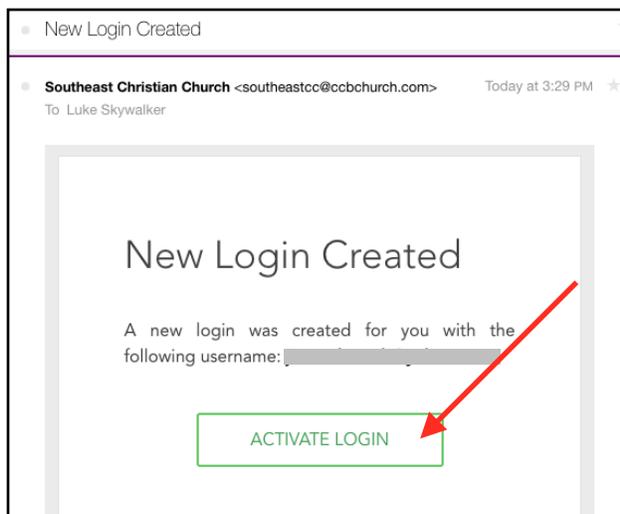


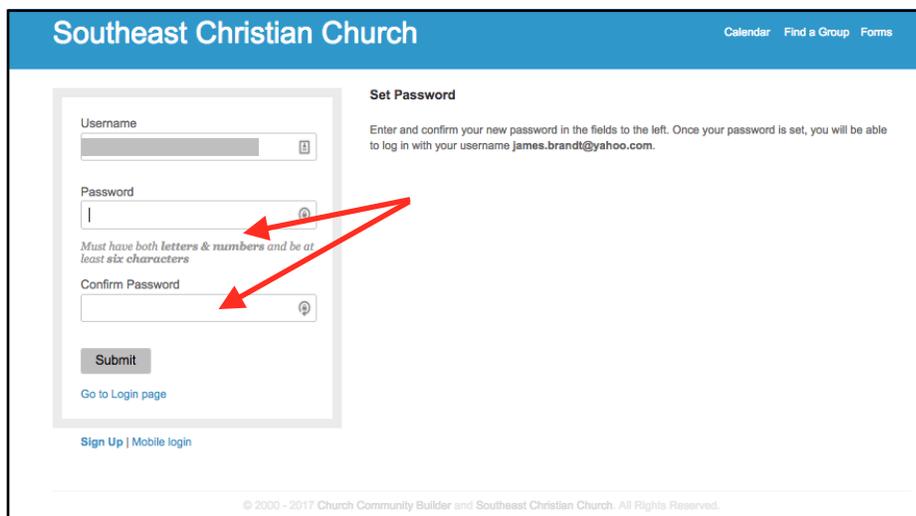
Getting Started

Logging In For The First Time

1. You will receive an “New Login Created” email message showing an account has been created for you. Click on the “Activate Login” button to activate your account.

