



How To... IN CCB

Step-by-Step Directions for some of the most common questions with Church Community Builder, RLC's online member database.

HOW TO...IN CCB

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HOW TO...Block Out Dates of Unavailability in CCB

- Log in to the church online portal, Church Community Builder (CCB)
- Click on your profile page by clicking the circle monogram in the top right hand corner menu bar.
- Click “involvement” in the menu bar centered under the blue-gradient banner towards the top of the page.
- Locate the “Serving” box and hover your mouse over the top right corner of the box until the “...” appears. A short pop up menu will appear. Click “Mange Serving”
- You can now see all of the serving opportunities you (and others in your household) have been scheduled for!
 - By hovering over the right hand side of each opportunity, you can select “accept” or “decline”.
 - By clicking “Browse Open Positions” in the upper menu bar, you can find other future opportunities that have not yet been scheduled for the teams you are associated with.
- Click the gear-icon in the top right corner to block out dates of unavailability, and to change availability preferences.
 - By clicking the triangle near your name, you can toggle between household members to adjust everyone’s preferences and availability.
- When done, click “close” to return to the “manage serving” page.

HOW TO...add Emergency Contact Info into Your Profile

1. From the church website, log into the online congregational portal, by clicking “RLC Login” from the top gray menu bar, and then clicking the dark gray box “RLC Online Community Login.” Enter your username and password where prompted, and click the large blue “LOGIN” button. *If you have not activated your log in credentials yet or have forgotten your password, simply click on “Request Account” or “Forgot Password?” and we’ll get you started as soon as possible.*
2. Go to your personal profile page by clicking on the monogram circle (or profile photo, if you’ve uploaded one) in the top right corner.
3. Click the light blue “Edit Profile” button in the top blue-gradient header area.
4. In the pop-up profile window, scroll down to the “Emergency Contact Name” and “Emergency Contact Number” lines and enter the appropriate information. Click the blue “Save” button at the bottom of the pop-up window.

Questions? Contact Jenny Page (Jenny.Page@RichlandLutheranChurch.com)

HOW TO...Find Your To-Date Giving and Giving Statement

- Log in to the church online portal, Church Community Builder (CCB)
- Click on your profile page by clicking the circle monogram in the top right hand corner menu bar.
- Click “involvement” in the menu bar centered under the blue-gradient banner towards the top of the page.
- Locate the “Financial” box
 - Each ‘blue dot’ over a month indicates a month with giving.
 - You can toggle the ‘include family’ option to see giving from all members of your household.
- By clicking the “Financial” box, you will then see a consolidated list of all tithes, gifts, and payments in the right column.
- By hovering your cursor over the top right corner of the “Financial” box, three small dots (“...”) will appear with a pop up menu:
 - “Give” - you can make a contribution or payment for class materials, altar flowers, etc., at any time! Just follow the instructions as they appear.
 - “Giving Statement” - you can view, download and/or print your own giving statement at any time! Just follow the instructions as they appear.
 - “Pledge Statement” - you can view, download and/or print your own pledge statement at any time! Just follow the instructions as they appear.
- When done, simply click ‘log out’ (looks like a power button) at the top right of the screen in the black menu bar between the search box and your monogram/photo.

HOW TO... “Fit in” as an RLC Member

The “My Fit” section of the database details an individual’s spiritual gifts, abilities, passions, and personality. By completing this section of your profile, you will enable ministry leaders to match you with an appropriate role in RLC’s ministries.

- Navigate to the church website (richlandlutheran.org)
- Click on “RLC Login” in the top menu bar
- Click on the dark gray “RLC Online Community Login” button
- Enter your username and password, and click the blue “login” button.
- Click your monogram/profile picture in the top right corner to view your personal profile page.
- Click the white “Actions” box in the blue gradient header.
- Click “My Fit” from the dropdown box.
- In the pop up window, you will find four categories: Spiritual Gifts, Passions, Abilities, and Personality Style. Scroll through each list, and click the associated check box on the right of each attribute or characteristic you have.
- When done, click the “Save” button. You can always return to this section to update or change your answers as needed.
- Log out of CCB by click the “power” button at the top right, or simply close your browser window.

