Sunday Morn	30	1	2	3	4	5

CALENDARS

- My Calendar
- Church-wide Calendar

 **Events**

3. A list of groups

MY GROUPS



Our Church



Five Points Church Family

4. Activity in groups you belong to

WELCOME RECENT ACTIVITY MESSAGES FORMS

Thursday, November 5



Event added: [Cornerstone Detroit Christmas Store](#) - *Our Church*

Wednesday, November 4



Event added: [Membership Class](#) - *Our Church*



Event added: [Christmas Eve Service](#) - *Our Church*

Thursday, October 29



Event added: [Thanksgiving Service](#) - *Our Church*

Wednesday, October 28



Event added: [Cornerstone Detroit Thanksgiving Outreach](#) - *Our Church*



Event added: [Post-Service Q&A](#) - *Our Church*

Monday, October 26

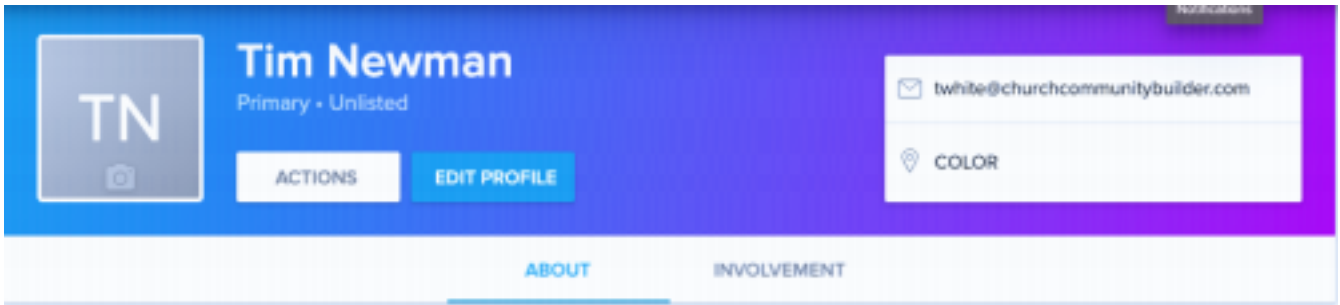


Event added: [Members' Meeting](#) - *Our Church*

Viewing & Updating your Profile

Once you have clicked on your initials in the upper right corner, you can begin making updates to your profile





First click the camera icon where your initials are and add a clear photo of yourself.

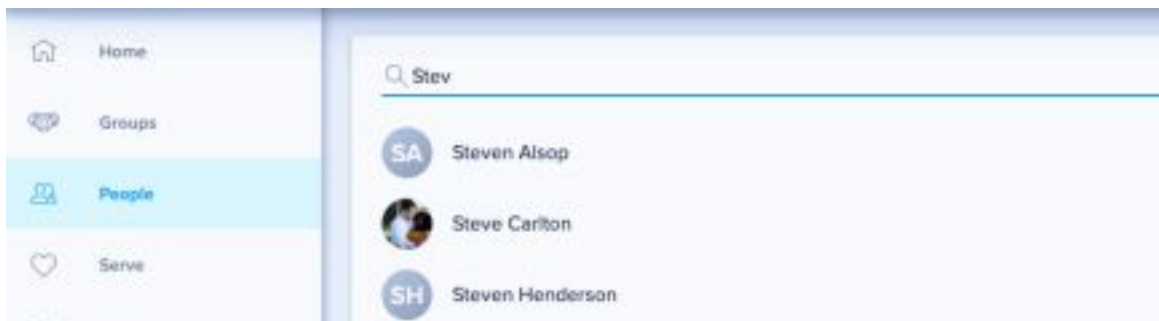


Now click on the “Edit Profile” button and update any pertinent personal information.

Only you and appropriate church leadership will see your email address unless you choose to reveal it to others via your settings. All others will see a generic Send an email link instead, which allows them to email you without ever seeing your email address.