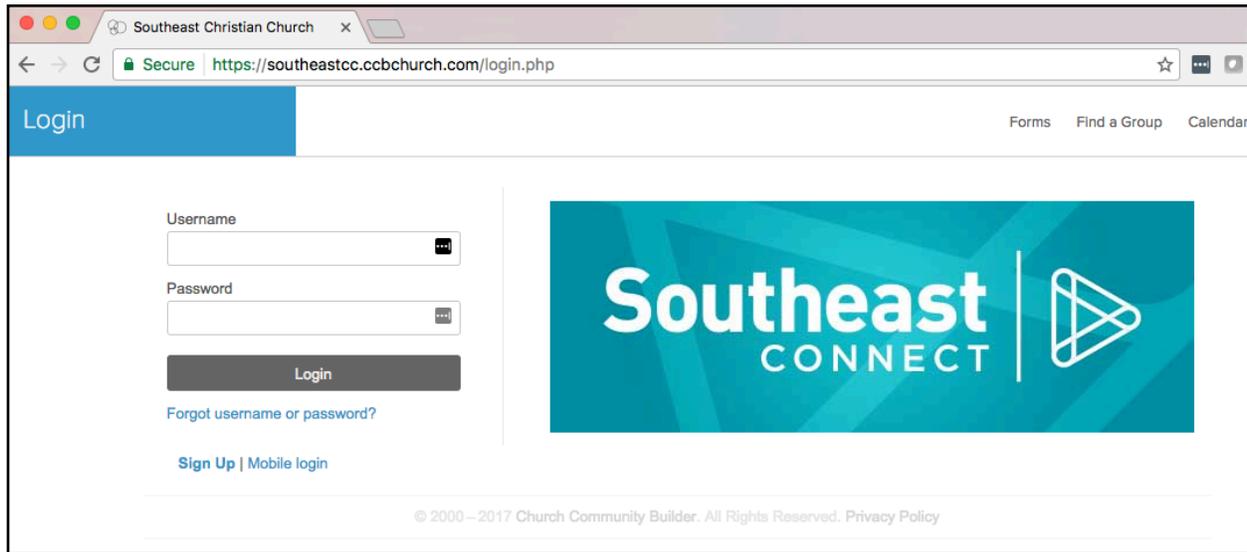


2. Set the password for your account and click Submit. Your password must be at least six characters and include both letters and numbers. When you click submit, you will go to the login page where you will re-enter your email address and password

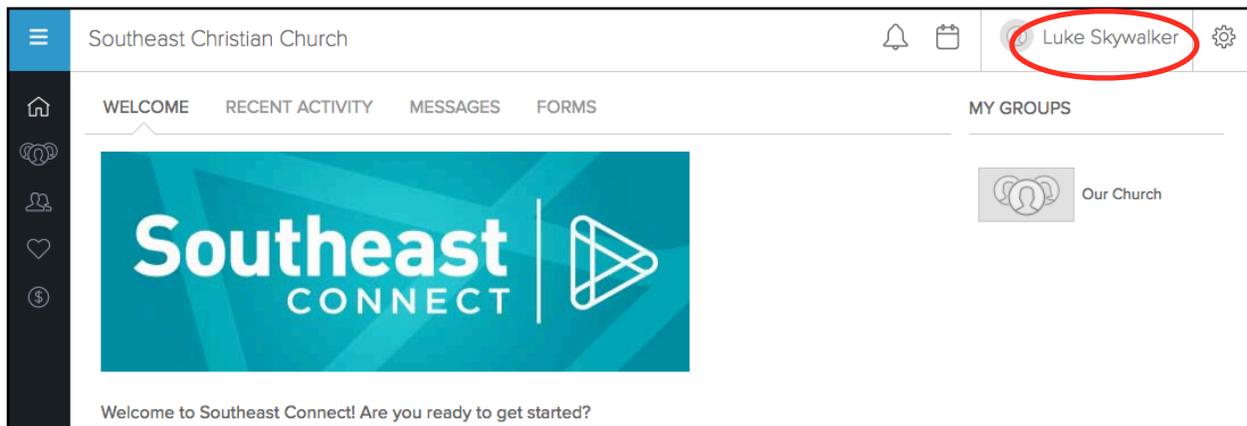
A screenshot of the "Set Password" page on the Southeast Christian Church website. The page has a blue header with the church name "Southeast Christian Church" and navigation links "Calendar", "Find a Group", and "Forms". The main content area has a form with the following fields: "Username" (with a redacted value), "Password", and "Confirm Password". Below the "Confirm Password" field is a "Submit" button. A red arrow points to the "Password" field and another red arrow points to the "Confirm Password" field. Below the form is a link "Go to Login page" and "Sign Up | Mobile login". At the bottom of the page is a copyright notice: "© 2000 - 2017 Church Community Builder and Southeast Christian Church. All Rights Reserved."

Logging In

1. Go to <https://southeastcc.ccbchurch.com/login.php> It will look like the image below. We suggest you bookmark this site on your browser.

