

## Frequently Asked Questions CCB

*Q: How do I upload/change my profile picture?*

A: On the home page, click the circle in the top right hand corner which will take you to your profile page. Once you are on your profile page, you can click on the profile picture icon (a camera button should appear) and you can click either 'replace' or 'upload'. Then choose a photo you would like to display and finish.

*Q: How do I edit my profile info?*

A: On the home page, click the circle in the top right hand corner which will take you to your profile page. Once you are on your profile page, click the 'edit profile' button and update/add any info that you think is relevant.

*Q: How do I change my privacy settings on my profile?*

A: Go to your profile and click the 'actions' button found next to your profile picture. Scroll down to 'Privacy'. After clicking, go through the options and set your privacy settings to your desire and click 'save'.

*Q: What is 'My Fit' on my profile?*

A: My Fit is where you can add your passions for ministry, spiritual gifts, talents and abilities, etc. You can edit these by going into the actions button on your profile, clicking 'My Fit' and filling out the different sections. You can also edit who can see My Fit in your privacy settings.

*Q: How do I find my giving statement?*

A: On the home page, click the tab 'Give' on the left hand menu bar. This should bring you to a page with your giving history. Don't worry, only you can see this.

*Q: How do I search for someone?*

A: Click the magnifying glass on the top right corner, or the People tab on the left toolbar. Then type in the name of the person you are searching for. You can also type in any info that you have about them- like their phone number or address.

*Q: I found a person but can't see their contact info-Why?*

A: This is because they either don't have any contact info in the database, or they have made it so that their info is private to only select groups and individuals.

*Q: What are 'Needs'? Why are they assigned to me?*

A: Needs are a list of things that will be necessary for an event. For example- a small group could be doing a potluck dinner and create 'Needs' for the event, and assign different people with providing different items. You might be assigned to bring a dessert, while someone else might be assigned a side dish. These can be assigned to you depending on an event or activity that is happening at your campus or in a group that you are in.

*Q: How do I find and/or join a group?*

A: On the home page, click 'Groups' on the left hand side. This will bring up a page for you to search groups. Once you find the group you are looking for and click on it, the page for that group will have a button on the top right corner that says 'Request to Join'. After this, the group leaders will add you to the group if your request is approved.

*Q: How do I know what groups I am in?*

A: On the home page you will see the list of groups you are in on the right hand side of the screen.

*Q: How do I get info about the people who are the same groups as me?*

A: After you find the group that you want to look in and click on it, click on the tab 'participants'. This will bring up a list of people who are in the group with you and their contact info if they have provided it and made it visible to others in their groups.

*Q: What are some things I can do to utilize CCB well?*

A: Update your profile with current info. (If you are a parent, make sure you add your phone carrier info to your profile as well.) Add a profile picture of yourself. Make sure the groups you are in are accurate. Fill out My Fit on your profile.