



CHRIST PACIFIC CHURCH

FAITH, HOPE, LOVE

Cultivating a vibrant community of faith, hope and love that follows Jesus into the world
so our neighbors may also experience God's goodness

Welcome to Christ Pacific's Online Community, **The Hub**.

The Hub is an online directory and communications tool for the church as we partner together to cultivate a vibrant community at Christ Pacific!

With **The Hub**, you'll experience the convenience of:

- an online church directory;
- the ability to connect with your friends and church groups;
- the choice to update your personal information, such as email addresses, phone numbers, address, etc.;
- sharing information with others at your discretion (choose the information you want to share, and how others communicate with you); and
- confidential contribution history reflecting your tithes and offerings with the click of a button;
- Online giving.

The Basic User's Guide below will walk you through the log-in process. If you're interested, continue through the remaining Steps to discover other features that you may find worthwhile. Additional tools will be added to **The Hub** in the future, such as assessment tests/tools, volunteer scheduling, online event sign-ups, etc.

Partner with us: Connect with **The Hub** now! We think you'll enjoy the experience.

God Bless,

Your *Team* at Christ Pacific

If you have any questions, we're here to help:
Debbi Ortego / dortego@cpchb.org
Kathi Richardson / krichardson@cpchb.org

THE HUB BASIC USER'S GUIDE

Overview

This Basic User's Guide has been written to help you take your first steps into Christ Pacific's new online community, **The Hub**. Your participation will help us keep accurate records and communicate efficiently. You will always have control with who has access to your personal information.

Step 1

Logging In

1. Go to cpchb.org and click on "THE HUB Online Community Access."
2. The link will take you to an Access Request form. Complete the form and click on "Submit."
3. The form will be submitted directly to the church office where staff will review your information, and confirm your membership status with the church.
4. Once your information has been verified, an email, "**New Login Created,**" will be sent to you from **Christ Pacific Church**, inviting you to join **The Hub**. It will contain your email address as the User ID. Follow the steps below to log in and change your password. Your Username may remain your email address, or you may create a new Username if you prefer, after your initial login. In either case, **you will need to set-up your Password.**
5. Click on the **Activate Login** link in the email, which will take you to the web page as pictured below (<https://christpacific.ccbchurch.com/login.php>). We suggest you bookmark this site for future convenience.

Christ Pacific Church

Calendar Find a Life Group Forms

Username
YourEmailAddress.com

Password

Must have both letters & numbers and be at least six characters

Confirm Password

Submit

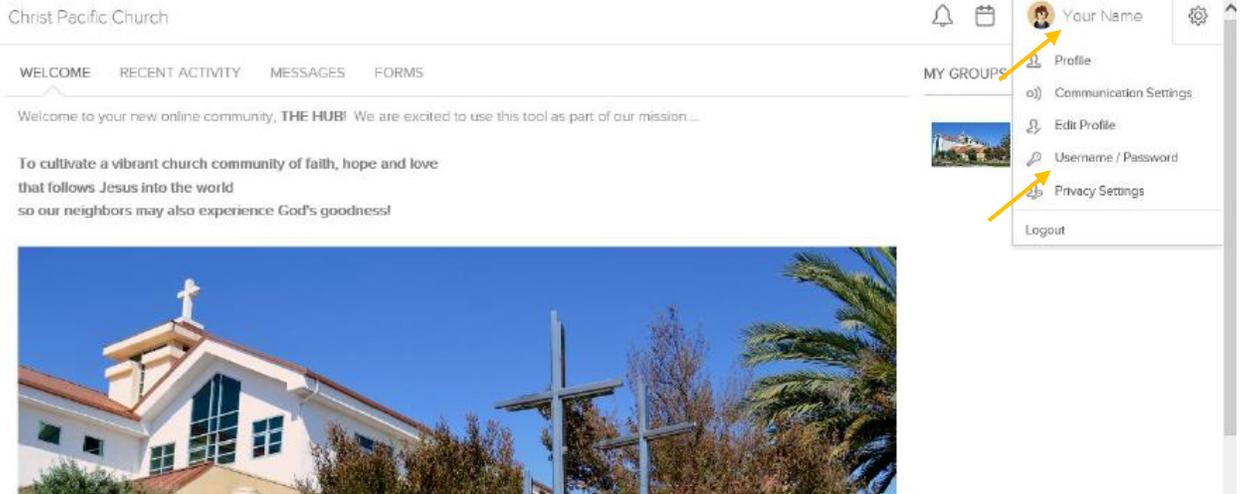
Go to Login page

Sign Up | Mobile login

Set Password

Enter and confirm your new password in the fields to the left. Once your password is set, you will be able to log in with your username kberry@gmail.com.