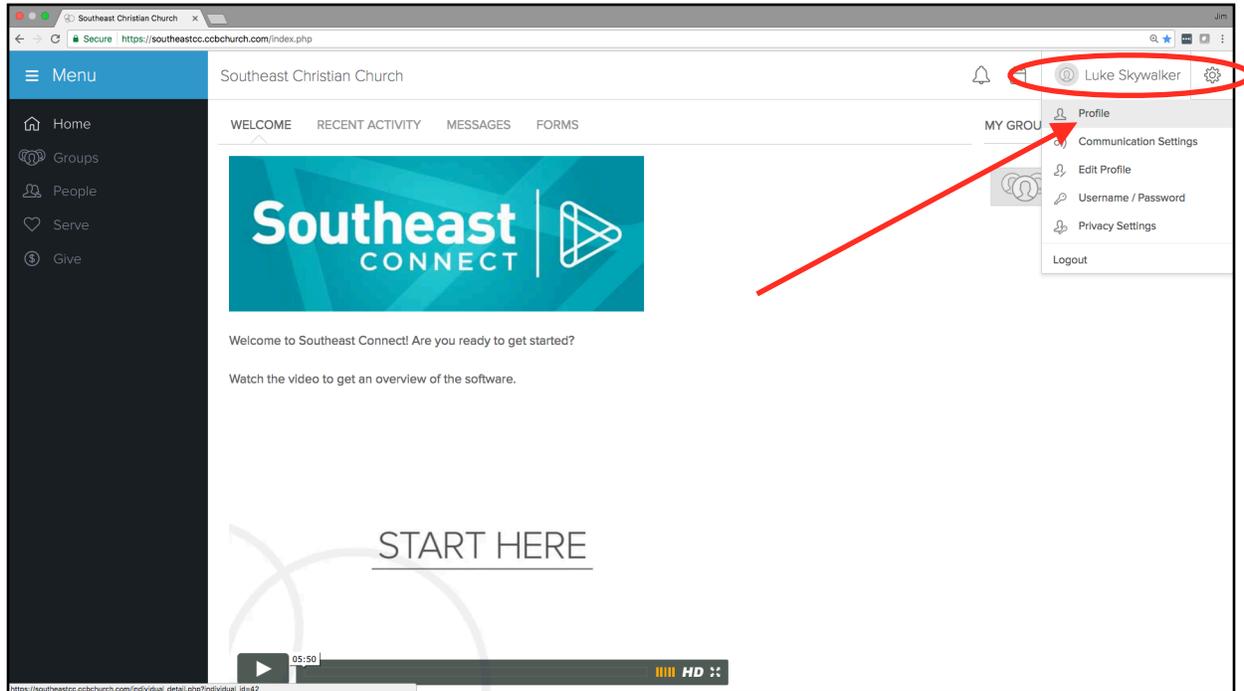


2. Type in your username and password. (Your username may be your email address if you have not changed your username.) The following page will be displayed with your name in the upper right corner indicating you have successfully logged in.