HOW TO...Find Your To-Date Giving

- Log in to the church online portal, Church Community Builder (CCB)
- Click on your profile page by clicking the circle monogram in the top right hand corner menu bar.
- Click “involvement” in the menu bar centered under the blue-gradient banner towards the top of the page.
- Locate the “Financial” box
 - Each ‘blue dot’ over a month indicates a month with giving.
 - You can toggle the ‘include family’ option to see giving from all members of your household.
- By clicking the “Financial” box, you will then see a consolidated list of all tithes, gifts, and payments in the right column.
- By hovering your cursor over the top right corner of the “Financial” box, three small dots (“...”) will appear with a pop up menu:
 - “Give” - you can make a contribution or payment for class materials, altar flowers, etc., at any time! Just follow the instructions as they appear.
 - “Giving Statement” - you can view, download and/or print your own giving statement at any time! Just follow the instructions as they appear.
 - “Pledge Statement” - you can view, download and/or print your own pledge statement at any time! Just follow the instructions as they appear.
- When done, simply click ‘log out’ (looks like a power button) at the top right of the screen in the black menu bar between the search box and your monogram/photo.

HOW TO...Use the Online Directory

- Navigate to the church website (richlandlutheran.org)
- Click on “RLC Login” in the top menu bar
- Click on the dark gray “RLC Online Community Login” button
- Enter your username and password, and click the blue “login” button.
- In the left hand menu bar, click “People”
- Type the name, phone or email you’re looking for in the top gray-outlined box that has a magnifying glass.
 - This is a live, interactive search, so even if you know just part of a name, phone or email, it will begin to narrow down the options!
- Scroll to the profile you’re searching for, and click on that name. Their profile will appear with their basic contact information, just as you find in our printed directories.
- When done, click on the “power button” at the top right near your profile monogram/photo to log out.

HOW TO...Update Your Contact Info

- Log in to the church online portal, Church Community Builder (CCB)
- Click on your profile page by clicking the circle monogram in the top right hand corner menu bar. This will take you to your personal profile page.
- Click the blue “Edit Profile” button in the blue header bar.
- Update the information needed, and feel free to fill in any other information that is blank.
 - Some information that is applicable to the entire household can be edited all at once by clicking the box labeled “Apply xxxx to family.”
- When done, click the blue “Save” button at the bottom of the edit profile pop up window you were working in.

Fun Bonus Tip!! You can add a profile photo AND a family photo! In the blue gradient header bar, click the camera icon in the gray monogram square to the left of your name to upload an individual profile photo. To add a family photo, click on the “About” tab in the menu bar under the blue gradient header; then click on the gray camera icon in the “family” box.

HOW TO...Self-Schedule, Block Out Dates of Unavailability, and Indicate Serving Preferences

- Log in to the church online portal, Church Community Builder (CCB)
- Click on your profile page by clicking the circle monogram in the top right hand corner menu bar.
- Click “involvement” in the menu bar centered under the blue-gradient banner towards the top of the page.
- Locate the “Serving” box and hover your mouse over the top right corner of the box until the “...” appears. A short pop up menu will appear. Click “Mange Serving”
- You can now see all of the serving opportunities you (and others in your household) have been scheduled for!
 - For dates scheduled by the church staff: Hover over the right hand side of each opportunity, you can select “accept” or “decline”.
 - To Pick Your Own Dates: Click “Browse Open Positions” in the upper menu bar. Here you will find other future opportunities that have not yet been scheduled for the teams you are associated with. Hover over each item, and a blue “TAKE” will appear to the right. Click the “take” and you will be scheduled!
- Click the gear-icon in the top right corner to block out dates of unavailability, and to change availability preferences.
 - By clicking the triangle near your name, you can toggle between household members to adjust everyone’s preferences and availability.
- When done, click “close” to return to the “manage serving” page.