6. **Your email address is the default Username**, which may be changed after the initial Login.
7. **Create and confirm your password.** Passwords must have at least six characters, with both letters and numbers.
8. Click on **Submit**. The following screen will be displayed with your name in the upper right corner signifying that you have successfully logged in.



9. Once you have access to your profile, you can change your username, if desired, and your password, as follows:
 - Click on your name at the top of the page;
 - Click **Username/Password** from the dropdown list;
 - Choose a Username and Password (must be 6 characters and contain both letters and numbers);
 - Click Save at bottom of page.

Step 2

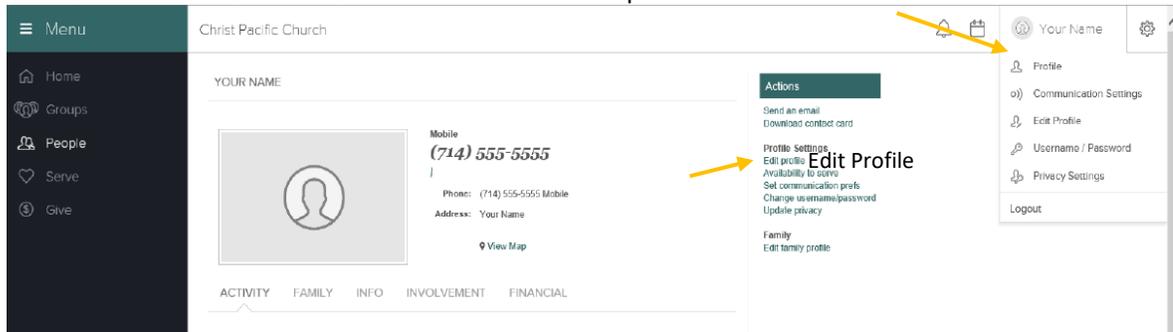
Personal Home Page

Once you have logged into **The Hub** online community, you will land on your personal homepage by clicking on **Your Name** in the upper right-hand corner. This page contains information specific to you.

At the top of the page, you have three icons; the alert bell, calendar, and system settings. Note that your name is always in the top right corner while using **The Hub**. This is where you go to change any personal information about yourself.

Review, Correct and Add Information to your Profile

1. Click on **Your Name** and select **Profile** from the Dropdown menu



2. Review your personal information and ensure it is correct.
 - a. Phone numbers

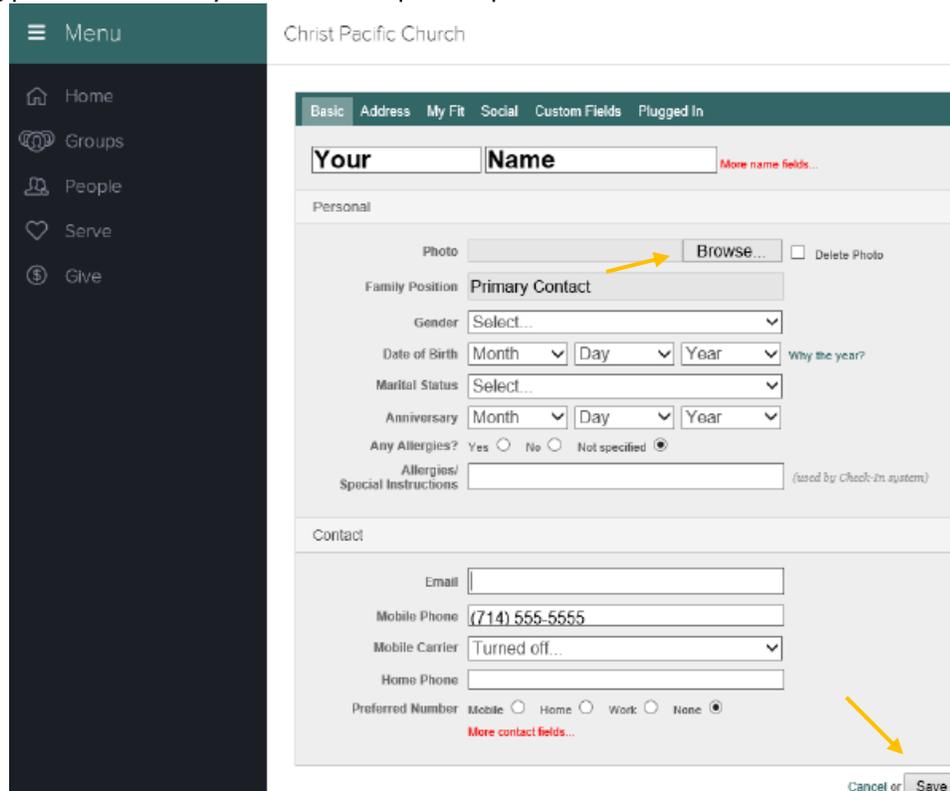
- b. Email Address
- c. Home Address
- 3. Scroll down and examine family information. If family members are missing, please contact the church office at churchoffice@cpchb.org, or 714.968.4940.

