

myCRC brings together a church directory, check-in system, email and texting system, meeting planner, file-sharing tool, and much more. It allows you to securely communicate with others in the church family and provide them with your most current information so that we can better stay in touch with one another.



Accessing the online community

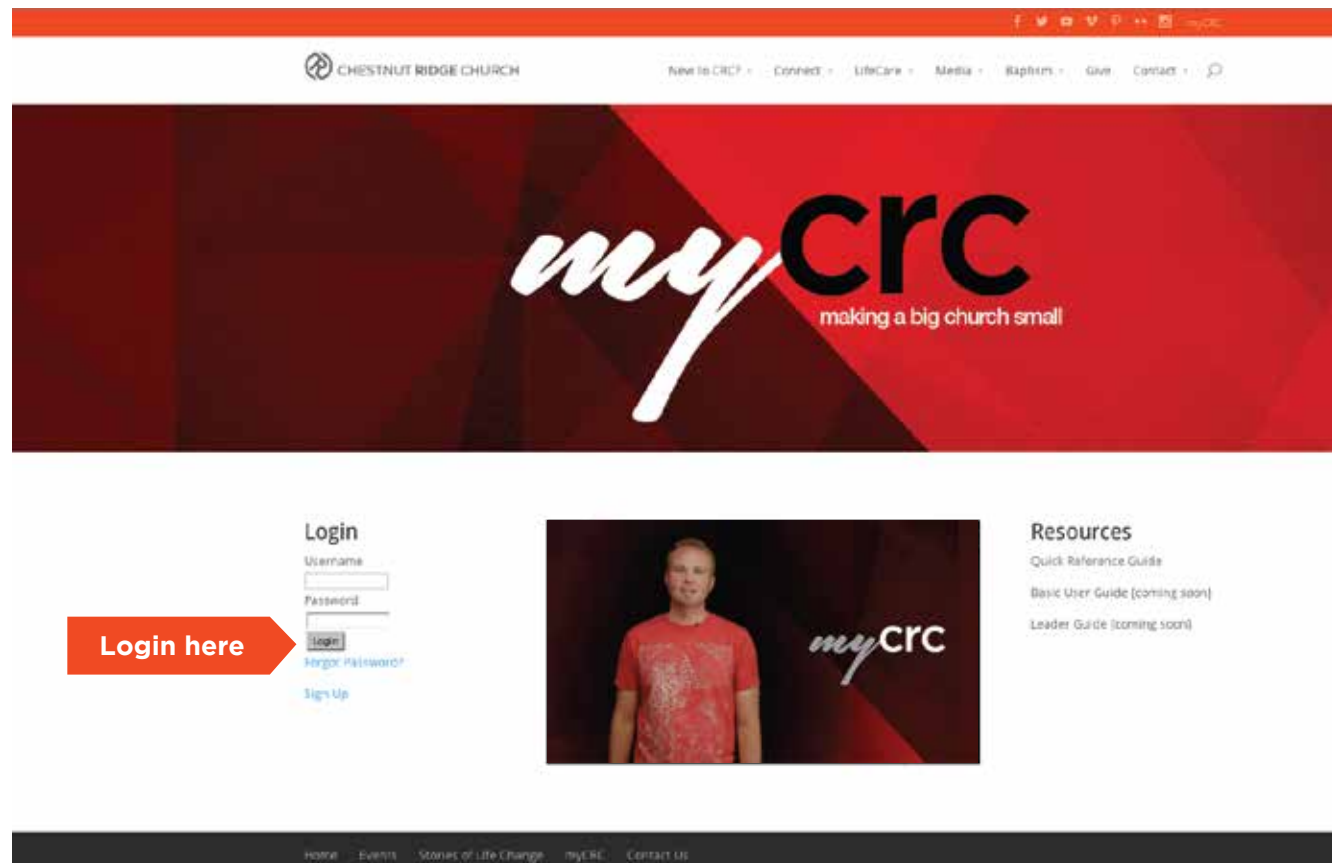
WELCOME TO myCRC!

Thank you for being a part of our **myCRC** Group Leadership team! As a group leader, you will be able to create events, needs and positions, view group participants, send messages, run reports, and take attendance for the groups you lead. Additionally, you will be able to add/remove people to/from the group and upload files to the group.

Begin by logging in to **myCRC**.

TIP

Bookmark the login page and save your login information so you can quickly access myCRC in the future.



