

CCB User Instructions

Each stakeholder in Woodridge Community Church has the opportunity to interact with others including calendars, events, community groups and more via our web-based software.

Getting Involved –

First time users can access the software by going to <https://woodridge.ccbchurch.com/login.php> . You may be invited via email, and then of course you will simply tap on the link to get to the login page. We suggest you add this page to your web browser “Favorites” or “Bookmark” the page for future use.

The screenshot shows the login page for Woodridge Community Church. The header includes the church name and navigation links for 'Calendar' and 'Find a Group'. The main content area is titled 'Welcome to CCB' and contains a login form with fields for 'Username' and 'Password', a 'Login' button, and a 'Forgot Password?' link. Below the form are links for 'Sign Up', 'PDA login page', and 'iPhone login'. To the right of the form, there is a welcome message and instructions on how to use the site, including a link to 'My Profile'.

Everyone will initially tap on “Sign Up”, taking you to a page to create your unique login and password.

The screenshot shows the 'Request a Username and Password' page. The header is the same as the login page. The main content area is titled 'Request a Username and Password' and contains a form with fields for 'First Name' (filled with 'Woodridge'), 'Last Name' (filled with 'Trainer'), 'Email', and 'Contact Phone'. There is a 'Submit' button and a 'Forgot Password?' link below the form. To the right of the form, there is a message explaining that users should fill out the information on the left and that an email will be sent to the administrative offices if no email match is found.

The data on this page will be recognized (email and/or phone #) if you have successfully logged in before.

If you have logged in successfully, and consequently forget your password, it will be emailed to you. If you have not successfully ever logged in, you will need to contact the administrator to get the login and password.

Once logged in, you will be taken to your home page. From here, you can:

- Edit your profile
- Search and join a group

Edit Your Profile:

Woodridge Community Church

Home Groups Calendar Messages People More Reports Search

Welcome!

Welcome to Woodridge's new web-based tool to manage its data and ministries. We hope that it will be a great resource to enable Woodridgers to connect with each other and encourage one another.

Upcoming

9AM Service
Nov 27, 2011 at 9:00am, Entire Church Group

10:30AM Service
Nov 27, 2011 at 10:30am, Entire Church Group

9AM Service
Dec 4, 2011 at 9:00am, Entire Church Group

10:30AM Service
Dec 4, 2011 at 10:30am, Entire Church Group

November 2011

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

Go to my calendar

Add event - Send invitations

My Groups' Activity

MONDAY, OCTOBER 24

Event added: 10:30AM Service - Entire Church Group

Event added: 9AM Service - Entire Church Group

CG Leader
Go to my profile

My Groups (2)

Entire Church Group

CG Leaders Training Template

Woodridge Community Church

Home Groups Calendar Messages People More Reports Search

CG Leader CG Leader

View Map

Activity Family Info Involvement Financial Serving Availability

No recent activity

Modified on Nov 8, 2011 by CG Leader CG Leader

Actions

- Send an email
- Download vCard
- Profile Settings
 - Edit profile
 - Adjust availability to serve
 - Set communication prefs
 - Change username/password
 - Update privacy
- Family
 - Edit family profile

Find a group – either by starting to search “name contains” or using the link to “or discover a new group”:

Woodridge Community Church

Home Groups Calendar Messages People More Reports Search

Find a group by typing its name below ... or discover a new group

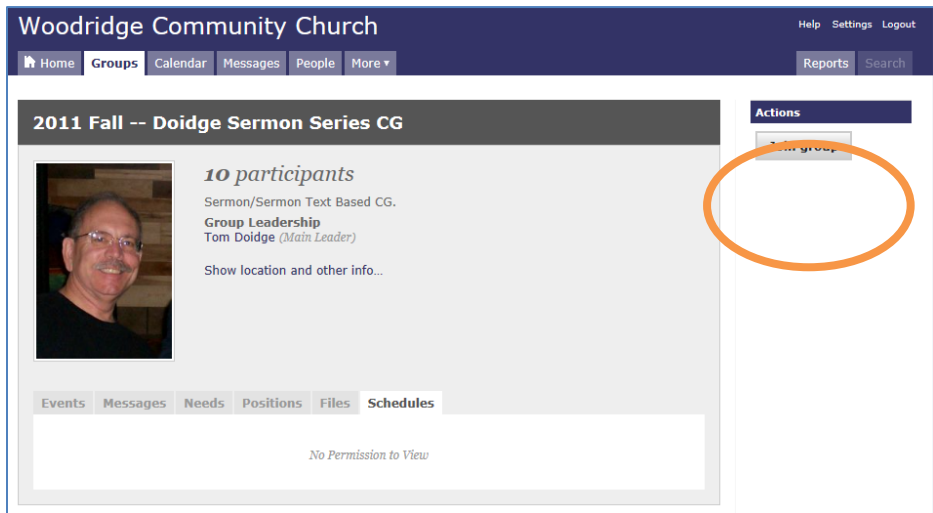
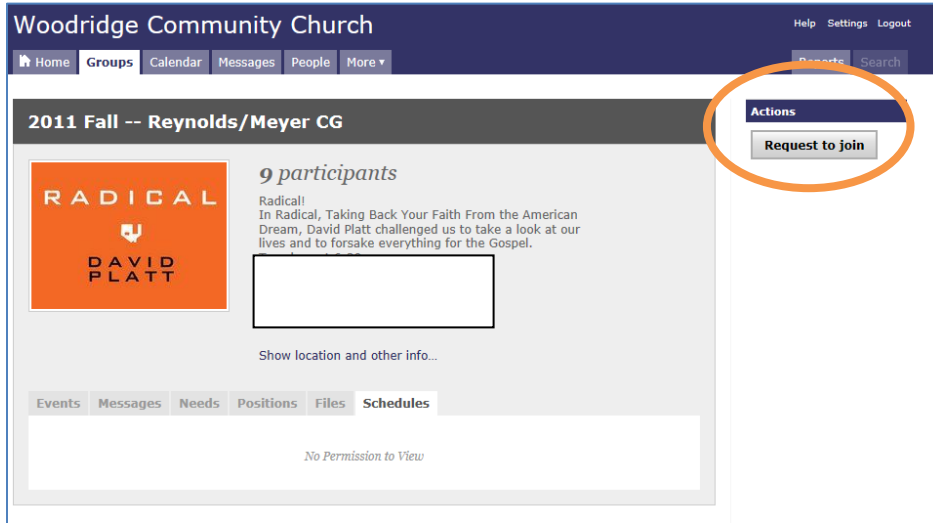
radical

2011 Fall - Leader

Search Results

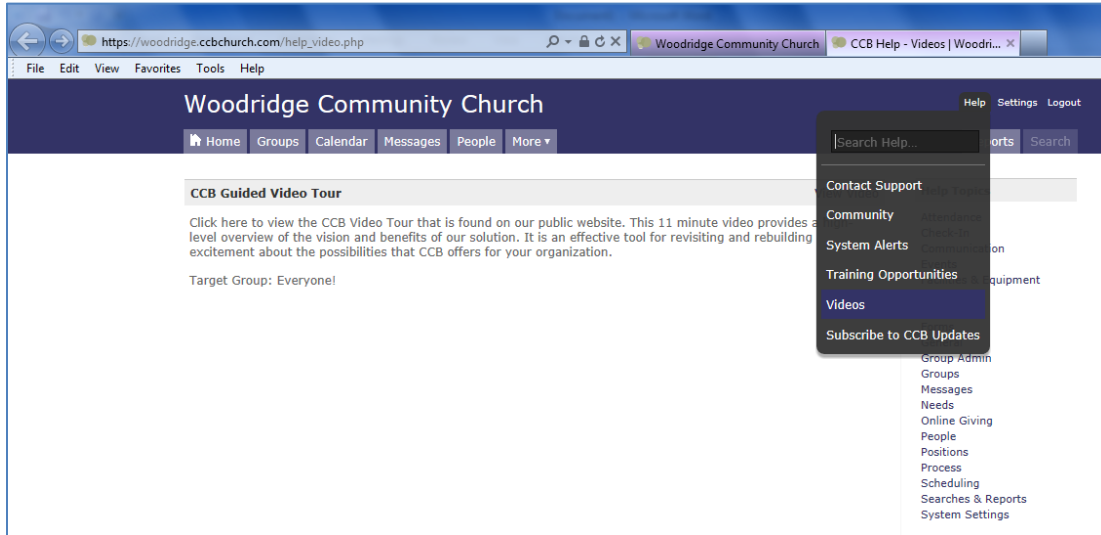
Entire Church Group
Types: Care / Small Group
Department: Church - General
Led by: Dave McNew, Open to All - Invites Only

To join a group – simply tap on the group name to open it, and “Request to Join”. The group leader will be notified by email, and will respond to you.



If the group is “open invitation”, simply tap “Join Group”:

Getting Help:
Click on Help/Videos.



We suggest General and then "Welcome!"