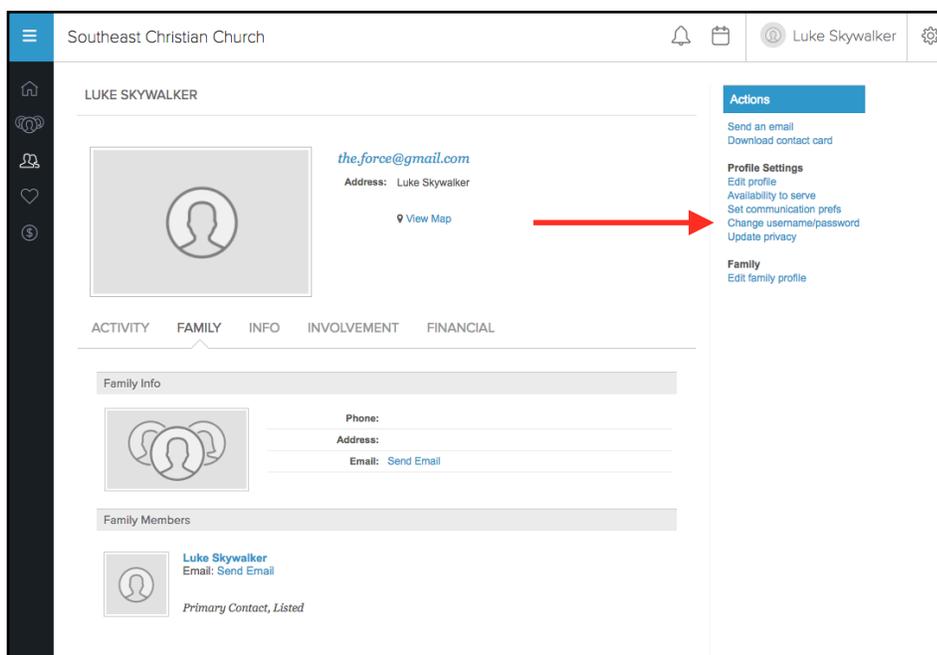


Changing Your Password or Username

1. To change your username or password, click on your name in the top right of the page and select “Profile”.

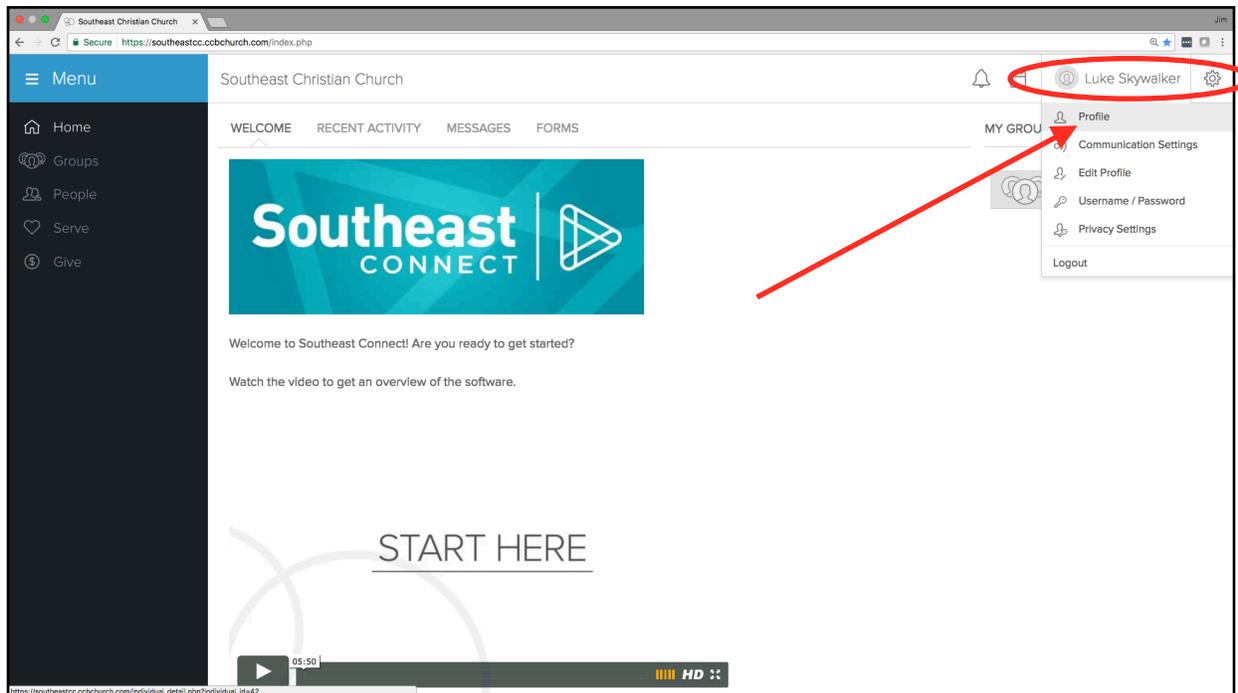


2. Click on “Change username/password” and change your username and/or your password on the next page and click “Save”.



Completing Your Profile

1. Now you are ready to check out your profile and fill in additional information. Note that your name is always on the top right corner of Southeast Connect. This is where you go to change things about yourself. click on your name in the upper right corner and click on “Profile”.



2. You should see a page that looks similar to the following. Some data will already be present as it was migrated from the previous church management system.

The screenshot shows a web interface for a church management system. At the top, the header includes a hamburger menu, the church name "Southeast Christian Church", and user information for "Luke Skywalker" with a profile icon and a settings gear. A vertical sidebar on the left contains navigation icons for home, groups, profile, heart, and a plus sign. The main content area is titled "LUKE SKYWALKER" and features a large profile picture placeholder. To the right of the picture, the email address "the.force@gmail.com" is displayed in blue, followed by the name "Address: Luke Skywalker" and a "View Map" link. Below this is a horizontal menu with tabs for "ACTIVITY", "FAMILY" (which is selected), "INFO", "INVOLVEMENT", and "FINANCIAL". The "Family Info" section contains a family icon placeholder and three input fields for "Phone:", "Address:", and "Email:", with a "Send Email" link next to the email field. The "Family Members" section lists "Luke Skywalker" with a small profile icon, his email address, and the role "Primary Contact, Listed". A right-hand sidebar titled "Actions" lists "Send an email", "Fill out a form...", and "Download contact card". Below that, "Profile Settings" includes "Edit profile", "Availability to serve", "Set communication prefs", "Change username/password", and "Update privacy". The "Family" section lists "Edit family profile".

