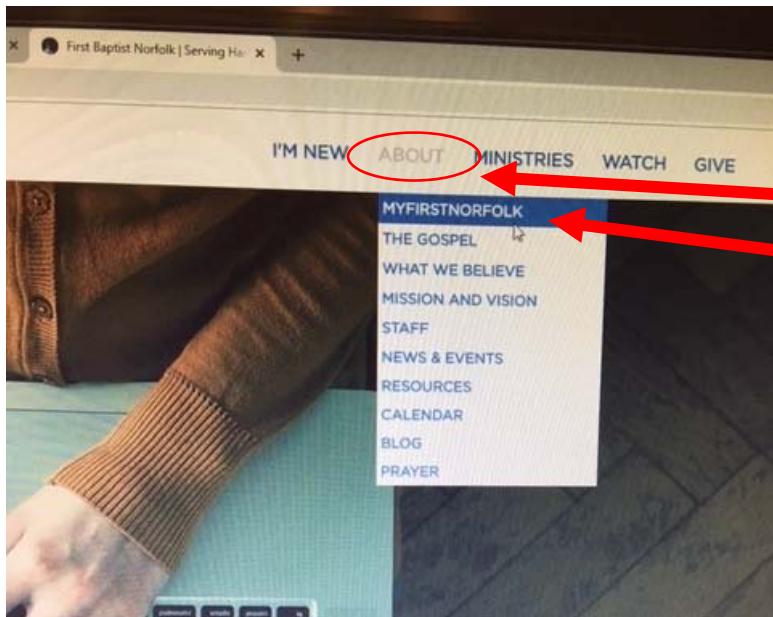


MyFirstNorfolk

Congregation User Guide

Welcome to MyFirstNorfolk! MyFirstNorfolk is an online tool that brings much of First Norfolk to one place so you can stay up-to-date with all that is happening, receive targeted communication that is relevant to you, and stay connected with other people who call First Norfolk home. With MyFirstNorfolk you can:

- See a photo directory of our community and control your own privacy settings
- Add your own profile picture and family picture
- View personalized calendars based on your ministries and interests
- Access your volunteer schedules to stay on top of your ministry commitments
- Discover new ministries, groups, and ways to serve
- Determine your own settings so you can control who can see your information & what communication you receive from First Norfolk



If you do not have a log-in, it's very easy to get one. Go to the church website

www.firstnorfolk.org

Click on the "ABOUT" tab at top right of the page

Then click on MYFIRSTNORFOLK

Then follow the instructions

OR

Simply visit www.myfirstnorfolk.org and follow the instructions to log in.



First Baptist Norfolk • Login

Forms

Find a LIFEgroup

Calendar

First Baptist Norfolk

Username This field is required

Password This field is required

Keep me logged in for 30 days

LOGIN

Request Account Forgot Password?

Welcome to First Baptist Norfolk

If you do not yet have a login and would like to participate in this community, you can sign up by clicking 'Create account' under the login box to the left. An email will be sent with a link to activate your login shortly.

Once you log in, make sure you update your profile. This will begin to personalize the recommendations and opportunities presented to you. Participation in the online community is optional, but we encourage you to do so. Take a look at recent activity, find an interesting group to join or look for an opportunity to serve.

We hope you enjoy your online community!

This screen will come up. You must have an active/correct email in our system to get logged in. You will also need to choose which location (Kempsville Road or Volvo Parkway) you regularly attend.

Request Account

To request a login to our online community, please answer a few simple questions to help us know you better.

