

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!

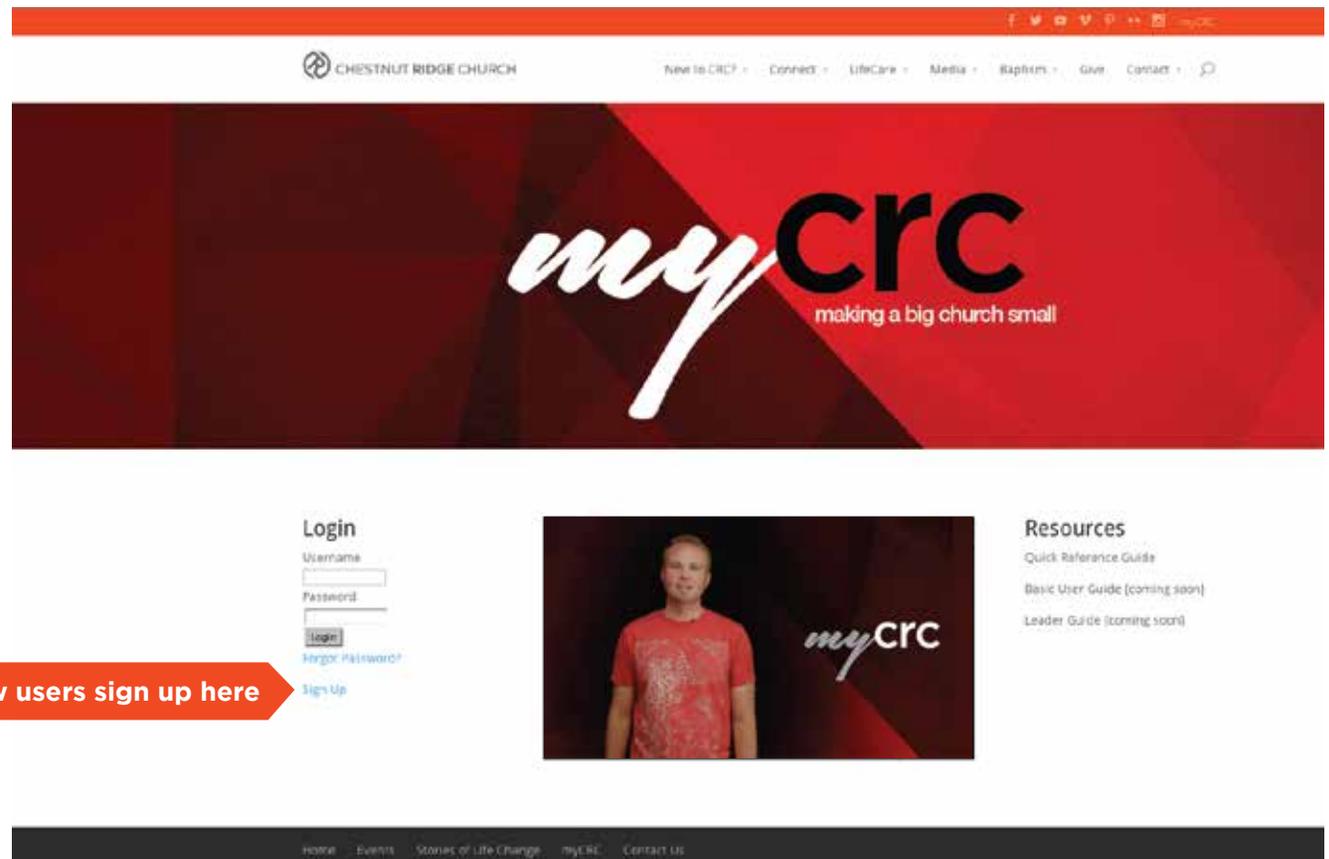
We have provided this tool to help you get better connected within our church. You'll be able to find groups to get involved in, see events you might want to attend, participate in discussions, meet the needs of others in our church community, and find volunteer opportunities based on your passions and 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 myCRC in the future.

[New users sign up here](#)



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 Search

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 WELCOME TO FIRST COMMUNITY ONLINE

Interested in knowing what your spiritual gifts may be? [Click here](#) to take a survey. Then edit your profile, go to the "My Fit" tab, and select your gifts, passions, and abilities!

