

Getting Started with

# FH Connect

# Accessing FHConnect

Welcome to FHConnect, our online church community! FHConnect will help you get better connected with Freedom House. You'll be able to find groups to get involved in, 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 links in the email to access your online community.

*\*Tip\* Bookmark the login page and save your login information so you can quickly access the online community in the future.*

Freedom House Church Website Login

**Hi Tempe!**

Welcome to Freedom House's online community powered by Church Community Builder (CCB)!

CCB will make communicating, serving, and doing ministry at Freedom House much easier. To learn more about how CCB can truly enhance your involvement and sense of community, [watch this short video](#).

What should I do first?

- Update your profile
- Add your photo
- Look at your group pages

Call us with any questions you may have!

Freedom House Church  
[Click here to log in](#)

**Freedom House Church**

Here is your login information:

Username:  
[rmueller@ccbhq.com](mailto:rmueller@ccbhq.com)

Password:  
VMR9E5WV

**Note:** Since your current password was generated automatically, we recommend that you change it to something you can easily remember.

**GET STARTED** →

Freedom House Church Help Settings Logout

Home Groups Calendar Messages People Give More\* Reports Search

WELCOME TO FREEDOM HOUSE'S ONLINE COMMUNITY **1**

Welcome! This community is your bridge to Freedom House outside of our weekend services. Through your profile, you'll be able to personalize your online experience so that it mirrors all the ways you connect with Freedom House—your friendships and family, your LifeGroups, your giving and your serving. Plus your information within this online community is private or public as you want it to be.

To get started, please take a moment to update your profile. Then browse through this community. Try searching for the groups to which you're already connected, or find new groups to join! Let us know what you think. We really want to know!

Have a great day.

**Upcoming** **2** Subscribe

**Weekly Call**  
Tomorrow at 10:00am, CCB Implementation Team

**Weekly Call**  
Jan 18, 2012 at 10:00am, CCB Implementation Team

**Weekly Call**  
Jan 25, 2012 at 10:00am, CCB Implementation Team

**Weekly Call**  
Feb 1, 2012 at 10:00am, CCB Implementation Team

January 2012						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

[Go to my calendar](#)

**Add event - Send invitations**

**My Groups' Activity** **3**

YESTERDAY

Comments posted (1): 01.04.12 Summary - CCB Implementation Team

Welcome **Tracie** **4**  
Go to my profile

**My Groups (8)**

Entire Church Group

Communications **5**

Creative Team

Graphics Team

Video Setup & Breakdown

Video Tech Team

# Your Personal Home Page

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

1. A welcome message from the church.
2. A list of upcoming church-wide events or events hosted by groups you belong to.
3. Activity in Groups you belong to.
4. Your profile picture and access to your profile.
5. A list of your groups.

# Viewing Your Profile

Click **Go to my profile** from the home page to view information in your profile.

- 1. Profile Tabs:** View information on the Activity, Family, Info, Involvement and Financial tabs.
- 2. Info Tab:** This is where most of the information about you is found. Check it to see if anything needs to be added/edited.
- 3. Contact Info:** This contains your phone number(s), mailing address and email address. Only you and appropriate church staff will see your email address. All others will see a “Send an email” link instead, which lets them to email you without ever seeing your email address.

**Mrs. Tracie Frank**

(704) [Redacted]  
tfrank@freedomhousechurch.org

Phone: [Redacted]

Address: [Redacted]  
[View Map](#)

Activity Family Notes **Info** Involvement Financial Serving Availability

**Info** Birthday: August 27 Gender: Female

**Family** Tracie (Primary Contact)  
+ 1 other family member

**Other Addresses**

**My Fit** Spiritual Gifts: Passions: Abilities: Style:

**Plugged In** Commitment Date: June 16 (12 years) Service(s) I Attend: School: Military: None

# Updating Your Profile

To edit your profile, click the **Edit Profile** link under **Settings** or under **Actions** on your profile. Profile information is broken into five sections. (Name fields will be visible no matter which tab you're viewing.)

## Edit Profile Sections

**Basic:** Photo, gender, birthday, marital status, phone numbers, email addresses, emergency contact, chat names and web sites.