Campus

Select Campus

First Norfolk on Kempsville

Enter Your Information

First Name _____ Last Name _____

Email _____

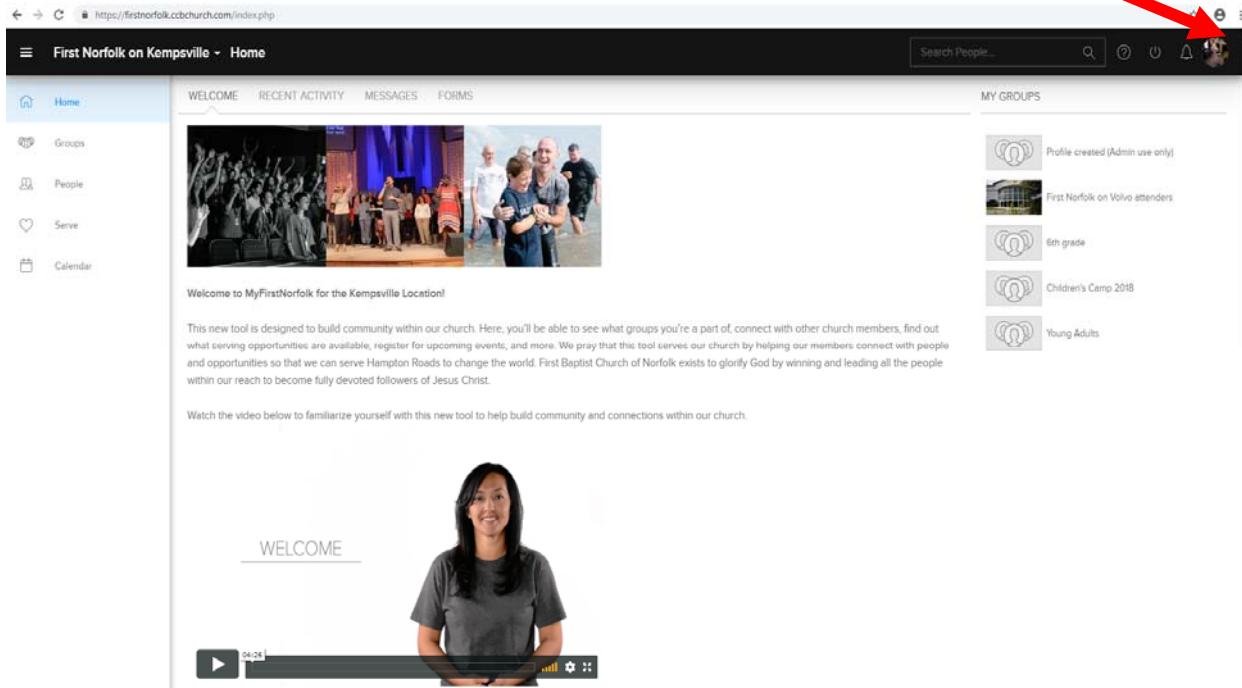
Mobile Number _____ Select Carrier Choose... ▾