Upcoming Subscribe

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

Your profile
Danny Demo View profile

Your groups
My Groups (2)
Entire Church
crcKIDZ Parents

Viewing Your Profile

Click on **Go to my profile** to view information in your profile.

Profile Tabs

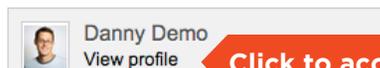
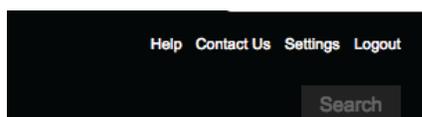
View information on the **Activity, Family, Info, Involvement,** and **Serving Availability** tabs.

Info Tab

This is where the majority of information about you will be located. Review the information to determine if anything needs to be added or edited.

Contact Info

Your phone number(s), address(es) and email address will be located here. Only you and appropriate church staff will see your email address. All others will see a generic **Send an email link** instead, which allows them to email you without ever seeing your email address.



My Groups (2)

Entire Church

crcKIDZ Parents

Chestnut Ridge Church Help Contact Us Settings Logout

Home Groups Calendar Messages People More Reports Search

Danny Demo

(304) 658-5847
mycrc@chestnutridgechurch.com

Address: Danny Demo
123 Example St.
Morgantown, WV 26508
United States
[View Map](#)

Activity Family **Info** Involvement Serving Availability

Info	Family
Birthdate:	Danny (Primary Contact)
Age:	Demi (Spouse)
Gender:	Donny (Child)
Marital Status: Married	
Anniversary:	
Allergies:	

Other Addresses

My Fit	Plugged In
Spiritual Gifts:	Commitment Date:
Passions:	Service(s) I Attend:
Abilities:	School:
Personal Style:	Military:

Custom Fields Custom Fields

Faith Commitment Story Current Faith Story

Actions

- Send an email
- Add to groups...
- Remove from groups...
- Add to process queue...
- Fill out a form...
- Add to my friends list
- Download contact card

Profile Settings
Edit profile

Family
Edit family profile
Start a new family with this person
Create a new family member...
Add a person from another family...

Updating Your Profile

Select **Edit Profile** to begin editing your profile. Profile information is broken into six sections. Name fields will be visible no matter which tab you are viewing.

Basic

Photo, gender, birthday, marital status, phone numbers, email addresses, emergency contact, and other general categories.

Address

Mailing address fields shown with 'more addresses option' available to add your home, work and other addresses.

MyFit

Spiritual gifts, passions, abilities, and personal style.

Social

Social networks you use

Custom Fields

Any field created by our church to track additional information.

Plugged In

Service you usually attend, organizations you are part of (military, school, etc.), and your faith journey.

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.).

Chestnut Ridge Church

Home Groups Calendar Messages **People** More

Danny Demo

(304) 658-5847
mycrc@chestnutridgechurch.com

Address: Danny Demo
123 Example St.
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United States
View Map

Click to access profile

Actions

- Send an email
- Fill out a form...
- Download contact card
- Profile Settings
- Edit profile
- Adjust availability to serve
- Set communication prefs
- Change username/password
- Update privacy

Chestnut Ridge Church

Home Groups Calendar Messages **People** More

Basic Address My Fit Social Custom Fields Plugged In **Profile sections**

Danny Demo More name fields...

Personal

Photo: Choose File No file chosen Delete Photo

Family Position: Primary Contact

Gender: Select...

Date of Birth: Month Day Year Why the year?

Marital Status: Married

Anniversary: Month Day Year

Allergies: (used by Check-In system)

Contact

Email: mycrc@chestnutridgechurch.com

Contact Phone: (304) 658-5847 **Main phone number (used for check-in)**

Home Phone:

Mobile Phone:

Mobile Carrier: Turned off...

More contact fields...

Updating Your Settings

Look in the top right corner of any page for the **Settings** link, where you can access your username and password, communication, and privacy settings. Click any of the icons in the drop-down menu to update your settings.

Communication Settings

Determine the groups from which you wish to receive communication 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/or a weekly summary of your groups' activities.

Availability to Serve

Set and make adjustments to your serving preferences for each position you fill. You also have access to your availability from the **Actions** menu in your profile and on **My Calendar**.

Username/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.)

Privacy Settings (shown at right)

Here you may select what information appears in your profile and who may see it. Using the **'Friends and My Groups Members'** option will allow maximum contact between group members while providing privacy across the congregation.