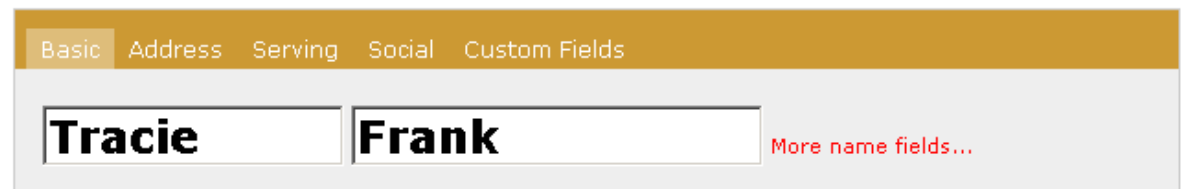
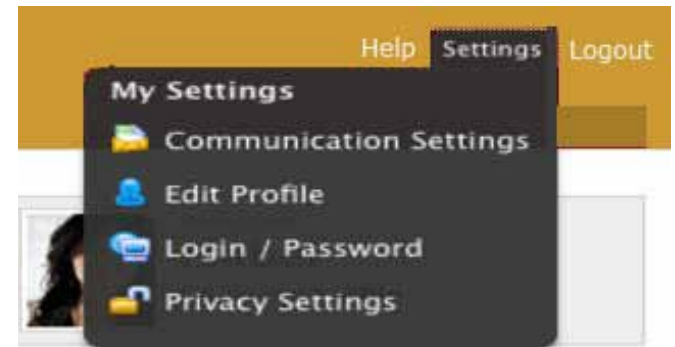
**Address:** Mailing, home, work and other address fields, with a copy option to copy addresses from one field to another.

**Serving:** Spiritual gifts, passions, abilities, personal style and days available to serve options.

**Social:** Favorite activities, music styles, radio station and quote, as well as room to include your faith journey, military affiliation and school if applicable.

**Custom Fields:** Any field created by Freedom House to track additional information.

*\*TIP\* The contact phone number field allows you to indicate your preferred phone number. This field was used by default when your profile was created and will likely match one of the other numbers (i.e. home, work, etc.).*



# Updating Your Settings

Access to your username and password, Communication Settings and Privacy Settings is available from the Settings link located in the top right corner of any page in the online community. Access is also available from the Actions area of your profile. You will see three settings icons that will give you access to each settings page. Click any of these icons to update the settings.

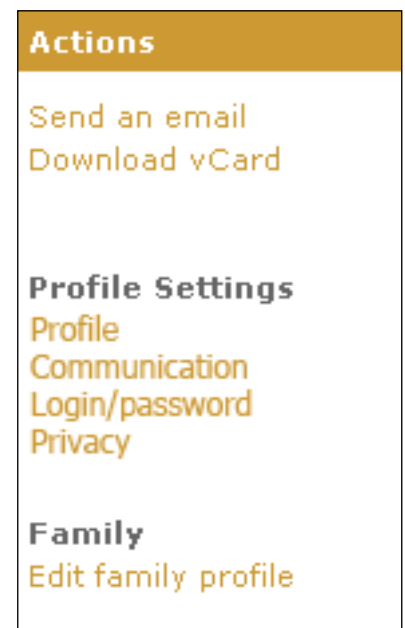


## Available Settings

**Login/Password:** Change your login information from this page. Please note, after saving your changes you will be logged out and will need to log back in with the new login information.

**Communication Settings:** Determine which groups you wish to receive communication from, and what type of communication you would like to receive. Options include regular email correspondence, comments posted to your groups' message boards, text messaging and a weekly summary of your groups' activities.