Your Personal Home Page

Once you log into myCRC, you will land on your personal homepage. This page contains information specific to you including:

- A list of upcoming church-wide
- Any recent activity in your groups
- Your name, picture (if one is uploaded), and link to your profile
- A list of your groups

Chestnut Ridge Church Help Contact Us Settings Logout

[Home](#) [Groups](#) [Calendar](#) [Messages](#) [People](#) [More](#)

Hello and welcome to myCRC, The Ridge's online community! It is our hope that this will help you connect more with others. Watch the video below to learn more and to help you get started!

First Community Church Home Settings Logout

WELCOME TO FIRST COMMUNITY ONLINE

Upcoming

Baby Dedication
Nov 23, 2014 at 9:30 AM, crcKIDZ Parents

September 2014

Su	Mo	Tu	We	Th	Fr	Sa
31	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	1	2	3	4

My Groups' Activity

THURSDAY, AUGUST 21

Event added: Baby Dedication - crcKIDZ Parents

THURSDAY, AUGUST 7

Upcoming Events

My Groups' Activity

Your profile

Your groups

Groups

Click on the **Groups** tab on your home page. The groups of which you are a member are listed. Click on any of the groups listed under **My Groups** to view information about a specific group. If you are a director or coach, you may view the groups you oversee by clicking on **View All** next to **My Group Leaders** or clicking on a department listed under **My Departments**.

Once you are in the group information page you may view information on the **Events, Messages, Needs, Positions, Files** and **Schedules** tabs. In addition, you may perform any of the tasks listed under actions. Each action may also be accessed from within the group tabs.

Chestnut Ridge Church Help Contact Us Settings Logout

Home **Groups** Calendar Messages People More ▾ Reports Search

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

My Group Leaders [View All](#)

CCB Leadership Team
Leader: Brian Paul
WSC Huddle
Leader: Adam Smith

My Departments
AD - Administration

My Groups (0)

Entire Church
Type: System
Department: Church - General
led by **Tim Haring**, Open to All, Announce Only

Chestnut Ridge Church Help Contact Us Settings Logout

Home **Groups** Calendar Messages People More ▾ Reports Search

Access

16 participants view
Weekend Programming Staff & Volunteers
Group Leadership
Adam Etris (Main Leader)
Show location and other info...

Events **Messages** Needs Positions Files Schedules

New Event

Upcoming

emotionally healthy woman conference
Oct 10, 2014 at 7:00 PM

emotionally healthy woman conference
Oct 11, 2014 at 9:00 AM

[View all events](#)

