Getting Started with myCG

Welcome to our online church community! We have provided this tool to help you get better connected with our church. You'll be able to update your profile's information, get connected with others in our online community, find groups you are involved in or would like to get involved in and lastly, you will know how you can get support from your church's staff.

Logging In

After requesting a login or being assigned one, you will receive an email containing your login information. Use the link in the email to access your online community.

NOTE: Bookmark the login page and save your login information so you can quickly access the online community in the future.

To login:

Once you have access to your profile you can change your username or password.

1. Click your profile at the top of the page
2. Click Username/Password
3. Choose a username and password you remember and click Save

To keep your login for 30 days

1. Once you log out of the software try logging back in
2. Before you click login check the box Keep me logged in for 30 days
3. From this page, you can also click Mobile Login if you are on a mobile device

You will no longer be logged in for 30 days if you:

- Clear your browser's cookies
- Change your username/password
- Try to login as someone else
- Are accessing secure pages

Personal Home Page

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

1. A welcome message from our church and conditions for use.
2. A series of tabs you can navigate through: Welcome, Recent Activity, Messages, and Forms.

Community of Grace Lutheran Church

WELCOME   RECENT ACTIVITY   MESSAGES   FORMS

COMMUNITY – of GRACE –   myCG

WELCOME TO myCG!

3. Your personal settings dropdown under your name
4. Three icons at the top: the alert bell, calendar, and system-settings

🔔 📅   Jay Wall   ⚙️

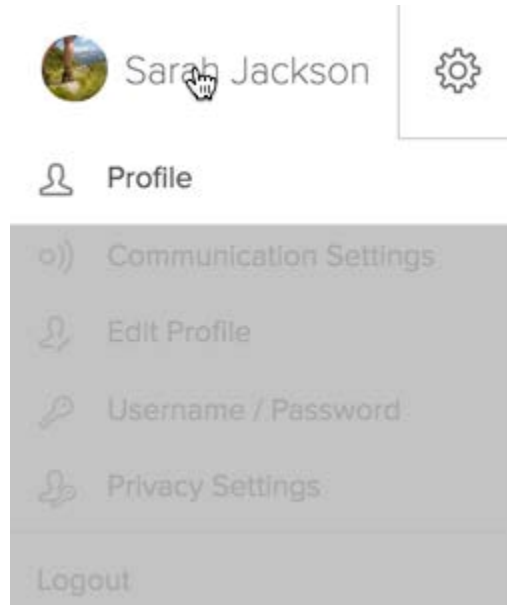5. A list of the groups you are part of and a menu list

MY GROUPS

Our Church

Growth Group | First Place 4 Health

Other Group | Bowling League

Viewing & Updating Your Profile

Click the Profile link under your name in the header bar to view information in your profile. The menu listed under your name is available from any page.

When you click this link you will be directed to your individual profile page.

Contact Info

Your phone number(s), email, campus affiliation (if applicable), and address will be located here. Whether or not people can see and use these pieces of information will depend entirely on the level of privacy you have assigned to them in your individual **Privacy Settings**. From

your profile page, you can see your Privacy Settings by clicking Update privacy under the Actions menu on the right.

Profile Tabs

You can view your recent activity, family information, personal information, involvement, financial history (if enabled), and serving availability from the tabs on your profile.

Actions Menu

This is where you can edit your profile. Some areas to edit to get you started on the right track are

1. your availability to serve
2. your communication preferences
3. your privacy settings
4. your profile information, including adding a photo (see below)

> Each person's profile can have a photo for that person in addition to a spot to upload a family photo on the family profile page. Either of these can be used with the printed picture directory.
>
> - It must be .jpg format
> - It doesn't matter what the aspect ratio is for either the individual photo or the family photo it will reduce the size automatically. The maximum size it can be is 250x250 pixels. (If it's a tall photo, it will be 250px tall by something less than that wide, and vice versa, if it's a wide photo.)

Other areas you can edit include the ability to change your username and password and update your whole family's contact information at once.

Viewing Other Profiles

1. To view a profile for another person in our online community, first click the People link in the left menu bar. You will only be able to see listed profiles. If you do not see a People link, it means you have limited access to the community and will not be able to view any other profiles besides yours and your family members'.
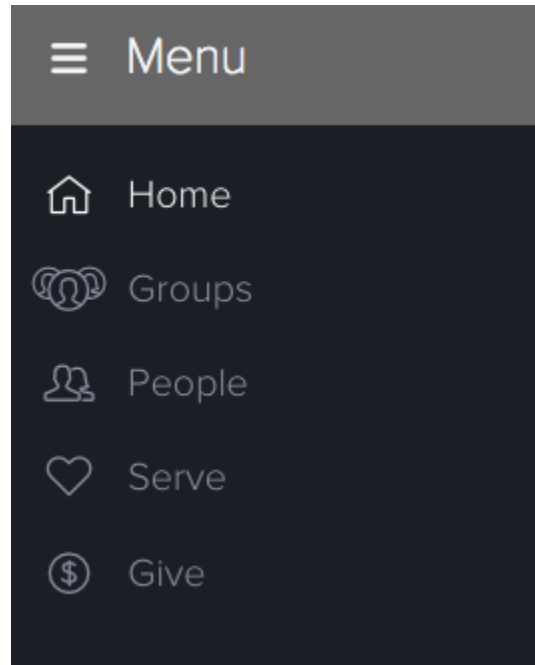
2. After clicking People, begin typing a name in the search box. You may type first name, last name, or a combination of both. As you type, the system will automatically narrow your results and generate a list of people who meet your criteria. Click the name of a person to access their profile.

3. On the Info tab, you will be able to see the information the individual has chosen to share with the online community. Anything not shared will be blank or show the 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.

NOTE: Adding an individual to your friends' list will allow that person 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 friends' 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.

Groups of People

As a basic user, you have access to groups you are a member of under **My Groups** on the Welcome Page or you can access your groups from the **Groups** menu on the left.

- Start by typing in the name of a group you'd like to find, or

FIND A GROUP   Advanced search

Start typing the group's name

MY GROUPS

Our Church
Type: Support
Department: Operations
led by Steve Turnbull , Open to All, Announce Only

Growth Group | First Place 4 Health
Type: Growth Groups
Department: Adults
led by Denise Cabak , Open to All, Members Interact

Other Group | Bowling League
Type: Other Groups
Department: Adults
led by Ted Cabak , Invitation or Request Required, Members Interact

Other Group | Holy Land Trip 2017
Type: Other Groups
Department: Adults
led by Denise Cabak , Invitation or Request Required, Members Interact

- Click on **Advanced Search** to find groups tailored to your interest, location, and/or other preferences.

Group search

Location	Enter postal code, city and state, or address
Type	Any Type of Group
Department	Any Department
Group Name	
Leader First	
Leader Last	
Interaction Type	Any Interaction Type
Exclude Full Groups	☐
Childcare Available	☐
Meet Time	Any Meet Time
Meeting Day	Any Meeting Day
Area of Town	Any Area
Testing this is	Any
Search	This Campus / Match All Criteria

Clear Search   Search