Edit Personal Information

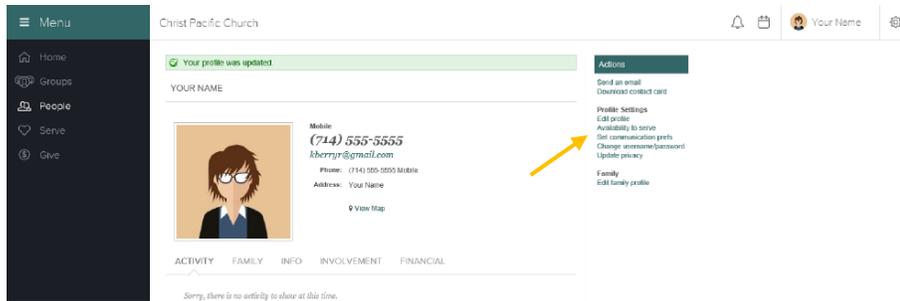
- 1. If any of your personal information is not correct, click on **Edit profile** under the Actions / Profile Settings headers.
- 2. Make corrections and click on **Save** at the bottom right hand side of the page.

Add Profile Picture

- 1. First, select a digital photo of yourself that already on your computer and save it to your desktop or convenient location. Please choose a photo/headshot that clearly identifies you.
- 2. Click on **Your Name** in the upper right-hand corner, then select **Edit profile** from the dropdown list.
- 3. Click on **Browse**, select your saved photo, and then **Upload** the photo. You can crop an existing picture to frame your face in a square aspect.



- 4. Click **Save**. You will see your corrections and picture as part of your profile.



Edit Address and Other Information

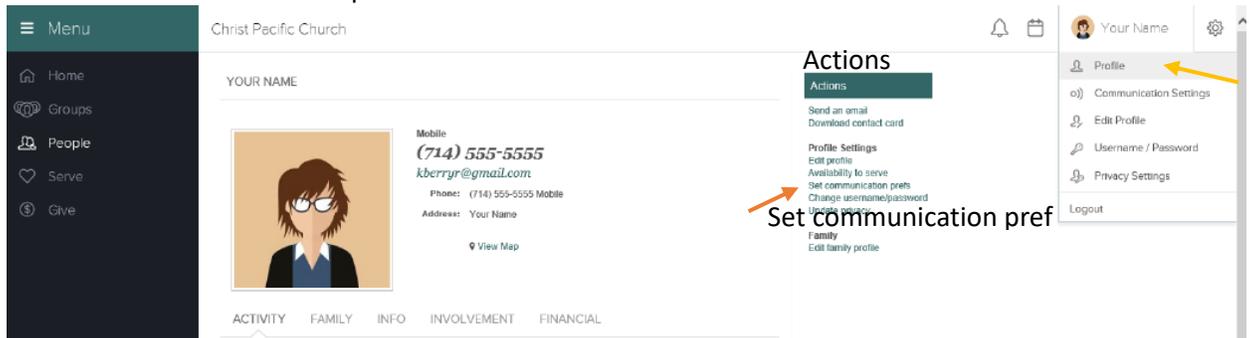
1. To make additional corrections, click on **Edit profile**. Across the top of the Edit Profile page you will see **Basic, Address, My Fit, Social, Custom Fields, and Plugged In** tabs.
2. To correct your address, click on **Address** and edit. Be sure to click **Save** at the bottom right hand side of page.
3. Select the **Plugged In** tab to let us know what service you typically attend, organization or schools you attend, and your Faith/Commitment Story. Click Save.
4. The **My Fit** and **Social** tabs are optional; these tabs are not currently in active use by the church. However, plans are being developed for future implementation. Remember to click **Save** at the bottom of the page.
5. Ignore **Carrier Route** and **Zone** fields. The church will input information for those fields.