September 2014

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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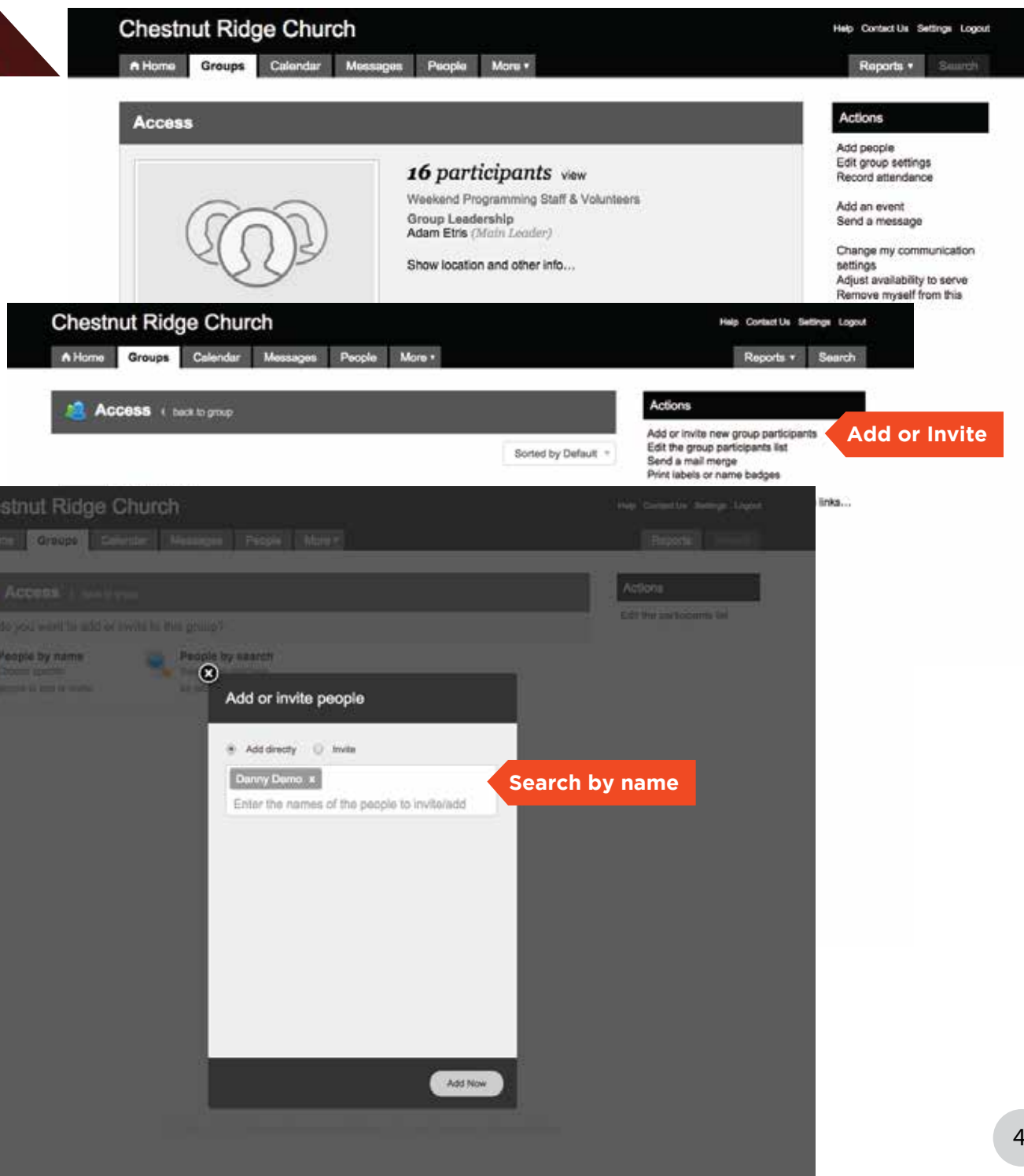
[Go to group calendar](#)

Actions

- Add people
- Edit group settings
- Record attendance
- Add an event
- Send a message
- Change my communication settings
- Adjust availability to serve
- Remove myself from this group
- More...

Adding Group Members

Group leaders and assistant leaders may add group participants. Click on **View** next to the number of group participants, then click on **Add or Invite new group participants**. You may choose specific people to add/invite or search for a person. If you know the person is already a member of the group but he/she is missing from the group roster, select **Add directly**. If you are extending an invite to potential group members, select **Invite**, then click on the **Add New** button.



Adding Group Members

Group leaders and assistant leaders may remove group participants. Click on **View** next to the number of group participants, then click on **Edit the Group Participants List**. To remove people from the **All participants** tab, check their names, then choose **Remove from group**. Click **OK** to make the changes.

To assign an assistant group leader, from the **All participants** tab, check the person's name, then choose to set their group status to **Assistant Leader**. Click **OK** to make the changes.

Chestnut Ridge Church Help Contact Us Settings Logout

Home Groups Calendar Messages People More Reports Search

Access

16 participants [view](#) **Click 'View'**

Weekend Programming Staff & Volunteers
Group Leadership
Adam Etris (Main Leader)
Show location and other info...

Actions

- Add people
- Edit group settings
- Record attendance
- Add an event
- Send a message
- Change my communication settings
- Adjust availability to serve
- Remove myself from this

Chestnut Ridge Church Help Contact Us Settings Logout

Home Groups Calendar Messages People More Reports Search

Access

back to group

All participants Leaders Open invitations Membership requests Sorted by Last name

Remove from group **Select 'Remove from group'** Assistant Leader

<input type="checkbox"/>	Name	Status	Communication Settings
<input type="checkbox"/>	Ricky Beamer	Group Member	
<input type="checkbox"/>	Colby Chapel	Group Member	
<input type="checkbox"/>	KJ Clouser	Group Member	
<input type="checkbox"/>	Frank Dailey	Group Member	
<input type="checkbox"/>	Mark Dehlin	Group Member	

Actions

- Add or invite new people
- Change the main leader...
- Change the coach...
- Change the director...

Communication settings

- Receives messages
- Receives comments
- Receives weekly summary
- No email address
- Receives Twext™
- Own comm. settings


TIP

Directors may change members, leaders, and coaches of the group. Coaches may change members and leaders.