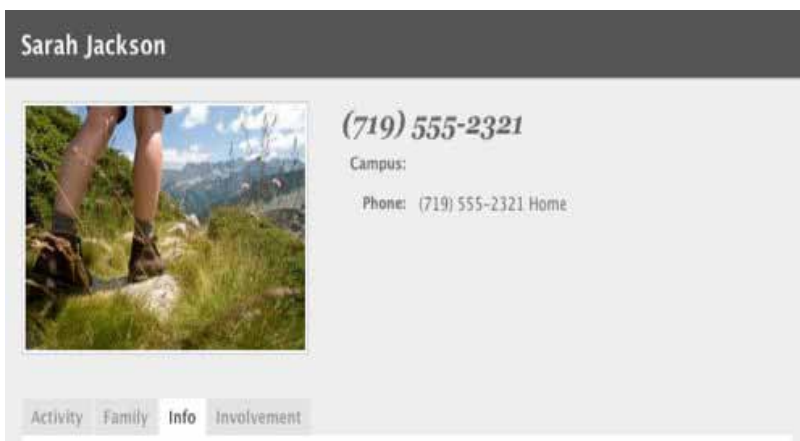
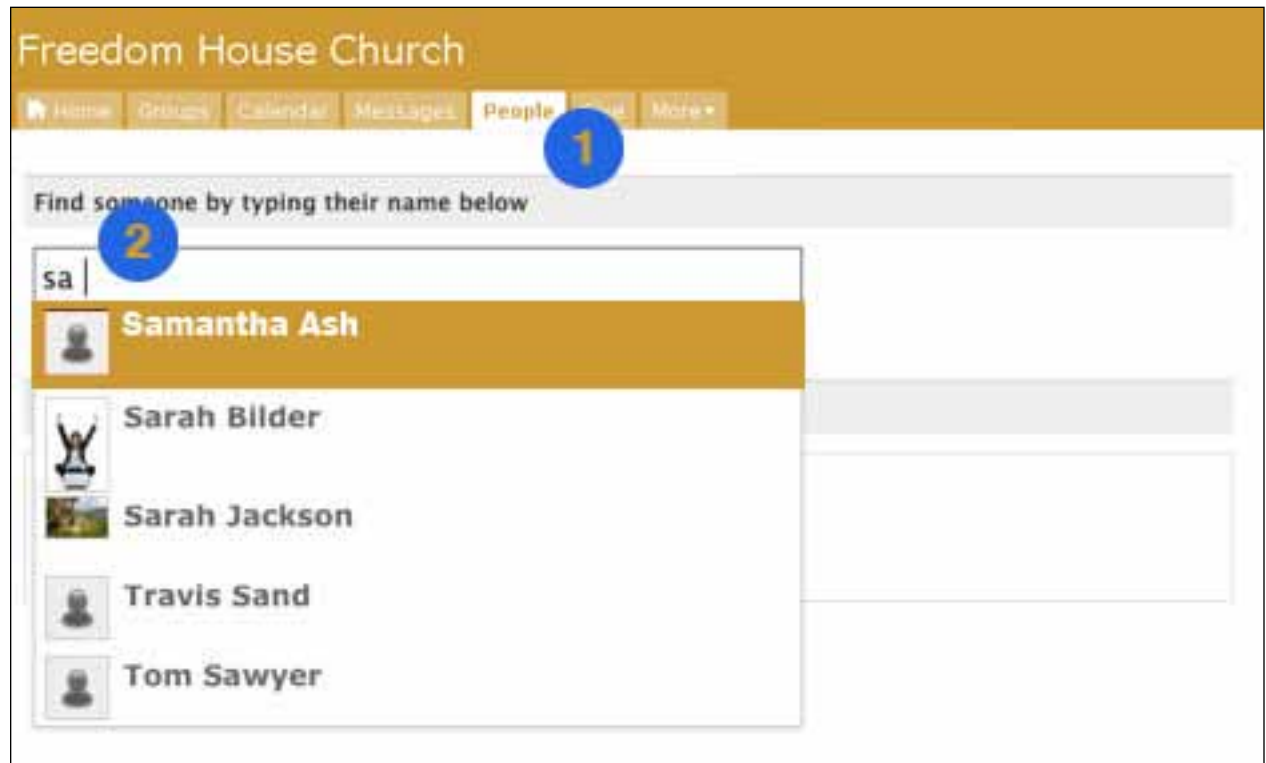
**Privacy Settings:** Here you may adjust what information in your profile is visible and to whom. Using the "Everybody" option will help to make our online community vibrant.



## Viewing Other Profiles

To view a profile for another person in our online community, first click the **People** tab (1) at the top of the page. (If you do not see a People tab, you are a “limited access user” and can only view your/your family’s profile.) After clicking People, begin typing a name in the search box (2). You may type the 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.



*\*TIP\* You will only be able to find people who are listed to the online community.*

The first time you access a profile after logging into the online community, you will land on the **Activity** page. In addition to the **Activity** page, which shows recent activity by the individual, you can view more information

**Memphis Jones**



**(719) 232-4232**

Campus: First Community Church

Phone: (719) 232-4232 Home **1**

Address: Memphis Jones  
333 Van Buren Dr.,  
Colorado Springs, CO 80919

**2**

Activity Family **Info** Involvement

Info	Family
Birthday: April 26	<b>Memphis</b> (Primary Contact)
Gender: Female	Jerry (Spouse)
Marital Status: Married	
Anniversary: November 30	

My Fit	Plugged In
NOTE: Not enough privileges to view.	NOTE: Not enough privileges to view.