Viewing Other Profiles

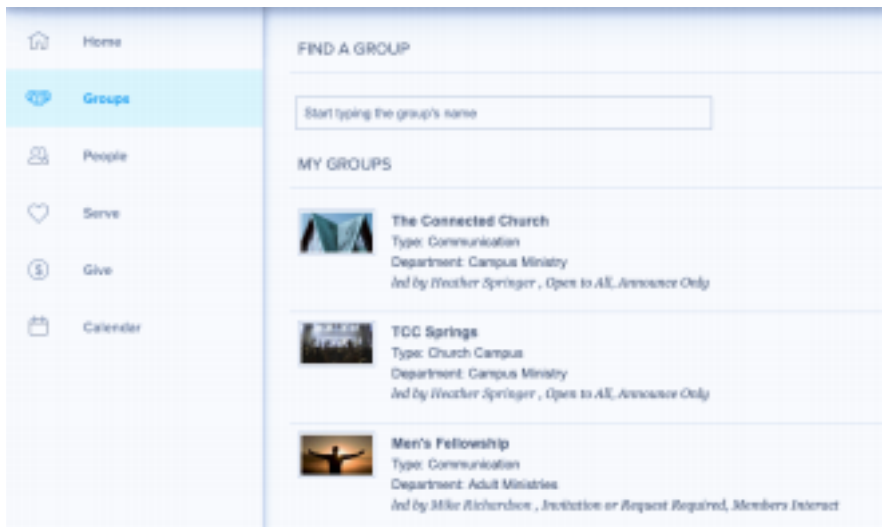
To view a profile for another person in our online community, first click the People link in the left menu bar. You will only be able to see listed profiles. If you do not see a People link, it means you have limited access to the community and will not be able to view any other profiles besides yours and your family members’.



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.

Groups

Groups are the backbone of our online community. Events, message boards, and most emails all start through groups. You will see the groups you currently belong to on your personal homepage or by clicking the Groups link in the sidebar.



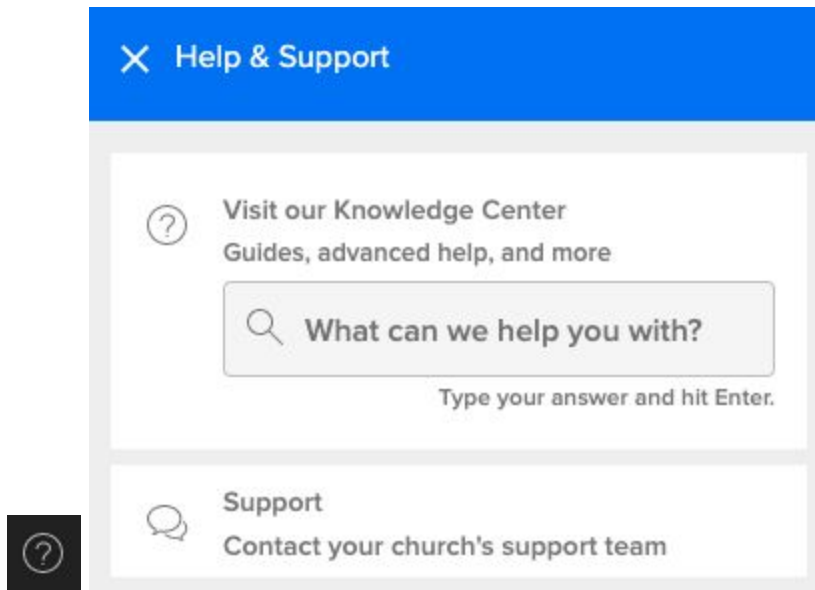
From each group's page, you are able to view the number of participants in that group and all of the group details. In the tabs, you are able to view events, messages, needs, positions, and files for that group. You can see information in these tabs only for groups you are a member of or for those that are *Open to all*.



Once you are a member of a group, you may also have additional privileges based on the group settings, such as viewing other participants' information, signing up for an event, sending a group message, commenting on messages, creating needs, and uploading files.

Help

Finally, to access step-by-step instructions about the online community, click the 'Question Mark' in the top right corner of any page.



After clicking Help, or typing a topic you will be taken to the Knowledge Center, where you have access to both help articles and video overviews divided by topic.