3. Review your personal information and ensure it is correct.
- Ensure your phone numbers listed are correct
 - Ensure your email address is correct
 - Ensure your street address is correct
 - Scroll down and examine family information. Ensure that the correct family members are listed. If family members are missing, please contact Sue Massie at sue.massie@southeastcc.org or call 303.841.9292
 - If any of your personal information needs to be updated, click on “Edit Profile” under your name as shown below.

The screenshot displays a user profile for Luke Skywalker on the Southeast Christian Church website. The page is titled "LUKE SKYWALKER" and includes a navigation bar with "ACTIVITY", "FAMILY", "INFO", "INVOLVEMENT", and "FINANCIAL" tabs. The "FAMILY" tab is selected. The profile information includes a placeholder for a profile picture, the email address the.force@gmail.com, and the address "Luke Skywalker" with a "View Map" link. The "Family Info" section contains fields for "Phone:", "Address:", and "Email: [Send Email](#)". The "Family Members" section lists "Luke Skywalker" as the "Primary Contact, Listed" with an "Email: [Send Email](#)" link. On the right-hand side, there is a sidebar with a blue header "Actions" containing "Send an email", "Fill out a form...", and "Download contact card". Below this is a "Profile Settings" section with "Edit profile" (highlighted by a red arrow), "Availability to serve", "Set communication prefs", "Change username/password", and "Update privacy". The "Family" section includes "Edit family profile". The top of the page shows the church name "Southeast Christian Church", a notification bell, a calendar icon, the user's name "Luke Skywalker", and a settings gear icon.

4. The page below will allow you to edit your profile and upload a picture of yourself. Please go through the tabs in the blue bar at the top and add/update information about yourself. Through Southeast Connect we are able to communicate with you via text message to alert you of upcoming events or volunteer positions for which you are registered. Please update your Mobile Phone and your Mobile Carrier so that we are able to text you if you so choose in Communication Settings (see section below).

You may also upload a profile photo by clicking on the “Choose File” box next to “Photo” and uploading your preferred photo. Examples of good and not so good photos are below. We would love to see your face in your photo.

Good:



Not So Good:



Basic Address My Fit Social Custom Fields Plugged In

Luke Skywalker More name fields...

Personal

Photo **Choose File** No file chosen

Family Position Primary Contact

Gender Male

Date of Birth Month Day Year Why the year?

Marital Status Select...

Anniversaries Month Day Year

Allergies/
Special Instructions (used by Check-In system)

Confirmed person has no allergies

Contact

Email the.force@gmail.com

Contact Phone

Home Phone

Mobile Phone 5555551234

Mobile Carrier Verizon

More contact fields...

Cancel or Save

5. Once you have updated your profile and profile picture and clicked “Save” at the bottom of the page, your profile will look something like the page below.

The screenshot shows a web interface for a church member profile. At the top, the page title is "Southeast Christian Church". The user is logged in as "Luke Skywalker". A green notification bar at the top left says "Your profile was updated." The profile name is "LUKE SKYWALKER". The profile picture is a portrait of Luke Skywalker. The email address is "the.force@gmail.com". The phone number is "5555551234 Mobile". The address is "123 Main Street, Tatooline, CO 80134, United States". There is a "View Map" link. The profile is categorized under "FAMILY". The "Family Info" section shows a family icon and the same contact information. The "Family Members" section lists "Luke Skywalker" as the "Primary Contact, Listed". The right sidebar contains "Actions" (Send an email, Fill out a form..., Download contact card), "Profile Settings" (Edit profile, Availability to serve, Set communication prefs, Change username/password, Update privacy), and "Family" (Edit family profile). The bottom navigation bar includes "ACTIVITY", "FAMILY", "INFO", "INVOLVEMENT", and "FINANCIAL".