The screenshot displays the 'Chestnut Ridge Church' website interface. At the top, there is a navigation bar with links for Home, Groups, Calendar, Messages, People, and More. A 'Settings' link is highlighted in the top right corner, with a red arrow pointing to it and the text 'Click here'. Below the navigation bar, the 'Privacy Settings' page is visible. The page is titled 'Privacy Settings' and has a sub-section 'Profile *'. Under 'Profile *', there are radio buttons for 'Listed' (selected), 'Unlisted', and 'Unlisted'. A note below the radio buttons states: 'This determines whether the name and picture can be seen by people with a username and password to the system when they do not have administration privileges.' Below the profile section, there are several dropdown menus for privacy settings: 'Main' (Birthday Month & Day, Gender, Marital Status, Anniversary, Allergies, Custom Fields), 'Contact - Phones' (Contact Phone, Home Phone, Work Phone, Mobile Phone, Pager Phone, Fax Phone, Emergency Phone), 'Contact - Email' (Email), and 'Contact - Address' (Mailing Address, Work Address, Home Address, Other Address). All dropdown menus are currently set to 'Friends Only' or 'Friends & My Groups Members'. A settings menu is also visible on the right side of the page, with 'Privacy Settings' selected.

Groups

Groups are the backbone of our online community. Events, volunteer opportunities, message boards, and most emails are generated by the groups you belong to, including your Adult Class, Community Group, serving teams, and others. (You will see the groups that you currently belong to on your personal home page and also by clicking the **Groups** tab at the top of the page.) Once you click on one of the groups you belong to, you will be able to see events, messages, needs, positions, files, or schedules for that group.

To find other groups you may wish to join, click on the **Groups** tab and type the group name into the search field. Groups that are **Open to All** will have more information visible to you than groups that are **Invitation or Request Required**. However, all groups that are visible will include a description, meeting day, meeting time, and leader information. Click on the group name to access this additional information.

The screenshot shows the website for Chestnut Ridge Church. At the top, there is a navigation bar with the following tabs: Home, Groups, Calendar, Messages, People, and More. A red arrow points to the Groups tab, labeled "Main tabs". To the right of the navigation bar are links for Help, Contact Us, Settings, and Logout, and a Search button. Below the navigation bar is a search field with the text "Find a group by typing its name below" and "... or discover a new group". A red arrow points to the search field, labeled "Type group name". Below the search field is a section titled "My Groups (2)". There are two group listings:

- Entire Church**
Type: System
Department: Church - General
led by *Tim Haring*, *Open to All, Announce Only*
- crcKIDZ Parents**
Type: Large Group
Department: Kids
led by *Jenny Dailey*, *Invitation or Request Required, Announce Only*

Groups (continued)

To find a specific group or kind of group use the **Discover a new group** option found to the right of the groups list. In the example to the right, we are searching for a small group that meets in the evening and is a part of Short-Term groups. You may search by area of town, type, department, group name, leader, and more.

When you have found a group you would like to join, click the **'Request to join button.'** An email will be sent to the group leader notifying them of your interest.

The screenshot shows the Chestnut Ridge Church website. The main navigation includes Home, Groups, Calendar, Messages, Prayers, and More. A search bar is located in the top right. Below the navigation, there is a section for finding groups, with a link to "Discover a new group" highlighted by a red callout box labeled "Click here".

The "Discover a new group" modal form is open, showing various search criteria. A red callout box labeled "Include criteria" points to the form. The form includes fields for Location, Type (set to Small Group), Department (set to Adults - Short-Term Groups), Group Name, Leader First, Leader Last, Interaction Type (set to Any interaction Type), Exclude Full Groups, Childcare Available, Meet Time (set to Evening), Meeting Day (set to Any Meeting Day), Area of Town (set to Any Area), and Search (set to Church Wide). A red callout box labeled "Click 'Search'" points to the Search button at the bottom of the modal.

Below the search form, there is a table of groups. The first group is "Entire Church" with a "Request to join" button. A red callout box labeled "Request to join" points to this button. The "Actions" column is highlighted by a black box labeled "Actions".

Viewing other profiles

To view a profile for another person in **myCRC**, first click the **People** tab at the top of the page. After clicking **People**, begin typing a name in the search box. You may type the first name, last name, or a combination of both. As you type, the system will narrow your results and generate a list of people who meet your criteria. Click the name of a person to access their profile. You will only be able to find people who are listed in **myCRC**.