STEP 3

Communications

To review the way in which you want the church and others to communicate with you via **The Hub**, follow these steps:

1. Click on **Your Name** in the upper right corner
2. Click on **Profile** from the dropdown list



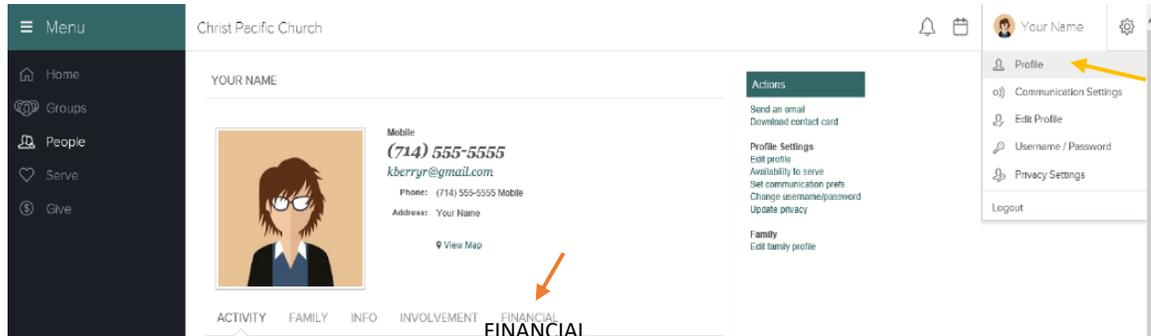
3. Under the **Actions** bar, select **Set communication prefs**.
4. You will see communication options for **Groups** you are in, and for General Church Communications. Read the descriptions and decide how you would like to receive these communications, and then select the appropriate box. The current settings are the default settings. We suggest that you leave the General Church Communication checked as is. Scroll down and select **Save Settings** at the bottom of the screen.
5. Click on **Update Privacy** under **Actions** to review settings for **church-wide** online communications. To make **The Hub** as vibrant and helpful as possible, we strongly recommend

sharing most items with "Everybody," or at the highest level you are comfortable sharing. No items will be shared if the Profile is not "Listed."

STEP 4

View Your Giving Statement

1. To view your giving statement, click on your name in the upper right corner, and then on **Profile** in the drop-down box as shown below. You will see a screen as shown below. Click on the **Financial** tab.

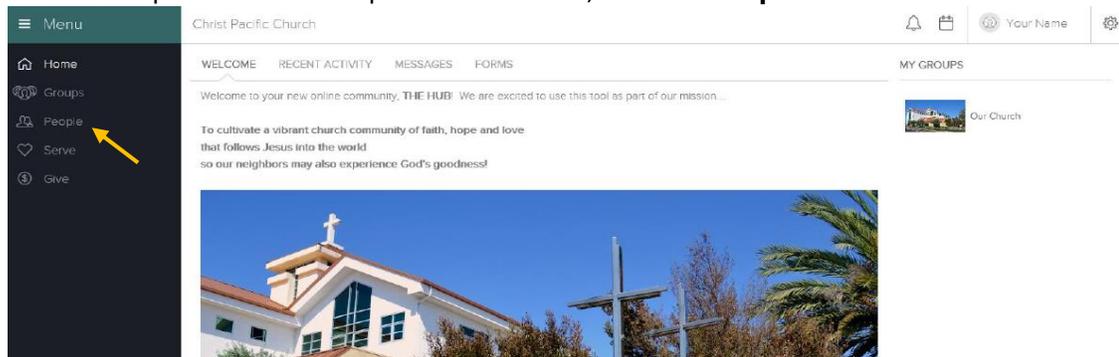


2. After clicking on the **Financial** tab, you will see a list of your recent transactions. On the right-hand bottom of the screen you will see **Printable Statements**. Click on **Giving Statements** and you will be provided with a dialog box.
3. The dialog box will allow you to select **Individual** or **Family** giving in the top drop-down box. Below that, you may select a **"quick range"** by clicking on the drop-down arrow on the right. The quick range options range from today to a year. Or you may click on the Custom Date box below and select a specific date range. When you have made your selections, click on **Run Report**. Once you have run the report you will have an option to print the giving statement.