Southeast Christian Church

LUKE SKYWALKER

the.force@gmail.com

Phone: 5555551234 Mobile

Address: Luke Skywalker
123 Main Street
Tatooline, CO 80134
United States
[View Map](#)

ACTIVITY FAMILY INFO INVOLVEMENT FINANCIAL

Family Info

Phone:

Address: 123 Main Street
Tatooline, CO 80134
United States

Email: [Send Email](#)

Family Members

Luke Skywalker
Email: [Send Email](#)

Primary Contact, Listed

Actions

- Send an email
- Fill out a form...
- Download contact card

Profile Settings

- Edit profile
- Availability to serve
- Set communication prefs
- Change username/password
- Update privacy

Family

- Edit family profile

Communications Settings

1. Next you want to select the way in which you want Southeast Connect to communicate with you. This is done by clicking “Set communication prefs” on your profile page.

The screenshot displays a user profile for Luke Skywalker on the Southeast Christian Church website. The page is titled "Southeast Christian Church" and shows the user's name "LUKE SKYWALKER" and a notification "Your profile was updated." The profile includes a photo, email address "the.force@gmail.com", and contact information: Phone: 5555551234 Mobile, Address: Luke Skywalker, 123 Main Street, Tatooine, CO 80134, United States. A red arrow points to the "Set communication prefs" link in the Profile Settings section of the sidebar. The sidebar also contains sections for Actions, Profile Settings, and Family. The main content area has tabs for ACTIVITY, FAMILY, INFO, INVOLVEMENT, and FINANCIAL. Below the tabs, there is a "Family Info" section with contact details and a "Family Members" section listing Luke Skywalker as the "Primary Contact, Listed".

Sidebar:

- Actions**
 - Send an email
 - Fill out a form...
 - Download contact card
- Profile Settings**
 - Edit profile
 - Availability to serve
 - Set communication prefs
 - Change username/password
 - Update privacy
- Family**
 - Edit family profile

Main Content Area:

ACTIVITY **FAMILY** INFO INVOLVEMENT FINANCIAL

Family Info

Phone: _____
Address: 123 Main Street
Tatooine, CO 80134
United States
Email: [Send Email](#)

Family Members

Luke Skywalker
Email: [Send Email](#)

Primary Contact, Listed

- You will see communication options for the groups you are in and for General Church Communications. Read the descriptions and decide how you would like to receive these communications and then select the appropriate box(es) for each group. The current settings are the default settings. If you frequently communicate via text message, we strongly urge you to accept text messages from group leaders to keep you updated on volunteer schedules and event notifications. You may always come back to Communication Settings and update if you prefer a different method of communication.

We suggest that you leave the General Church Communications as is. Scroll down and select “Save Settings” at the bottom of the screen.

Southeast Christian Church

Luke Skywalker

COMMUNICATION SETTINGS FOR LUKE SKYWALKER

	Send me emails from group participants	Send comments to me immediately	Send me a weekly summary of group activity	Send me text messages from group leaders
	Receive group communications like emails from the group leader, event invitations, and information about volunteering and helping those in need.	Participate in online conversations as they happen.	Receive a single email generated by the system for all your groups' activities (events, comments, needs, positions and files) for the week.	Even with a mobile phone number, text messages will only be sent if a carrier is selected. Mobile Carrier <input type="text" value="Verizon"/> Mobile Phone <input type="text" value="5555551234"/> Standard text messaging rates from your carrier may apply.
Groups I am in	Recommended	Optional	Recommended	Recommended
Our Church	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Future Group Defaults
You can decide what your communication settings will be when you are added to a group in the future.

	Send me emails from group participants	Send comments to me immediately	Send me a weekly summary of group activity	Send me text messages from group leaders
Future groups I am added to	<input type="text" value="Use group default"/>	<input type="text" value="Use group default"/>	<input type="text" value="Use group default"/>	<input type="text" value="Send to me"/>

General Church Communication
These emails are usually sent by church leadership or staff.

Recommended I'd like to receive important campus- and church-wide emails.

Email Address
You can update your email address.

(Example: you@ccbchurch.com)

If you do not want to receive any more emails from us, you can permanently remove your email address from the database. Removing your email address means no one in this church will be able to contact you via email using this system. If you would like us to have your email address for contact purposes, please do not click this option.