On each of the tabs, 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 reading, “**not enough privileges to view**,” meaning administrative rights are required to view the information.

TIP

Adding an individual to your **Friends** list will allow those individuals to view information in your profile with privacy settings of **friends only** or **friends and my groups members**. In addition, it will give you easy access to those profiles if you wish to email them or view a phone number.

Chestnut Ridge Church Help Contact Us Settings Logout

Home Groups Calendar Messages **People** Search

People Search

Start typing the person's name

My Friends (0)

To add friends, go to a person's profile and select Add to my friends list from the Actions bar.

Chestnut Ridge Church Help Contact Us Settings Logout

Home Groups Calendar Messages **People** More Search

Demi Demo

304-000-1234
mycrc@chestnutridgechurch.com

Address: Demi Demo
123 Example St.
Morgantown, WV 26508
United States
View Map

Actions

- Send an email
- Fill out a form...
- Add to my friends list
- Profile Settings
- Edit profile
- Adjust availability to serve
- Family
- Edit family profile

Activity Family **Info** Involvement Financial Serving Availability

Info

Family

Family

Danny (Primary Contact)

Demi (Spouse)

Donny (Child)

Other Addresses

My Fit

Plugged In

NOTE: Not enough privileges to view.

NOTE: Not enough privileges to view.

FAQs: Access and Privacy

1. Can anyone obtain a password to myCRC?

Individuals already in myCRC will automatically be assigned a user ID and password when they request one. Any other person's request for access to myCRC must be through a system-generated email request form that they complete. It will be reviewed to determine the person's connection to the church and approved/disapproved by the Master Administrator.

2. Would we ever revoke a user's ID?

If an individual is found to be using the system for inappropriate purposes and continues to do so even after being asked to stop, their user ID can be revoked.

3. What information will basic users see?

Basic users will see the following information on individuals in the database who are fifteen years of age and older: name, picture, marital status, birth month and day (not year), and anniversary month and day (not year). Actual email addresses cannot be seen by basic users.

4. Can name and address be displayed, but not phone number?

Through privacy settings you may choose whether or not to display your address or phone number. We recommend that you keep your address and phone number visible to friends and group members so that you may easily connect with them and others.

5. Who can see children's names and ages?

Basic users cannot see information on children if they are under the age of fifteen. Group Leaders can view all basic information (which does include children's names and ages).

6. If an individual wants his/her under-age-fifteen child's information to be displayed, can it be?

No.

7. At what age can children gain access to myCRC?

Children may request a login at age fifteen.

8. Will marital status be visible?

Initial settings will display marital status to members of groups you are in and to individuals you designate as friends. Through privacy settings the person may choose to not display their marital status.

9. What is the definition of friend?

The individual can designate anyone in the system as a friend. This allows him/her to see any of the information listed as displayed to friends and group members.

10. Can individuals inactivate (remove) their own profile or that of their family?

No.

11. What follow up is performed on those who are inactivated?

A report of inactivated profiles will be run on a monthly basis and reviewed.

12. Can individuals make themselves unlisted?

Through privacy settings a person may choose to be unlisted in myCRC. This determines whether the name, picture and link to email can be seen by other basic users. We will not recommend this setting.

13. Can individuals create a church directory from myCRC?

Basic users cannot create reports (which would include a directory). Those with higher role based or admin privileges than those of a basic user may create reports.

14. Can a user send an email to the whole church?

myCRC doesn't allow emails to be sent to the entire church group.

15. Can a user send an email to everyone in a group they are listed as being a member in?

Yes.

16. Is every group listed/able to be seen?

No. Groups that are designated as unlisted cannot be viewed by basic users in the system, e.g., support groups; however, all group leaders (and assistant leaders) can view these groups.

17. What types of calendars are in myCRC?

There are three types of calendars in myCRC. The group calendar tracks events specific to the group and are maintained by group leadership. The church wide calendar tracks events help on campus and, once implemented, will reflect resource usage. The public calendar shows events that are for the general public and are shown on our website.

18. Who can update the public calendar?

All staff can update the public calendar.

19. Will contribution information be visible?

Contribution information will be visible on the financial tab of your profile. Only you will be able to see your own, or spouse's, giving.