CANCEL REQUEST

Accessing and Managing Your Profile

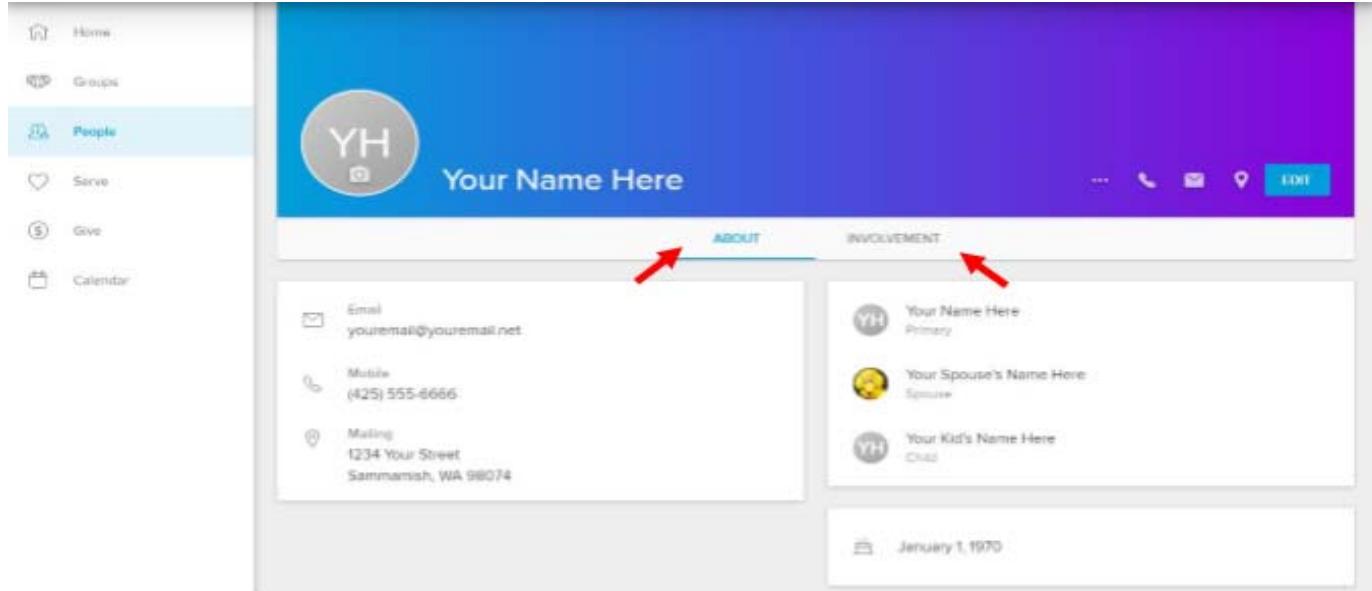
Once you log in, this is what your home page will look like. Every individual in the database has a unique profile that includes important personal and contact information, as well as information about their involvement at First Norfolk.

To access your profile, click your initials at the top right of the page (if you have a photo uploaded to your profile, your photo will display here instead of your initials):



The screenshot shows the homepage of the First Norfolk on Kempsville website. At the top, there is a navigation bar with links for Home, Groups, People, Serve, and Calendar. Below the navigation bar, there is a search bar labeled "Search People..." and a "MY GROUPS" section. The "MY GROUPS" section lists several groups with their names and icons: "Profile created (Admin use only)", "First Norfolk on Volvo attendees", "6th grade", "Children's Camp 2018", and "Young Adults". In the center of the page, there is a "WELCOME" video player. The video player shows a woman in a grey t-shirt smiling. The video progress bar indicates it is at 0:29. Below the video player, there is a "Welcome to MyFirstNorfolk for the Kempsville Location!" message and a paragraph of text about the purpose of the tool. The URL in the browser address bar is https://firstnorfolk.ccbchurch.com/index.php.

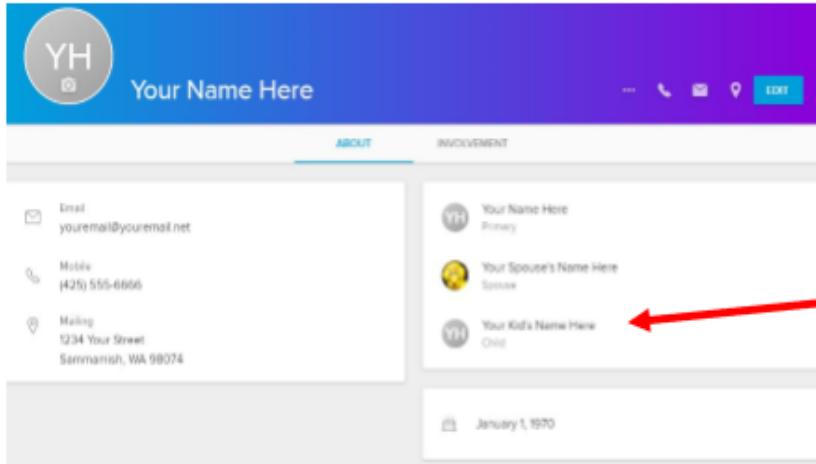
Your Profile page looks like this:



Navigating Your Profile

Profiles are divided into two main sections: “About” and “Involvement.” The “About” section shows personal and family information, including: contact information, family members, birthday, My Fit information (interests, abilities, and spiritual gifts), and more.

