

## DIRECTIONS TO LOG IN AND USE THE COMMUNITY CHURCH BUILDER (CCB) DATABASE

What follows is the directions on getting onto the church builder site where you can then edit your profile to share whatever information you wish to share. You can also view your giving here. Please know that only you can see your giving and should not be a sharable item on your profile. You can search “people” on the site and look up any church member though you will only get their name unless they have registered in and worked with their profile. You can also find the various committees and groups of the church as well as their membership. As this serves as our church directory, and we pay for the service on an annual basis, we appreciate your effort to at least share your address and your email as well as including a picture of you and maybe your family.

All of these actions happen under the Profile tab in the upper right-hand menu bar. I am sure you will appreciate the versatility of this site once you get registered as a user. There is even an app for your phone or tablet though the app only serves as a directory and does not allow you to view your giving statement. Please give it a try. We currently have only a handful of church members on board.

**Step one:** Visit the site where you will be asked to log in or register (“request an account”).

<https://newlifelc.ccbchurch.com/goto/login>

**Step two:** Once you have requested an account, fill in the information requested, use your email as your user-name, and create your password. Please remember that no one can retrieve that password other than you so do whatever you do to remember it. If you had registered at some other time and are being told your email was already used to establish an account, you will need to choose “forgot password” and you will be given instructions to reset it.

**Step three:** Log back in and explore the info in the site. Find the profile tab and set your preferences and what you want people to see when they search you. Find the giving tab on the left-hand menu. Finally, search for people and then if someone you searched comes up with name and birthday only, encourage them to register as you have. We are trying to get this to be the directory our members will use. Please be sure to go to the profile tab but check **ONLY** those boxes for information you wish to share.

**Step four:** There is a phone / tablet app available. You can find it in whatever app store site you use on your phone. The app is called “Lead” and looks like a blue/purple box with three intersecting rings. Download the app and then you will be asked to log in. Don’t try this unless you have already visited the site and registered. Your login information will be the same as the web site.

You are all set. If you need further assistance talk with one of the office staff or Ken Wundrow, and we will try our best to get you logged on. Thanks for doing this and please encourage others to do the same. In that way we can truly utilize this software and build a dynamic directory.