

## **Login**

Start by signing in at: <https://thehuntingtonchapel.ccbchurch.com>

If you have not set up an account you will need to start with that.

The admin needs to send an invitation link. Once you receive it, you need to set up an account name and password.

Once this is set you can access the system.

Another way that you can enter the system is if you receive an email from the system such as a form that came in. If you click on the button in the email, it'll bring you to that specific page within the system. You can navigate outside of that page from there.

## Admin instructions:

Go to person's profile, click the "actions" drop down

-"Update login details" (near very bottom of list)

-click "Generate activation email" button, and they will receive an email to create an account, then they can follow these instructions....

## **Create Event:**

Start 1<sup>st</sup> with creating the event...

Sidebar: Events, Calendar

On the date of event: click the + sign at upper right and fill out the form

Event Title is what will show on the calendar/Group is the sponsoring group (such as Nursery)

Click on "add rooms and resources" for any event happening at the chapel-needed to reserve the room

Once you create event: click on the event on the calendar (You'll see overview and other options): click rooms and resources-click on "request rooms and resources"

Slide any rooms/resources from the right sidebar to the window if requesting a room or resource

## **Invite and RSVPs**

-With the event now created, (Steps described above) when you click on the event through the calendar, ("events" -in sidebar, then "Calendar", then the event that is already created) and you see overview and other options: Go to "Guest List" to set up an invitation.

-Upper right button "Invite people"

-Click on "people by group" (it'll auto populate the group originally set up), choose "invite" and the group, and right a message to send with the invitation.

-click "Send Now"

## **Send an email message to a group:**

-Click "Groups" in left sidebar

-click "My groups" and choose the group who to send the message to

-you'll see "info" and other tabs at the top, click on "messages"

-in upper right click on "new message" button, then pick who to send the message to "all, leaders, specific people, etc..", write the subject and the message.

-you can also add attachments which will automatically be added to the files resource of the group for future reference.

**Send Text to a group:**

- Click "Groups" in left sidebar
- Click "My groups" and choose the group who to send the message to
- you'll see "info" and other tabs at the top, at upper right click on the "Group actions" button.
- click on "send text."

(note we are limited on how often we can use these without paying more, so only use when very important.

-also note: a text will only go out to people who provided their mobile provider info and cell phone number)

**Add member to the group:**

- While in the correct group, click on "participants" tab at the top.
- Search the person and add the person (this can only be done for someone who is already in our system.
- if they are not in our system there are 3 forms that they can fill out to enter our system:

**Option 1:** Most simple

**Contact Card:** <https://thehuntingtonchapel.ccbchurch.com/goto/forms/34/responses/new>

(This receives the most basic information)

We will need to add the person to the group once the info comes in

**Option 2:**

**Connection Card:** <https://thehuntingtonchapel.ccbchurch.com/goto/forms/83/responses/new>

This gives the person the option to choose which group they want to be added to for updates and will automatically be added to the group (no need to enter manually)

**Option 3:**

**Men's Ministry Groups:**

<https://thehuntingtonchapel.ccbchurch.com/goto/forms/55/responses/new>

This gives the person the option to be added to the weekly announcements for Saturday mornings, or just the events, and will be automatically added to the group/s of his choice.

(another form/option can be requested if requested)

**\* Note a mobile carrier is required so that we can send a text out, if the person doesn't actually have a cell number they can just pick a random one**

**Forms:** To view forms submitted:

- click "forms" in sidebar
- choose the form
- click "manage forms"
- click "view response" to see individual forms or

You can click on upper right to download all the forms as a csv of your choice.

**Schedule Leaders/Teachers:**

- Click "Schedules and Plans" in left tab
- click "categories"
- click on your category (such as nursery, ushers, etc..)
- upper tabs include:
  - Schedules
  - Teams and positions
  - serving rotations
  - plans

**Schedules are for dates on the calendar**

- on upper bar click on "+ add weeks"
- click on the weeks to add teachers for, which will follow the template already created (such as requiring 1 teacher and one assistant). Add the name of the person required for each category. \*If someone is missing from a category such as teacher, you will need to update the "Teams and positions" described below...
- while still in schedules, if you click on a box for a date you will see the "actions" tab light up. You can use this tab to send a request, message a volunteer, etc.... You can set up a text reminder here.

**Teams and Positions:** You can update who is able to fill a position (such as a teacher, assistant, counter, etc... along with background check requirements for the position)

- click on the person and you will see the option to add a person to that position.

**Serving Rotations:** Is for ministries who may want to set up a rotating schedule which is consistent. Example 4 teams that stay the same and just rotate from group 1-4, then back to 1 and repeat.

**Plans:** This can be used to create the plan for the day if desired including how much time for each part of the event (such as 5 minutes check-in, 15 minutes music, video 10 mins, discussion 20 minutes, etc....)

**Children check-ins/ view reports**

- Click check in from side bar, and pick the set up desired:

\*Note, the "Sunday Service Manned" set up is for a kiosk where a person is present, and self is for self check-ins

-click "Launch," and any events that can be checked into will show up when people start putting their names in

(Note: put last name in, and click on the family last name of the parents, and all the kids will be able to be clicked on along with any leadership positions that can be checked into.)

-at the top families can also be added to the check in for the event.

-once checked in, ministries can send text messages to parents through this portal as needed.