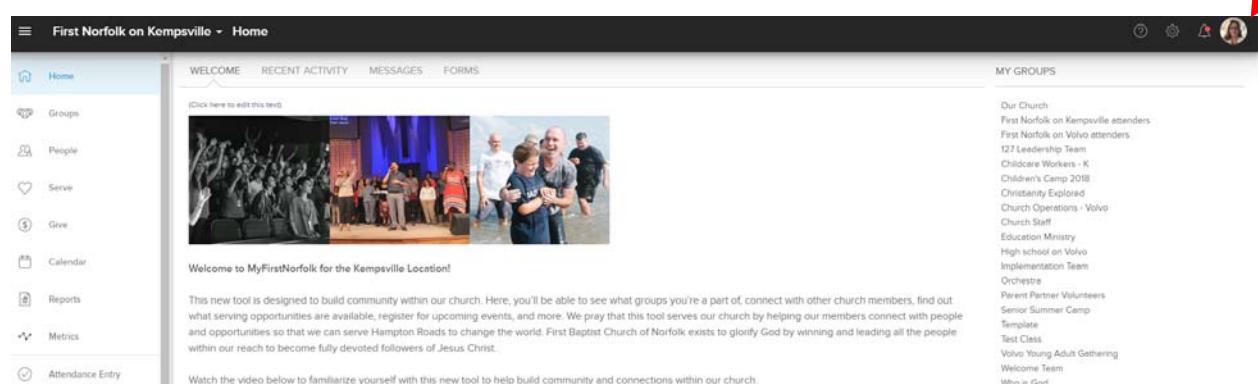
The “Involvement” section shows all the various ways in which you are involved at First Norfolk, including: a timeline of your involvement at First Norfolk and actions in MyFirstNorfolk, groups you are a member or leader of, and more.



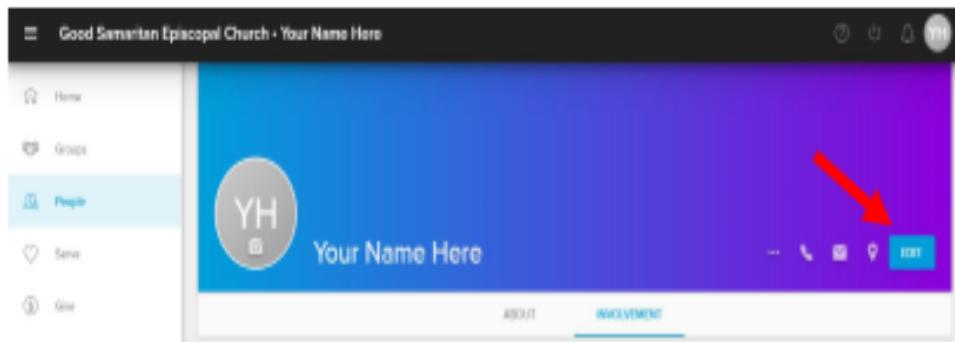
To view a family member's profile, simply click on their name.

Editing Your Profile

Every church member is able to edit, change, or remove information in their profile. This is particularly helpful when you move, change your email addresses, etc. To edit your profile, click your initials at the top right of the page (if you have a photo uploaded to your profile, your photo will display here instead of your initials).



On your profile page, click “Edit” next to your name.



This will bring up a window where you can edit, add, or remove information. Be sure to scroll all the way down to add as much information about yourself as you are comfortable. Once you have edited or added that desired profile information, click “Save” at the bottom right of the window (shown on the next page).

Edit Profile

 First Name: Test3 Last Name: Hannas

[+](#)

Email:

[+](#)

Home Phone:  (757) 555-5555

[+](#)

Mailing Street: 931 Willis St

City: Chesapeake State: VA

[+](#)

Phone: 23323-5918 Country:

[+](#)

Gender: Female Birthday: 10/31/2002 

October 31, 2002

School: Grade:

CANCEL **SAVE**