Adding An Event

A group leader can create events for his or her group to be held off-campus with no approvals. Click on **New event** above the group calendar on the group information tab. You will need to choose whether or not rooms and resources are needed. If they are, an administrator's approval is required. Otherwise, you will be prompted to enter general information, the locations, and advanced information about the event.

Access



16 participants [view](#)

Weekend Programming Staff & Volunteers
Group Leadership
Adam Etris (Main Leader)

[Show location and other info...](#)

Events Messages Needs Positions Files Schedules

Upcoming

[+ New Event](#)

September 2014

- #### Actions
- Add people
 - Edit group settings
 - Record attendance
 - Add an event
 - Send a message
 - Change my communication settings
 - Adjust availability to serve
 - Remove myself from this group
 - More...

Click here

Create event

Event Type

Rooms & Resources needed

Rooms & Resources not needed

Name

Description

Group

Date All day event

Event Time

Make this event repeat

Location Name

Street

City

State

Postal Code

Other Requires leader approval or form response to get on the guest list

Adding An Event (with resources)

Any event held on campus needing a room and other resources must first be approved before the event may be created. Events that should be added to the church wide calendar that will be visible within **myCRC** must be added by a department administrator. Events that should be added to the **Public Calendar** that will be visible both within **myCRC** to all users and to the public on the CRC website must also be added by the department administrators.

The event may be set as either **Open to All** or **Registration Required**. The **Attendance** grouping is used to gather events together on attendance reports. The default attendance grouping will be set when the group is set up. The fields in the **Check-In** section should be left blank. Use the **Other Notes** area to enter room setup and cleanup requirements.

When you create an event, the system will make the main group leader the event organizer. Click on the event from the events tab. Under **More...** is an option to change the event organizer. The event organizer will have the ability to record attendance for that event.

The image shows two screenshots from the Chestnut Ridge Church website. The top screenshot displays the 'Public calendar' for September 2014. A red arrow points to the 'Add event' button in the top right corner of the calendar view. The bottom screenshot shows the 'Create event' form, which includes fields for Event Type (radio buttons for 'Rooms & Resources needed' and 'Rooms & Resources not needed'), Name, Description, Group (with a search prompt), Date (9/11/2014), Event Time (7:00 PM to 9:00 PM), Setup/Cleanup (minutes), and other options like 'Make this event repeat', 'Use an address other than Chestnut Ridge Church', and 'Require leader approval or form response to get on the guest list'. The form has 'Cancel' and 'Save' buttons at the bottom.

Taking Attendance

Attendance is the way we capture and report on participation in church activities. Attendance should always be tied to an event on the group calendar. Whenever possible, attendance should be recorded within one day of the event.

To take attendance, go to the group. Under **Actions**, click **Record attendance**, choose the event you want to record attendance for and click the 'Record attendance' button.

Chestnut Ridge Church Help Contact Us Settings Logout

Home Groups Calendar Messages People More Reports Search

Brandy's emerge group

6 participants view

Group Leadership
Brandy Gibson (Main Leader)

Show location and other info...

Events Messages Needs Positions Files Schedules

+ New Event

No events scheduled in the next 3 months

September 2014						
Su	Mo	Tu	We	Th	Fr	Sa
31	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	1	2	3	4

Go to group calendar

Actions

- Add people
- Edit group settings
- Record attendance **Click here**
- Add an event
- Send a message
- Add a need
- Add a position
- Upload a file
- Create a schedule
- Send a Twext™
- Change my communication settings
- Adjust availability to serve
- More...

Taking Attendance

Click each attendee's name, enter the event **Discussion Topic**, **Event Notes**, **Praises & Prayer Requests**, and **People Info** for the event.

If your coach and/or director wants to receive a meeting summary, click on **Email a meeting summary to** and select recipient. Once finished, click the **Save** button.

Brandy's emerge group - Gathering

Did not meet

Head count for additional people not on this list

<input type="checkbox"/>	Name
<input type="checkbox"/>	Bond, Brittany
<input type="checkbox"/>	Gibson, Brandy
<input type="checkbox"/>	Gillman, Courtney
<input type="checkbox"/>	Gower, Lauren
<input type="checkbox"/>	Hefner, Sarah
<input type="checkbox"/>	Staats, Erica

Discussion Topic:

Event Notes:

Praises & Prayer Requests:

People Info: *List new members, visitors, and people leaving the group and the reason.*

Email an event summary to:

- Leadership only (group leaders, coaches, directors)
- The entire group and the leadership
- No one - Don't send an email.

Email summary

Cancel or

Click to save