STEP 5

Viewing Other Profiles

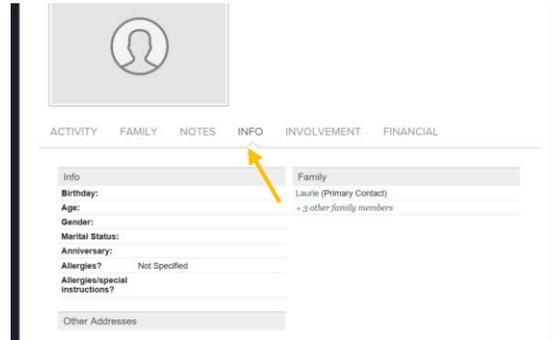
1. To view the profile of another person in **The Hub**, click the **People** link in the left menu bar.



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. You will only be able to see "listed" and accessible 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 members of your own family.)

3. On the **Info** tab, you will see information that an 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.



4. NOTE: Adding an individual to your **My Friends** list will allow that individual to view information in your profile when your privacy settings are set as **friends only** or **friends and my groups members**. In addition, your friends will remain listed on your **People**, giving you easy access to their profiles if you wish to quickly email them or view a phone number. This is a one-way add and does not require approval from the other person.

STEP 6

Friends

To allow your contact information to be shared with other members in The Hub:

1. Go to the People tab on the left side of your screen
2. Type a friend's name in the Search box
3. Click on the person's name, and
4. Click on “Add to my friends list” on the right hand side of your screen.

This will allow your friend to see your information. You will not see their information until you have been added as a friend on their side of the application.

STEP 7

Groups

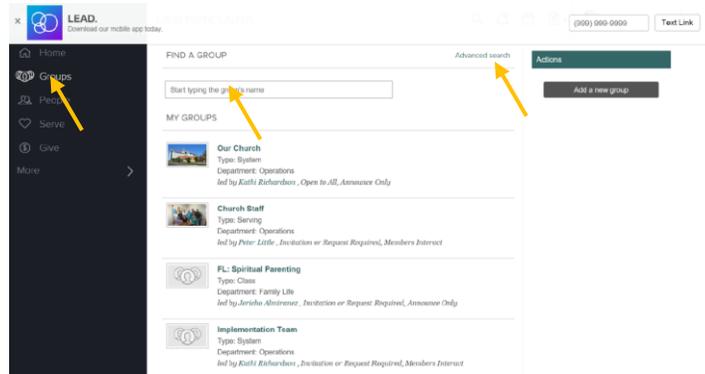
Finally, if you're a member of a life group or a volunteer group that has a Hub grouping, you may want to continue through Step 6 to connect.

As a **Basic User**, you have access to Groups of which you are a member. Your Groups can be found on the right-hand side of the Home page under the header **My Groups**.

You can also access your Groups by clicking on the **Groups** link in the wide vertical navigation bar on the left-side of the page. Events, volunteer opportunities, message boards, and most emails all start through Groups.

To FIND A GROUP

1. Type in the name of a group you'd like to find, or
2. Click on **Advanced Search** to find groups tailored to your interest, location, and/or other preferences.



From each group's page, you can view the number of participants in that group and all the group details. In the tabs, you can view events, messages, needs, positions, files, and volunteer schedules for that group. You can see information in these tabs only for groups you are a member of, or for those that are *Open to All*.

We are still working on building our Groups in **The Hub**. We will let you know any time you have been added to a Group.

Once you are a member of a group, you may also have additional privileges based on the group settings, such as viewing other participants' information, signing up for an event, sending a group message, commenting on messages, creating needs, and uploading files.

STEP 7

GET STARTED!

We sincerely hope that **The Hub** becomes a valuable tool for you as we strive **to cultivate a vibrant community of faith, hope and love that follows Jesus into the world so our neighbors may also experience God's goodness!**