Favorites	Other Addresses
NOTE: Not enough privileges to view.	

on the **Info** tab or see the individual's friends and other information on the **Involvement** tab.

Contact information (1) and a photo (2) will be visible in the top section of the profile. This info includes phone numbers and addresses, but visibility is based on the person's privacy settings.

On the **Info** tab you will be able to see whatever information the individual has chosen to share with the online community. Anything not shared will be blank or show a message "not enough privileges to view," meaning administrative rights are required to view the information. Because the tabs in profiles are "sticky," any profile you access will open to the same tab you were on previously (i.e. Activity, Family, Info or Involvement).

*\*TIP\* Adding people to your Friends List will allow those people to view information in your profile with privacy settings of "friends only" or "friends and my groups members." Plus it will give you easy access to those profiles if you wish to email them or view a phone number. This is a one-way add and does not require approval from the other person or allow any additional access to their profiles.*

Actions
Send an email
Add to my friends list

# Groups

Groups are the backbone of our online community. Events, volunteer opportunities, message boards and most emails all start through groups. You will see the groups to which you belong on your Personal Home Page or by clicking the Groups tab (1) in the Navbar.

**2. Entire Church Group:** Contains everyone in the online community.

**3. Pending approval:** After requesting to join a group, it will be listed as “Membership Requested.”

To see other groups you may wish to join, type a name in the search box. “Open to All” groups will have more information visible to non-members than “Invitation or Request Required” groups, but all visible groups will show a description of the group, meeting day and/or time and leader information. Click the Group Name to access this additional information.






Freedom House Church

Home Groups 1 Calendar Messages People Give More

Find a group by typing its name below ... or discover a new group

Start typing the group's name

My Groups (8)

-  **Entire Church Group** 2  
Type: Church  
Department: Church - General  
led by *April Braun*, Open to All, Announce Only
-  **Communications**  
Type: Creativity and Tech  
Department: Production  
led by *Tracie Frank*, Invitation or Request Required, Members Interact
-  **Creative Team**  
Type: Creativity and Tech  
Department: Production  
led by *Gil Gatch*, Invitation or Request Required, Members Interact
-  **Graphics Team**  
Type: Creativity and Tech  
Department: Production  
led by *Tracie Frank*, Invitation or Request Required, Members Interact
-  **Video Setup & Breakdown** "Membership Requested" 3  
Type: Creativity and Tech  
Department: Production  
led by *Daniel Manning*, Invitation or Request Required, Members Interact

A screenshot of a search filter window. The window has a title bar with a close button (X). The search criteria are as follows:

Area of Town	Any Area
Type	Any Type of Group
Department	Any Department
Group Name	
Leader First	
Leader Last	
Interaction Type	Any Interaction Type
Childcare Available	<input type="checkbox"/>
Meet Time	Any Meet Time
Meeting Day	Any Meeting Day
Public Search	Either
Inactive	Active
Search	Church Wide
	Match All Crite

At the bottom right of the window, there are two buttons: "Clear Search" and "Search".

To find a specific group or kind of group use the **...discover a new group** option found above the groups list.

You may search by Area of Town, Type, Department, name of group or leader and more. Click Search to return a list of groups. When you have found a group you would like to join, click the Request to join or Join group button.

*\*Tip\* You will see "Request to Join" if approval from the group leader is required to join. An email will be sent to the group leader notifying them of your request. On the other hand, clicking "Join Group" will add you to the member list right away.*

## Additional Help

To learn more about our online community, please access the **Help Center**. Click **Help** from the top right corner of any page.

Try **Videos** if you would like to see the tools in action. Look for the Audience section to narrow down which videos you should watch.

Type key words in the search box to search the online help articles.

Click **Subscribe to CCB Updates** to receive upcoming release information or the CCB Newsletter via email.

To ask a church staff member a question about the online community, use the **Contact CCB** link. Our designated contacts will appear under the Support Contacts section and you can easily email the question by clicking the Send Email link or contact the church at the number shown.

